



**LUTHERAN THEOLOGICAL SEMINARY**  
**Gettysburg, Pennsylvania**

**STUDENT HANDBOOK**  
**2016-2017**

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**PREFACE**

The primary source of information about the Lutheran Theological Seminary, Gettysburg, Pennsylvania, is the annual Catalog, which is published in May. This edition of the Student Handbook should be used as a supplement to the current Catalog.

The Student Handbook is prepared annually for use by new and returning students. Many of the documents in the Student Handbook are revised or updated on a regular basis. Copies are made available in the Dean's office. You may also access the current copy of the Student Handbook on the seminary's web page at [www.ltsg.edu](http://www.ltsg.edu).

<b>ACADEMIC AND CURRICULAR PERFORMANCE POLICIES .....</b>	<b>5</b>
A) COURSE LOAD .....	5
B) CLASS ATTENDANCE .....	5
C) INCOMPLETE AND EXTENSIONS .....	5
D) ACADEMIC PROBATION .....	6
E) AUDIT.....	6
F) ONLINE COURSE POLICIES FOR STUDENTS AND FACULTY.....	7
G) ADDING, DROPPING, OR WITHDRAWING FROM CLASSES .....	7
H) WAIVER OF SPECIFIC REQUIRED COURSES AND ADVANCED STANDING.....	8
I) TRANSFERRING CREDITS INTO LTSG DEGREE PROGRAM.....	8
J) TRANSFERRING DEGREE PROGRAMS .....	9
K) POLICY ON EXCEPTION TO THE BACCALAUREATE DEGREE REQUIREMENT.....	9
• <i>Criteria for Admittance into TEEM</i> .....	10
L) LEAVE OF ABSENCE.....	11
M) RESUMPTION OF STUDIES .....	11
N) PLAGIARISM.....	11
O) SOME PRELIMINARY CONSIDERATIONS .....	12
P) THE SYSTEM OF GRADING.....	12
Q) GRADE APPEAL PROCESS.....	13
R) THE ADVISORY SYSTEM .....	13
• <i>Academic Advisor Evaluation</i> .....	13
• <i>Faculty Advisor and Advisee Roles and Expectations:</i> .....	14
S) POLICY REGARDING NON-GRADUATE PARTICIPATION IN GRADUATION .....	14
T) HONORS .....	14
U) CRITERIA FOR AWARDING “WITH DISTINCTION” FOR AN MAR/STM THESIS .....	15
V) SPECIAL STUDENT STATUS .....	15
W) FIELD EDUCATION .....	16
• <i>Ministry in Practice</i> .....	16
• <i>Supervised Clinical Ministry</i> .....	16
• <i>Guidelines for CPE Equivalency Petitions</i> .....	17
• <i>Internship</i> .....	19
• <i>Practices of Ministry A, B and C</i> .....	20
• <i>Variance in Placement Procedures</i> .....	20
X) INDEPENDENT STUDY.....	21
Y) TUTORIAL COURSES.....	22
Z) JANUARY TERM .....	22
AA) MULTICULTURAL STUDIES PROGRAM.....	23
<b>LEARNING CENTERS .....</b>	<b>25</b>
A) THE BOOKSTORE.....	25
B) THE LEARNING RESOURCE CENTER .....	26
C) A. R. WENTZ LIBRARY REGULATIONS.....	27
D) THE WASHINGTON THEOLOGICAL CONSORTIUM .....	30
E) THE WRITING & RESEARCH CENTER .....	30
F) INFORMATION TECHNOLOGY POLICIES .....	31
<b>EDUCATION EXPENSES AND FINANCIAL AID.....</b>	<b>35</b>
A) EXPENSES .....	35

B)	FINANCING THEOLOGICAL EDUCATION .....	35
C)	SEMINARY FINANCIAL SUPPORT .....	36
D)	SYNOD FINANCIAL SUPPORT.....	37
E)	CONGREGATION FINANCIAL SUPPORT .....	37
F)	FOUNDATION GRANT.....	37
G)	FEDERAL DIRECT LOANS .....	38
H)	FINANCIAL AID POLICY .....	39
I)	FINANCIAL AID OFFICE STATEMENT OF VERIFICATION POLICIES.....	40
J)	OVERPAYMENTS .....	40
K)	REFUND/REPAYMENT POLICY.....	40
L)	STANDARDS FOR GRADUATE STUDENTS RECEIVING FEDERAL TITLE IV FINANCIAL AID .....	44
<b>COMMUNITY LIFE AND WORSHIP .....</b>		<b>45</b>
A)	GUIDELINES FOR WORSHIP IN THE SEMINARY .....	45
B)	THE LANGUAGE OF OUR WORSHIP .....	45
C)	GUIDELINES FOR COMMUNION PRACTICES.....	57
	• <i>Preparation for Reception of Holy Communion</i> .....	57
D)	AN ECUMENICAL STATEMENT.....	57
<b>CONDUCT AND COMMUNITY .....</b>		<b>58</b>
A)	CONDUCT OF SEMINARY STUDENTS .....	58
B)	RESPONSIBLE COMMUNITY DISCOURSE .....	59
<b>GENERAL SEMINARY POLICIES .....</b>		<b>59</b>
A)	DISABILITY DISCRIMINATION POLICY .....	59
	• <i>Disability Accommodation Procedures</i> .....	62
B)	POLICY ON SEXUAL HARASSMENT.....	63
C)	POLICY FOR SEXUAL ABUSE-PREVENTION EDUCATION.....	83
	• <i>Abuse-Prevention Education Policy</i> .....	83
D)	BUILDING ACCESS TO MINORS.....	84
E)	BUILDING USAGE POLICY.....	84
F)	SECURITY AND SAFETY .....	85
G)	FIRE AND EMERGENCY PROCEDURES.....	85
H)	PARKING .....	85
I)	OUTSIDE GROUP USAGE .....	85
J)	DRUG AND ALCOHOL ABUSE POLICY .....	87
K)	PROPOSAL FOR PROTOCOLS REGARDING HUMAN SUBJECTS IN RESEARCH.....	89
L)	CONFIDENTIALITY, FERPA AND FRAUD POLICY.....	94
M)	THE FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) .....	94
N)	SOCIAL SECURITY NUMBER POLICY .....	97
O)	FRAUD, FORGERY AND OTHER CRIMINAL MISCONDUCT .....	97
P)	NO SMOKING POLICY .....	98
Q)	FIREARMS POLICY .....	98
R)	DELAY/CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER.....	98
S)	COMMUNICATION POLICY .....	99
T)	CAMPUS MAILBOX POLICY.....	99
U)	RECYCLING POLICY .....	100
<b>FACULTY/STAFF/STUDENT COMMITTEES AND GROUPS.....</b>		<b>101</b>

A)	THE MASTER OF DIVINITY DEGREE PROGRAM COMMITTEE .....	101
B)	THE MASTER OF ARTS IN MINISTERIAL STUDIES AND MASTERS OF ARTS IN RELIGION DEGREE PROGRAM COMMITTEE.....	102
C)	GRADUATE STUDIES COMMITTEE .....	103
D)	LIBRARY ADVISORY COMMITTEE .....	103
E)	THE FACULTY EXECUTIVE COMMITTEE.....	104
F)	LEARNING TECHNOLOGY COMMITTEE .....	105
G)	ENROLLMENT SERVICES AND FIELD EDUCATION COMMITTEE .....	105
H)	SPECIAL EVENTS, WORSHIP AND LIFELONG LEARNING COMMITTEE.....	106
I)	THE HOUSING COMMITTEE.....	107
J)	CLASS COMMITTEES .....	108
	• <i>Course Evaluation</i> .....	108
K)	FAMILY FELLOWSHIP.....	108
L)	STUDENT GATHERINGS.....	109
M)	TUTOR(S) FOR SUMMER GREEK .....	110
N)	SOCIAL ACTIVITIES COORDINATOR FOR SUMMER GREEK JOB DESCRIPTIONS .....	111
O)	SUPPLY PREACHING COORDINATOR .....	112
	• <i>Student Participation</i> .....	113
	• <i>Guide for Churches Using Seminary Supply Preaching</i> .....	114
P)	THE DAILY REDACTOR EDITOR .....	116
Q)	DUTIES OF SACRISTANS .....	118
R)	TEACHING/RESEARCH ASSISTANTS (AS NEEDED).....	119
<b>HOUSING SERVICES .....</b>		<b>121</b>
A)	DORMITORY HOUSING .....	121
B)	APARTMENT HOUSING.....	121
	• <i>The Apartment Assignment Process</i> .....	122
C)	APARTMENT REGULATIONS.....	123
D)	DORMITORY REGULATIONS.....	125
E)	COMMUTER STUDENTS PART-TIME HOUSING “CRASH ROOM” POLICY.....	126
	• <i>Single Night Use of a Dormitory Room Policy</i> .....	127
F)	OFF CAMPUS HOUSING INFORMATION .....	127
G)	PET POLICY .....	128
<b>FOOD SERVICE.....</b>		<b>130</b>
A)	REFECTORY FOOD SERVICE.....	130
B)	COMMUNITY MEALS .....	130
<b>RECREATION .....</b>		<b>131</b>
A)	YWCA GROUP PLAN AGREEMENT 2016-17 .....	131
<b>FACILITY INFORMATION.....</b>		<b>131</b>
A)	ATHLETIC EQUIPMENT AND FACILITIES .....	131
B)	GROUNDS .....	131
C)	GUEST ACCOMMODATIONS .....	132
D)	COFFEE SHOP.....	132
E)	THE USE OF THE SEMINARY CHAPEL FOR WEDDINGS .....	132
F)	USE OF THE CHAPEL FOR MEMORIAL SERVICES .....	135
G)	ACCESS TO THE CHAPEL.....	136
H)	LTSG FLEET ADMINISTRATION POLICY .....	136

I)	MAINTENANCE .....	137
J)	EMERGENCY CONTACT INFORMATION .....	138
K)	CAMPUS MAP .....	139
L)	PARKING .....	140
<b>APPENDIX .....</b>		<b>141</b>
A)	CONSTITUTION .....	141
	• <i>MISSION STATEMENT</i> .....	141
	• <i>VISION STATEMENT</i> .....	141
B)	STUDENT ASSOCIATION CONSTITUTION .....	156
C)	THE ADVANCEMENT OFFICE .....	169
D)	HOSPITALITY .....	169
E)	OFFICE OF COMMUNICATIONS .....	169

## **ACADEMIC AND CURRICULAR PERFORMANCE POLICIES**

### **a) COURSE LOAD**

The academic year consists of two semesters, of fourteen weeks each, and a January term. The normal load is 13.5 – 15 credits per semester. A student may enroll for an overload (more than 16 credits) subject to approval by the Dean. Students who are on academic probation may not register for an overload.

### **b) CLASS ATTENDANCE**

Regular class attendance is expected for each class. Anticipated absences should be communicated to the instructor. The student is responsible for obtaining information presented in class and making arrangements for completing any assigned work.

### **c) INCOMPLETE AND EXTENSIONS**

An incomplete (INC) is a temporary notation on a student's academic record indicating that all requirements for the course have not been fulfilled by the last day of the semester. Students may request an extension beyond the end of the term to complete requirements for the course. Such a request must be submitted before close of business on the last day of the term. Instructors may, but are under no obligation to, give permission for an extension of the deadline beyond the end of the term. Extension requests approved by instructors are then forwarded to the Dean for approval. The student may appeal a denial by the instructor to the Dean.

Extensions are normally no more than six weeks in duration. Extension of the deadline beyond the six-week limit may be granted only with the approval of the Dean, upon the receipt of an additional petition signed by the student and the instructor. Normally no extensions shall be permitted beyond these two.

If the instructor does not receive final requirements for the course by the deadline, the incomplete is changed to a final grade determined by the instructor. In the absence of sufficient work of passing quality, the grade will be an "F".

With respect to students in the S.T.M. program course work normally is completed due as follows:

Fall semester: All work is due no later than January 15  
Spring semester: All work is due no later than June 15  
Summer courses: All work is due no later than August 15  
January Term: All work is due no later than March 15

Extensions for course assignments beyond these dates may be requested of the instructor and the dean. First degree students taking STM courses are subject to the same grade, course expectations and grade submission dates as STM students. Senior students are responsible for making sure that their work is submitted in time for graduation requirements.

**d) ACADEMIC PROBATION**

Academic probation shall be imposed when a student has received a failing grade in a course (either F or WF). Academic probation shall be removed when the student has successfully completed 12 credits, unless fewer than 12 credits are required to graduate, as specified below.

Students on academic probation shall be required to consult with the Dean in arranging for the following semester a schedule which may include any or all of the following: (1) reduction of course load; (2) reduction of outside employment, including supply preaching; (3) reduction or dropping of field education. The Dean shall report such action to the faculty.

If a student fails a course while on academic probation, or when three Fs/WFs appear on the transcript, that student will be subject to academic dismissal by faculty vote. Students receiving an F or WF for internship will also be subject to academic dismissal.

Should the grade F/WF occur for a required course, that course must be repeated successfully in order to make up the failure. An F/WF grade in an elective course fulfilling a requirement must be made up by successfully completing a course in the same curricular area.

It is possible for a student to graduate while on academic probation. If a student receives a failing grade, but then has fewer than 12 credits required in order to graduate, those credits must be completed in order for the student to graduate. If the student does not need the failed course in order to graduate, that student may graduate without taking another course in that curricular area.

Students dismissed for academic failure must wait a minimum of 12 months from the date of dismissal before applying to the faculty for readmission. Readmission will be granted only in exceptional cases and not without evidence from the student that previous causes of failure have been removed. Such readmitted students will be placed on academic probation, and any further course failure will result in automatic dismissal without privilege of reapplication.

4/12/2010

**e) AUDIT**

Registration for audit in a particular course by an enrolled LTSG degree seeking or affiliate student shall be subject to a mutual agreement between the instructor and the student with regard to conditions of participation. The audit fee is waived for fulltime students and \$50.00 per credit for all other LTSG degree seeking students who are not enrolled fulltime.

Registration for audit in a particular course by a person not enrolled as a student at LTSG shall be subject to a mutual agreement between the instructor and the student with regard to conditions of participation. An audit carries a fee of \$175.00 per credit and a transcript record would be kept.

Immediate family members of an LTSG student in good standing are welcome to seek arrangements to attend courses. These arrangements shall be made directly with and by permission of the instructor. No fee shall be charged for such arrangements and no transcript record will be kept.

**f) ONLINE COURSE POLICIES FOR STUDENTS AND FACULTY**

According to ATS standards, residential courses are defined as courses:

- Occurring primarily on the LTSG campus, or
- Conducted at a LTSG approved extension site, or
- Intensive /hybrid courses which include 51% or more of the required classroom hours in person or “face-to-face.”

With respect to non-residential, online courses:

- MDiv students must complete at least one year’s worth of residential courses, but the rest can be completed online. Some exceptions are possible. (ATS Degree Program Standards, A.3.1.3)
- MAMS students must complete at least 1/3 of their course work residentially, but the rest can be completed online. Some exceptions are possible. (ATS Degree Program Standards, B.3.1.3)
- MA and STM students have no particular restrictions regarding the number of online credits received, but LTSG must be able to “demonstrate that its students are engaged in a community of learning whereby faculty and students have opportunities for regular and substantive interaction.” (ATS Degree Program Standards, D.3.1.1)

Requests for transfer credit for online courses taken through another institution will be subject to the LTSG policies for transferring credits from another institution.

If an on-campus course comparable to an online course would occur in the same semester, students who are on-campus or local (within 25 miles) normally should take the on-campus course. The Dean with permission of the instructor may grant exceptions upon assessment of a written petition by the student.

Faculty developing a new online course or converting a residential one to online may receive additional course load credit with the approval of the Dean and President.

Instructors may request the Dean to limit enrollment in online courses. For online courses with more than 15 students, instructors may request additional assistance or workload offset.

**g) ADDING, DROPPING, OR WITHDRAWING FROM CLASSES**

Students may drop or add classes with full adjustment in tuition and no record of the course on the student’s transcript according to the following deadlines:

- \*Semester-long class - within the first two weeks of the semester
- \*Class in the first half or second half of a semester – within the first week of the course
- \*J-term or Summer term class – by close of business on the first day of class

After the deadlines above, students may withdraw from a class. The instructor will assign a grade of WP or WF based on the student’s work in the class to date. Based on the original tuition charge and tuition calculated at the revised level of credits, a portion of tuition may be refundable. Please see Refund/Repayment policy.



Date of Withdrawal	Semester-long class	Half-semester class
Within 1 <sup>st</sup> week after drop/add deadline	5/6 refundable	2/3 refundable
Within 2 <sup>nd</sup> week after drop/add deadline	4/6 refundable	1/3 refundable
Within 3 <sup>rd</sup> week after drop/add deadline	3/6 refundable	None refundable
Within 4 <sup>th</sup> week after drop/add deadline	2/6 refundable	
Within 5 <sup>th</sup> week after drop/add deadline	1/6 refundable	
6 <sup>th</sup> week after drop/add deadline or beyond	None refundable	

Tuition for J-term or summer term classes may be prorated for withdrawals within the first half of the course. Financial aid may be affected if students drop below certain minimum levels of credits. If you do not officially withdraw from your courses, then you will be accepting responsibility for all charges.

#### **h) WAIVER OF SPECIFIC REQUIRED COURSES AND ADVANCED STANDING**

A student may request an assessment of competence in a course or courses on the basis of assessment by the faculty of the course. A positive assessment results in advanced standing for the student.

In order to receive advanced standing with credit for a specific course, the student must present evidence of prior academic work. In addition, faculty will determine by appropriate means of assessment that the student has the knowledge, competence, or skills that would normally be provided by the specific course for which advanced standing with credit is requested. Fees apply for assessment for the purpose of advanced standing with credit (currently, \$125 per credit). Advanced standing with credit may not be granted on the basis of ministerial or life experience. No more than 25% of the credits required for the degree program may be granted via advanced standing with credit.

Advanced standing without credit may be granted based on faculty assessment of a student's knowledge, competence, or skills in a specific course. Advanced standing without credit exempts a student from a specific course, but does not reduce the number of overall credits required for the degree. Normally, a student granted advanced standing without credit for a specific course takes other credits in the same curricular area.

#### **i) TRANSFERRING CREDITS INTO LTSG DEGREE PROGRAM**

Students who have completed credits in graduate level courses at another institution may petition the Dean for evaluation of the credits for possible transfer into the degree program at LTSG. An official transcript is required to evaluate the credits and the Dean may request relevant catalog descriptions of courses. For consideration, courses must have been completed at the graduate level, at an ATS or regionally accredited institution, related to the degree outcomes, within the last ten years, with a grade of at least C (a grade of C- is not accepted).

If the student received a degree for the credits under consideration, the maximum number of credits that may be transferred into the LTSG degree program is the lower of (a) 50% of the credits that led to the

previous degree, or (b) 50% of the credits required for the LTSG degree. If no degree was received from the credits under consideration, the 50% maximum above does not apply.

All transfer credits, whether leading to a degree or not, are limited by the online course limitation (no more than one-third of the degree credits) and the residency requirement. ATS accreditation standards mandate a residency requirement equal to a minimum of one year of degree credits at the LTSG campus, calculated based on the total degree credits and the normal time to degree. (For example, a degree of 90 credits designed to be completed in three years requires 30 credits in residency.) Residency is defined as a course meeting face to face on the LTSG campus or a hybrid course (combination of face to face and online) which includes at least 51% face to face meetings.

#### **j) TRANSFERRING DEGREE PROGRAMS**

Each degree program or program of study has distinct goals and objectives. Applicants are evaluated for admission and accept admission to a particular degree program or other program of study (Affiliate for Consecration, Special Student, etc.) A student who wishes to change to a different degree program or program of study must petition the Dean, describing the underlying circumstances prompting the request for transfer. All transfers must be approved by faculty action.

#### **k) POLICY ON EXCEPTION TO THE BACCALAUREATE DEGREE REQUIREMENT**

Procedure for non-degree/non-accredited degree applicants

A bachelor's degree is required for admission to all first-professional degree programs in accordance with the Association of Theological Schools (ATS) standards and the laws of the Commonwealth of Pennsylvania. Successful completion of an undergraduate degree is the best indicator for success in graduate theological education and ensures a corpus of knowledge that is important both for further study and for ministry. However, ATS does make provision for member schools to admit a few students who have not met this requirement, but who are able to establish "equivalency."

While no exceptions will be made for those seeking a Master of Arts in Religion (MAR), the following guidelines are established for applicants seeking admission to the Master of Divinity or Master of Arts in Ministerial Studies degree programs who do not have an earned bachelor's degree or who have an earned degree from an institution that is not accredited.

The applicant will:

- Normally, have 20 years or more of adult life and leadership experience
- Have successfully completed (2.8 GPA or higher) 30 credit hours of undergraduate education or its equivalent
- Interview with the admissions committee
- Have the official support of her/his ecclesial body
- Submit all application materials by June 1 for fall semester matriculation and November 15 for spring semester matriculation.

The applicant may strengthen her/his file by:

- Submitting a well-written essay
- Submitting additional references or materials that help establish her/his equivalency and/or competence for graduate theological study
- Scheduling a campus visit through the admissions office
- Articulating a clear sense of call to serve the church
- Completing undergraduate courses in the following subject areas:
  - English- Literature
  - English- Writing
  - History
  - Philosophy
  - Natural science
  - Social science
  - Modern language

The admissions committee will receive and review completed applications to the guidelines listed above. Successful completion of the application does not guarantee the applicant's admission.

8/2014

- ***Criteria for Admittance into TEEM***

The following criteria are taken into consideration when recommending a candidate for TEEM:

1. Love for Jesus Christ, and love for neighbor
2. Membership in an ELCA congregation for a minimum of one year
3. Knowledge and passion for mission work in the ELCA
4. Acceptance of and adherence to the Confession of Faith of this church
5. Ability to share the faith
6. Passion for justice and a commitment to build sustainable communities, working to alleviate hunger and poverty
7. A ministry site identified by the synod bishop
8. Normally, age 40 or older

EOCM approved Lay Mission Developers serving a ministry site for an extended period of time normally enter candidacy and must complete the steps identified in the Candidacy Process outlined in the Candidacy Manual (Ordained B-1) and must be accepted into TEEM by the Associate Executive Director for Ministry Leadership in Vocation and Education (V&E). Candidates from LWF partner churches entranced into candidacy with prior theological education who are serving in a ministry setting identified by the synod bishop may fulfill the ELCA requirements for ordination through TEEM.

Changed draft 10/30/96, 8/14/97, 10/1/99, 8/03/01, 4/2002, 12/2003, 9/26/2005, 7/21/11

## **l) LEAVE OF ABSENCE**

A leave of absence is available to students on a temporary basis for health or personal reasons or to consider vocational options. Normally, the total length of a leave of absence will not exceed two semesters.

Students considering a leave should discuss their circumstances with their faculty advisor. Students requesting a leave must complete a Leave of Absence Request form available from the Registrar's Office and obtain the signatures of faculty advisor and the Dean. If the Leave of Absence takes place during the academic term, the student will receive either a WP (withdraw passing) or WF (withdraw failing) for all current courses, pending approval of the professors. The student may resume studies upon the expiration of the requested Leave of Absence or earlier by registering for the next term.

Student deferment for Federal Stafford Loans is no longer in effect when a student is enrolled for less than 6 credits or goes on Leave of Absence. In such cases, loans will go into repayment. Contact the Director of Financial Aid for specific information.

Students who wish to withdraw from seminary should inform the Registrar.

Revised 5/2011, 8/2014

## **m) RESUMPTION OF STUDIES**

Former students who wish to resume their studies at a later date will need to reapply through the Admissions committee. Reapplication should include a plan to complete the degree in a timely manner. Students who are readmitted are subject to the graduation requirements in the catalog in effect at the time of readmission. Normally credits older than ten years will not be applicable to the degree.

Revised 5/2011

## **n) PLAGIARISM**

Plagiarism comprises both intellectual theft as well as intellectual fraud or deception. It is stealing and presenting the ideas or words of someone else as one's own. It is literary theft in presenting as new or original an idea or material that is derived from an already existing source. The use of the words or ideas of another without acknowledgement of their source or the absence of due attribution of credit may be committed unintentionally as well as intentionally. Plagiarism is the undue quoting of material without the indication of quotation, whether it be merely a sentence or two or a significant portion of the work of another.

Traditionally, plagiarism referred to the selection, preparation, and distribution of printed matter (e.g., books, newspapers, magazines, and pamphlets). However, with advent of the digital age, plagiarism has been expanded to include material beyond the medium of print of the written word.

Plagiarism is considered a violation of the Seminary's policy on appropriate conduct of seminary students. See the relevant section in this Handbook for disciplinary procedures related to conduct.

o) **SOME PRELIMINARY CONSIDERATIONS**

Grades should not be viewed as ends in themselves. Students need information about the quality of their work which would enable them to improve their educational performance. Therefore, in addition to grades each student shall receive a written evaluation from his/her instructor stating the level of competence disclosed in each course. A sample of the evaluative descriptive report which shall be used in a particular course shall be distributed for each course at the beginning of the semester. This evaluative descriptive report shall indicate the student's competence in the light of the course objectives; therefore, the course objectives shall be stated on this report.

Students may expect to receive grade reports and copies of descriptive reports within 4-6 weeks of the end of the term. Copies of grade reports and descriptive reports are also sent to the student's judicatory agency.

8/2014

p) **THE SYSTEM OF GRADING**

The Seminary's grading system in the M.Div., M.A.M.S. and M.A.R. programs is as follows:

- P designates Pass. The student has demonstrated a basic competence in a specific course or curricular unit as defined in the syllabus or the guidelines.
- F designates Failure. The student has not demonstrated a basic competence in a specific course or curricular unit. If a student received the grade F in a required course, the course must be repeated successfully. See the section on Academic Probation.
- INC designates Incomplete. It indicates that the Dean has granted the student an extension of time beyond the limits of the term for the completion of course work. If work is successfully completed within the time limit stated by the Dean, it shall receive the grade P. If it is not successfully completed within the time limit, it shall receive the grade F.
- W/WF designates Withdraw; Withdraw Failing.
- Students have the option of choosing a letter grade for the evaluation of their performance in some courses, although no grade point averages will be calculated by the Registrar. Students must declare this preference at the time when they register for a particular course. Any changes in preference need to be requested by the drop/add deadline. The following letter grades are applied: A – Superior (90-100), B – Very Good (80-89), C – Sufficient Competence (70-79), F – Failure. The S.T.M. degree program requires letter grades.

q) **GRADE APPEAL PROCESS**

- A student who wishes to contest the grade given in a course should begin the appeal process by conversation with the faculty member involved.
- If conversation with the faculty member ends with a decision that the student wishes to contest, the student should submit a written appeal to the dean. After conferral with the student and the faculty member, the dean will normally render a decision on the case.
- If an appeal is made, written notice must be in the dean's office prior to the start of the next semester.
- If the dean decides the case warrants further review, the student's written appeal will be submitted to the Faculty Executive Committee.
- The Faculty Executive Committee meets with the student and the professor together and makes a decision regarding the matter.
- In instances where the dean is the course instructor, the student's written appeal will go directly to the Faculty Executive Committee. In this instance and in instances where the course instructor is on the Faculty Executive Committee, the President will appoint a replacement faculty person to adjudicate the matter with the Faculty Executive Committee.

Approved by the faculty 5/93, Revised 10/07; 11/08; 8/09

r) **THE ADVISORY SYSTEM**

- The role of the advisor is intended to be primarily that of guide to the student in his/her educational program at the Seminary. The Seminary encourages advisors and advisees to establish and maintain appropriate relationships.
- Advisors will normally participate in student endorsement and senior approval interviews.
- Responsibility for the administration of the Advisory System shall be in the Dean's office and shall include: Preparation and distribution of lists of advisors and advisees by the Registrar before the beginning of each academic year; Reassignment of advisors and advisees upon request of either party and/or when faculty or students go on or return from leaves.
- A limitation of advisee load shall be set each year, preferably a maximum of fifteen students per faculty member. Participation in the Advisory System is to be considered a regular faculty responsibility of equal importance with such work as faculty committee assignments and administrative duties. Insofar as possible, each faculty member will have representation on his/her advisee list of students from all classes. An individual appointment between an advisor and the advisee shall be made at least once each semester of the academic year.

• ***Academic Advisor Evaluation***

Purpose of this evaluation:

The Academic Advisor Evaluation process provides a yearly evaluation of faculty advisors. This evaluation is administered through SurveyMonkey. The dean's office collects the data and copies will then be forwarded to the faculty advisor. This evaluation procedure is designed both to provide an assessment to individual faculty members and to strengthen the academic advisement system. Along with the Student Course Evaluations, it is used in the Rank and Tenure review process to evaluate faculty effectiveness.

- **Faculty Advisor and Advisee Roles and Expectations:**

The advisor primarily acts as a consultant to students in their educational program at the Seminary.

Advisors are expected:

- To be in contact with students at each registration period to review their planning,
- To be familiar with the curricular resources and help students make appropriate plans,
- To participate in judicatory and institutional meetings as necessary (e.g., student endorsement and senior approval interviews),

Students are expected:

- To keep their advisor informed of significant changes in their academic plans,
- To be prepared, prior to any advisor appointment, with informed questions about their degree program choices.

Adopted by the Faculty 5/11/72, 6/80, Updated 5/99, May 2001, Revised 5/11

s) **POLICY REGARDING NON-GRADUATE PARTICIPATION IN GRADUATION**

Participation in graduation ceremonies is normally limited to those receiving degrees or diplomas. Exceptions may be granted by the faculty, including exceptions for students who have completed all requirements except for such requirements as can be completed before the beginning of the next academic year (the beginning of fall classes).

Adopted by the faculty 12/14/92, 8/2014

t) **HONORS**

It has been a tradition at LTSG to award honors to students in various academic categories at the time of graduation. If so awarded, the student's name appears in the given category in the graduation bulletin. The granting of honors to any student is the prerogative of the faculty only. The process towards honors is initiated only by a faculty member, who observes that (a) a student has the talents and high grades in a given academic area and (b) has also done extra work beyond the requirements in the area: e.g. an independent study, extra course work of merit. Names of those nominated by professors for honors are brought to the entire faculty each spring, which votes on the nominations. Honors may be awarded in the following areas: Biblical Studies, Old Testament, New Testament, History, Reformation and Luther Studies, Theology, Ministerial Practice, Homiletics, Church Music, Christian Education, Theological Ethics, Church in Society, Worship and Pastoral Care. The faculty may not award all honors in a given year. In addition, when a thesis submitted is outstanding, the additional notation of "with distinction" may be granted.

Approved by the faculty March 15, 2010

#### u) **CRITERIA FOR AWARDING “WITH DISTINCTION” FOR AN MAR/STM THESIS**

The following are the criteria used when determining if a thesis warrants the designation “with distinction.” Evaluation of any thesis is in light of the goals and objectives of the specific degree program, and therefore the same criteria are used for all theses.

A thesis that merits distinction displays qualitatively superior work in a variety of categories.

- It should be comprehensive, and demonstrate engagement with a broad range of sources.
- The quality of interlocutors will be considered: the student will have shown her or his ability to both understand and synthesize constructive proposals from the highest level in her/his field.
- The student’s argument should be persuasive and compelling, subtle and nuanced.
- Quotations should be well-chosen, and support, but not overwhelm, the student’s own analysis.
- The quality of the student’s research should be excellent, going beyond secondary sources and drawing from a variety of resources—books, periodicals, first-hand accounts, reliable web-sources, etc.
- In addition, where appropriate, the student should demonstrate strong competency in the use of foreign languages for research purposes.
- Also where appropriate, the thesis should evince a marked degree of creativity, and make an original contribution to the field.
- Finally, it should go without saying that a thesis that merits distinction should demonstrate grammatical excellence in every way.

The designation “with distinction” is determined by the examining faculty at the time of the thesis defense.

Approved by the faculty May 10, 2010

#### v) **SPECIAL STUDENT STATUS**

Special Student Status is granted by the dean only, on a semester by semester basis, for the following reasons:

- The study of theology by persons who do not seek a degree or ordination.
- Particular deficiencies in a student's prior academic record.
- Students who have been accepted by the admissions committee but have not received a positive entrance decision may be admitted on a provisional basis. Provisional admission may be granted by the dean in the case of students who are prepared to begin coursework but who have not yet received a positive entrance decision from their candidacy committee. This provisional admission allows the student not more than one semester of full or part-time study prior to the receipt of a positive entrance decision. If a positive entrance decision is not received prior to the beginning of a second semester of study, the student will revert to Special Student status.

June 1989, Updated, May 1994, Updated, May 1999, April 2003, August 2014



w) **FIELD EDUCATION**

The three components of the Field Education Program are: Ministry in Practice, Supervised Clinical Ministry (CPE), and Internship. The Seminary grading system is used.

- ***Ministry in Practice***

Ministry in practice is required for those studying in the Master of Divinity and the Master of Arts in Ministerial Studies program. It is not required for the Master of Arts in Religion. As part of the field work experience, students take a course entitled Practices in Ministry scheduled during the Fall and Spring semesters.

Ministry in Practice and Practices in Ministry must be taken together and are a prerequisite for Internship. Normally, Ministry in Practice and Practices in Ministry are taken in the first year of studies, but a student may, in consultation with the Director of Practice in Ministry, also take them during the second year of studies. Students are normally assigned to a ministry site within an hour's drive of Gettysburg or, if they are commuting students within an hour's radius of their weekend residence, and are expected to spend 5-7 hours in activity related to the goals of the Ministry in Practice during the weeks assigned for mentoring sessions.

A full description of the Ministry in Practice is available on the webpage.

- ***Supervised Clinical Ministry***

Supervised Clinical Ministry is required for those studying in the Master of Divinity Degree program. This requirement refers to one basic unit of Clinical Pastoral Education (CPE) accredited by the Association for Clinical Pastoral Education (ACPE). Alternate programs and equivalencies shall be evaluated and may be approved by the seminary in consultation with the student's Candidacy Committee and the Division for Ministry or the appropriate church judicatory. Students are given 3 credits for successfully completing CPE.

Normally, a full-time program of eleven to twelve weeks in length (40 or more hours a week). CPE must be completed before the student's internship. Most students complete CPE during the summer following their first year of academic study at the seminary at any one of a number of sites throughout this country.

CPE provides an opportunity for students to learn about ministry and about themselves as ministers in a clinical setting under trained and certified pastoral supervisors. Pastoral practice, written case studies, verbatim reports, individual supervision, seminar participation, and related reading are the primary means of learning during CPE; the person as minister and her/his pastoral relationships become the major learning documents in the CPE process.

The seminary's goals for Supervised Clinical Ministry are as follows:

to foster theological understandings of pastoral ministry with particular focus on the relationship of systematic theology to the theology evident in one's practice of ministry;

to foster self-awareness, especially of how one's personality, attitudes, values, and assumptions affect both others and the use of one's self in ministry;

to foster self-evaluation in ministry;

to foster the formation of one's personal and ministerial identity;

to foster the use of pastoral supervision for personal and professional growth;

to foster the use of a peer group for personal support and evaluation in ministry;

to foster pastoral and interprofessional functioning in clinical settings;

to accomplish the above within an experiential and process conception of learning that:

(a) uses the clinical (case) method and an action-reflection model of education; (b) focuses on the person and relationships of the participant; (c) provides theological as well as psychodynamic and sociodynamic conceptual frameworks for reflection upon, and analysis of, ministry; and (d) includes a variety of ministerial functions, with the primary mode of praxis being pastoral visitation and interpersonal relationships.

The following policies apply to the Supervised Clinical Ministry (SCM) requirement:

SCM shall normally be completed in a full-time summer CPE program following the completion of at least nine courses at the seminary. Students shall not engage in earning academic credit while participating in "full time" CPE programs. Employment during this period is strongly discouraged. Students shall not normally engage in concurrent CPE programs during their first or second academic semesters at the seminary. Students who do engage in a "concurrent" CPE program typically take a reduced course load.

The seminary reserves the right to deny satisfactory completion of the CPE graduation requirement to those who violate the above policies. It shall remain the policy of the seminary that CPE must be successfully completed prior to the start of internship. Exceptions to any of the seminary's policies on CPE shall be made only by the Enrollment Services and Field Education Committee.

- ***Guidelines for CPE Equivalency Petitions***

Students wishing to petition for an equivalency for the C.P.E. requirement should submit their request to the Enrollment Services and Field Education Committee, in consultation with the Director of Supervised Clinical Ministry.

The petition should be at least eight double-spaced pages. The petition should include any and all available supporting documentation (e.g., reports of supervisors, certification of completed ministry programs of study). The petition and supporting documentation should demonstrate that the student has achieved each of the following goals of Supervised Clinical Ministry:

- (1) to foster theological understandings of pastoral ministry with particular focus on the relationship of systematic theology to the theology evident in one's practice of ministry;
- (2) to foster self-awareness, especially of how one's personality, attitudes, values, and assumptions affect both others and the use of one's self in ministry;
- (3) to foster self-evaluation in ministry;
- (4) to foster the formation of one's personal and ministerial identity;
- (5) to foster the use of pastoral supervision for personal and professional growth;
- (6) to foster the use of a peer group for personal support and evaluation in ministry;
- (7) to foster pastoral and interprofessional functioning in clinical settings;
- (8) to accomplish the above within an experiential and process conception of learning

The petition and supporting documentation also should indicate that the education accomplished during the equivalency: (a) used the clinical (case) method and an action-reflection model of education; (b) focused on the person and relationships of the participant; (c) provided theological as well as psychodynamic and sociodynamic conceptual frameworks for reflection upon, and analysis of, ministry; and (d) included a variety of ministerial functions, with the primary mode of praxis being pastoral visitation and interpersonal relationships.

Adopted by the Faculty of LTSG on 5/93, Amended by the Field Education Committee 12/93, Amended by the Field Education Committee 5/97, Amended by the Field Education Committee 5/99, August 2014

- **Internship**

Internship is required of all students in the Master of Divinity program. The internship fee as stated in the current catalog applies to all types of internship experiences. Internship is available during the last two years of Seminary, but normally will be during the third year. The determination of when internship will occur will be arranged in conversation between the student, the Director of Field Education, and the student's synodical candidacy committee, or the appropriate church judicatory. Students are given 9.5 credits for successfully completing internship and 1.5 credits for the internship project.

Requirements to go on internship:

Before internship begins, students must have successfully completed 45 credits normally, including 24 credits for the following required courses:

- Greek (3 credits)
- Gospels (3 credits)
- Confessions (3 credits)
- Introduction to Systematic Theology (3 credits)
- Introduction to Preaching (1.5 credits)
- Homiletics Elective (1.5 credits)
- Church's Worship (Fall and Spring) (3 credits)
- Practices of Ministry A/B (3 credits)
- CPE (3 credits)

In addition, ecclesial endorsement is necessary for placement on an ELCA internship.

Normally a congregational program, internship involves no less than nine and no more than twelve months. Nine months - September through May - fulfills the requirement of the Seminary. However, students and congregations may find it to their mutual advantage to continue the student's service for a full twelve months, including either the summer preceding or the summer following the nine month period, so that there will be the continuous service of an intern.

Because of the intensity intended in the normal nine or 12 month internship, both in practice and reflection upon it, students will be limited to no more than three hours of study for credits toward graduation, and then only with the permission of the Field Education Director and the Dean. The faculty advisor will be informed of any such decisions.

The relationship of the congregational program of the internship to the period of Seminary residence is pedagogically important. The curriculum is designed, in fact, to make possible the integration of two years of residence and clinical pastoral education into the congregational program of the intern year, and to integrate all of these into the third year of residence. Normally students will take their internship during the third year of their theological study. However, students may ask for internship in the fourth year, thus reversing the order of internship and the final year. However, students must first discuss the possibility of a fourth year internship with the Director of Field Education and their synodical candidacy committee, or their appropriate church judicatory. Ordination and the awarding of the Master of Divinity degree in these cases will follow upon successful completion of internship.

Students on internship are required to participate in "intern clusters" whose purpose is to provide means for (1) disciplined sharing of experiences, (2) continuing contact with the Seminary and its faculty, and (3) contact with students from ecclesiastical traditions working in the vicinity of the clusters. Usually, clusters meet once a month.

The **concurrent internship** program is designed for students who desire to fulfill the field education requirements by remaining in residence in Gettysburg or Washington. In particular, the program consists of (1) Ministry in Practice; (2) Clinical Pastoral Education taken either as an intensive program during the summer, a semester, or in terms of the equivalence option; and (3) internship taken concurrently, that is, during the last two years of residence either in Gettysburg or Washington. In such a program, the student continues in residence, carries one half of the academic program over a period of two years, and works half time in a context approved by the Seminary. Approved intensive parish experiences may be used to fulfill up to two middle-term requirements.

- ***Practices of Ministry A, B and C***

Practices of Ministry A & B is designed to be taken concurrently with the Ministry in Practice field education experience. Should a student need to withdraw from Ministry in Practice, the student will also be withdrawn from Practices of Ministry A or B. Practices of Ministry C is designed to be taken after completion of a successful internship. For students doing a capstone internship, special exception is granted to take Practices of Ministry C online during the spring semester. Should a student need to withdraw from internship during the spring semester, the student will also be withdrawn from Practices of Ministry C. When the field education experience is undertaken again in the future, the student will register for the associated Practices of Ministry course(s).

- ***Variance in Placement Procedures***

A regular internship is full-time for a nine to twelve month period. The location of the internship is arranged through the Internship Matching Workshop held at Gettysburg Seminary. It is normally expected that all students will participate in this procedure. However, it is recognized that personal situations may require a student to seek other arrangements for internship. Students requiring such other arrangements (e.g., concurrent internship, specific location, additional responsibilities not directly related to the internship, etc.) must make a request to the director of Field Education for approval of variance from the regular placement process. If approved, then the student given such variance will not participate in the Matching Workshop but will work with the Director of Field Education to arrange internship location.

Revised 6/92, Updated 5/93, Updated 5/96, Revised 5/97, Revised 5/99, Revised 5/99, Revised 6/00, August 2014

## x) INDEPENDENT STUDY

An independent study may be undertaken by students in any degree program to explore a particular area of interest. Independent studies normally, may not be used for required courses. Exceptions may be granted with permission of the Dean. Students who undertake independent studies are subject to the same academic policies and procedures that apply to regularly scheduled courses.

1. Confer with the instructor to reach consensus regarding the nature of the independent study, including the number of credits to be awarded.

2. Register for the course by writing in the pertinent information on the regular course registration form (number of credits, grade choice, instructor). Obtain the instructor's signature on the registration form, indicating agreement to work together on a ROSA statement.

3. Prepare a ROSA statement that describes:

(R) The Rationale for the independent study: Why you want to undertake this study; how this study will enhance your ministry goals

(O) The Objectives of the study: What you intend to study; what you intend to learn by the end of the study, what learning you should be able to demonstrate

(S) The Strategies used in the study: How you will study the material, including reading assignments and meetings with the instructor

(A) The Assessment instruments to be used in the study: How your learning will be measured; what instruments will be used by the instructor, including tests, papers, projects

4. Obtain the approval signatures of the instructor and the Dean for the ROSA statement.

5. Submit the approved ROSA statement to the Registrar. If the approved ROSA statement is not received by the end of the drop/add period for the term, the student will be withdrawn from the independent study.

August 1978, Updated, May 1995, Updated, May 1999, July 2008, July 09, August 2010, August 2014

#### y) **TUTORIAL COURSES**

A Tutorial is a class conducted by a professor for one student or for a small number of students. This course must be advertised and other students invited to participate. The description for any tutorial course is initiated by a member of the faculty and must be submitted for approval by the dean. Tutorial courses are offered at the Seminary for the following reasons:

- To obtain credit for a course not scheduled during a semester in which a student needs it;
- To enrich regular required and elective courses for students with a particular interest in the field, particularly in the final year.

Tutorial courses are to be arranged with the consent of and at the convenience of the instructor and approved by the Dean.

December 1998, May 2001, August 2014

#### z) **JANUARY TERM**

The overall objective of the J-Term is to meet the holistic intentions of the LTSG mission statement, seeking to broaden the experience of both students and professors pedagogically and substantially through the provision of creative J-Term courses.

Typically the students fulfill their multicultural requirement during January Term. In agreement with the ELCA's emphasis on inclusive ministry, the seminary requires one unit in the curriculum for multicultural experience designed to broaden student awareness of minority experiences and aspects of racism in church and society, so to enable students to better minister in a culturally pluralistic society. There is no waiver of this requirement. More information on the Multicultural Studies program follows.

A student proposing an Independent Study project for J-Term follows the basic procedure for Independent Studies now in use for our fall and spring semester. Normally no more than one J-Term shall be an Independent Study project.

June 1991, Revised, May 1995, Revised, May 1999, Revised, June 2000, Revised, June 2001, August 2014

aa) **MULTICULTURAL STUDIES PROGRAM**

In agreement with the ELCA's emphasis on inclusive ministry, the seminary requires one unit in the curriculum for multicultural experience designed to broaden student awareness of minority experiences and aspects of marginalization and oppression in church and society, so to enable students to better minister in a culturally pluralistic society. There is no waiver of this requirement. ROSA Statement for the Multicultural Requirement

**Rationale:** A requirement for the M.Div. and M.A.M.S. degrees is the successful completion of a 1.5 credit educational unit ( 21 contact hours) designed to deepen and broaden the students' world view in several ways. First, this requirement creates opportunities for students to develop their awareness of ethnic experiences and concerns other than their own, particularly those that relate to aspects of racism and prejudice in church and society. Second, this requirement offers the chance for students to expand their knowledge of the global church, and better understand the connections between the ELCA and global church bodies. Finally, this requirement facilitates a greater knowledge of religious traditions other than Christianity, and the means by which students might facilitate positive interactions between different faith communities in a specific community. All of these opportunities serve to better prepare students to begin their public ministry in a culturally pluralistic context. Normally, this requirement is fulfilled during the January Term.

**Outcomes:**

At the completion of the unit students should be able to:

1. identify some of the theological issues and concerns of a specific ethnic/cultural/religious community.
2. read and assess documents and statements of the Evangelical Lutheran Church in America and other faith communities on cultural diversity and inclusiveness.
3. describe how the unit positively informs one's understanding and practice of public ministry.
4. educate others on the theological and practical value of diversity within the church
5. integrate the unit into the larger context of one's seminary education and ministry as a whole

**Strategies:**

Students may fulfill the requirement in a variety of ways, all of which require the approval of the Director of the Multicultural Studies Program, including:

1. A course that involves an immersion experience into a racial or cultural community other than the student's community of origin. This could include work with a Latino/a ministry, African-American ministry, prison ministry, Native American ministry, etc.
2. An Independent Study Program designed to meet this requirement which includes significant involvement with persons or groups other than the student's own racial-cultural background.
3. An immersion trip led by Gettysburg seminary faculty, or a similar trip



4. An interreligious experience, taken either as a course or as a guided independent study

**Assessment:**

Student work for this unit is graded by the Director of the Multicultural Studies Program. The assessment tool is normally a final reflection paper of 10 to 15 pages, with either a “P” [pass] or “F” [fail] grade awarded based on the following outcomes:

1. The ability to identify and describe particular theological concerns and insights present in a specific community.
2. The ability to read and assess relevant documents of the ELCA [or another church body] that relate to one’s specific community
3. The ability to describe how one’s experience has both challenged and positively informed one’s understanding of public ministry
4. The ability to argue persuasively for the positive role diversity plays in the life of the church

The student also is expected to share his/her experience in some way with the larger seminary community. This could occur during a worship service, a lunchtime table talk, or a class presentation. Students are encouraged to work collaboratively in this process.

June 1988; Revised, May 1995; Revised, May 1999, May 2001, July 2007; May 2013

## LEARNING CENTERS

### a) THE BOOKSTORE

Purpose: The aim of this theological Seminary might be abbreviated and summarized as "to engage in theological education for the sake of the Church." If this is true, then all facets of the Seminary's existence ought to be directed toward that aim: formal curriculum, library, administration, buildings and grounds, recreation, community life, and campus bookstore. This is to say, then, that the bookstore has its raison d'etre in the contribution it makes to theological education on this campus.

For this purpose to be most effectively executed, there are several fundamental principles which are necessary:

- Every encouragement should be afforded students to develop their personal libraries.
- Books and supplies should be made available to the Seminary community at the lowest possible price.
- The widest possible selection of titles should be carried in stock.
- Textbooks should be made readily available.
- The capitalization of the Bookstore should be adequate to its purpose.
- The accessibility of the Bookstore to the Seminary community should be as free as possible.
- The atmosphere of the Bookstore should be conducive to the sale of good theological literature.
- In summary, the fullest cooperation and mutual interest between faculty and management will help to stimulate the achievement of the pedagogical purpose of the Bookstore.

Adopted by the faculty November 8, 1966

### ***Services***

The Bookstore is operated as a service to students and faculty members on a cost plus overhead basis.

All sales are final. Textbooks may be returned 2 weeks after classes start. After the 2 weeks there will be no returns to textbooks. There is a credit limit of \$700.00. A statement is issued at the end of each month, showing the amount payable by the 25th of the following month. Students will be unable to charge any further purchases until bills from prior semesters have been paid. Through trade discounts the Bookstore is able to sell most books at a reduced price.

Students and faculty members may place orders for books not in stock. Books can be secured from any publisher within this country. Discount rate on special orders will often be smaller and postage greater. Any book so ordered must be purchased by the person who placed the order.

Since discount on many paperbacks in single or small quantities is nil, it will often be faster and less expensive for an individual to order non-stock paperbacks directly from the publisher. Please confer with the manager.

Every attempt will be made to secure sufficient quantities of required books for course work. However, to fulfill its obligation the Bookstore must receive booklists from the faculty by appointed deadlines.

The Bookstore welcomes suggestions of titles for inclusion in the book stock. It would be helpful to have such suggestions made in writing, with the notation "current" or "permanent" for each title, and submitted to the manager or any member of the Bookstore Committee.

The inventory has been expanded to include gift items such as jewelry, icons, candles, and a variety of other gift ideas. Students receive a 25% discount on items with the seminary logo on them such as sweatshirts, t-shirts, golf shirts, etc.

The Bookstore is also the center for the student FAX machine. The FAX machine is available during the hours when the Bookstore is open. **This is the only FAX machine to be used by students.**

June 1989, June 1992, June 1996, Aug. 2006

#### b) **THE LEARNING RESOURCE CENTER**

The Learning Resource Center (LRC) is located at the far end of the Periodicals Stacks in the Wentz Library. The purpose of the LRC is to contribute to the practical knowledge and provide hardcopy materials students need for education in the parish. The holdings are also available for use by Christian Education Directors, Pastors, Christian Education Committees, and Church School Teachers. Materials include:

Evangelical Lutheran Church in America Curriculum

Selected books and journals on the theory and practice of education

Multicultural Curricula

Ecumenical Curricula

Video recordings

Cassettes

CDs

Games

Curriculum/Education Resource Catalogues

Current ELCA publications that may be used in education, i.e., studies, social statements,

drafts of current statements, etc.

Educational Resources from Churchwide Program Units of the Evangelical Lutheran Church  
in America.

The Resources Center attempts to remain current. Its holdings are fully cataloged and are on the library database.

For the proper management of these items, the following policy statement on equipment and materials has been established:

- These aids are provided for use by all instructors and students. Their purpose is to foster education in and through these means, and the costs are borne by the Seminary.
- A resource booklet and map provide information for locating materials.
- A VCR and DVD player are available to preview videos and discs. Please inquire at the library desk for use.

June 1987, rev. Dec. 1998, rev. July 2008, rev. July 2010, August 2013, July 2014

**c) A. R. WENTZ LIBRARY REGULATIONS**

The A. R. Wentz Library serves primarily the members of the Gettysburg Seminary as well as the wider public community. During the academic year library service hours are from 8:00 a.m. to 6:00 p.m. Monday through Thursday; 8:00 a.m. to 4:00 p.m. Friday; 11:00 a.m. to 4:00 p.m. Saturday. The library is closed on Sundays and holidays.

Wentz Library's online catalog combines the holdings of our Cluster partners (Krauth Library at the Lutheran Theological Seminary in Philadelphia and Lineberger Library at Lutheran Theological Southern Seminary in Columbia, SC) into one database to facilitate searching and retrieval. ECCO (Eastern Cluster Catalog Online) is accessible via the Internet

(<http://ecls1.hosted.exlibrisgroup.com/vwebv/searchBasic>), through the LTSG webpage (<http://www.ltsg.edu>), and on the library home page on Wentz library public computers (<http://www.ltsg.edu/Resources/Wentz-Library>).

Materials are loaned to student, faculty, and staff members of the Seminary community for the semester, but may be subject to recall immediately for Reserves or after two weeks for use by another member of the academic community. Normally, the due date is the last official day of the semester in which the loan is made. If they have not become overdue, materials may be renewed for an additional term period in person, by phone, or by using the online renewal.

Spouses and children of Seminary personnel may borrow up to five (5) items at a time for a four-week period with one renewal of the same time limit. Recalls may be made at any time.

Users unaffiliated with the Seminary may borrow up to five (5) items at a time after proper registration for a four-week period with one renewal. Recalls may also be made at any time.

Current periodicals, Reference materials and materials in special collections are to be used in the library only.

Special collections materials may require use under the supervision of authorized staff and should be requested ahead of time.

The library's collection of educational audiovisual aids is available for circulation during regular library hours. VHS and DVD videos may be borrowed for two weeks. The library maintains a VCR and a DVD player for viewing library audiovisuals within the facility. Equipment for video presentations in classes or for other campus events is available through the IT department.

Books or other library materials must not be defaced by marking, underlining, making marginal notes, applying sticky notes, or any other form of mutilation. Each book must serve many persons.

Books and periodicals taken from the shelves in the library should not be reshelfed. Leave them on the end of a table or on one of the "shelving carts," and a staff member will count and reshelve them. The library is constantly conducting a survey of materials usage, and reshelfing materials will undermine this effort to improve services for the Seminary community.

Tables and carrels in the library are unreserved. Materials brought in or being used by any person should be cleared away from these areas before the library closes daily.

Currently enrolled students may reserve a bookshelf adjacent to a study area for personal use. All library books kept on this shelf must first be charged out at the Circulation Desk. See the Circulation Assistant for further details.

Reserve materials are shelved adjacent to the Circulation Desk. Reserves must be used within the building during the day and may be borrowed for overnight use after 5:00 p.m. Monday through Thursday and 1:00 p.m. Friday. Materials must be returned by 9:00 a.m. the following morning, and weekend loans must be returned by 9:00 a.m. Monday. (Faculty members placing the materials on reserve may request exceptions to these rules.)

All registered patrons are able to request and borrow materials from any of our Cluster partners. Up to five (5) items at a time may be requested by filling out the online form on the library website or, for the technologically challenged, the proper orange forms near the Circulation Desk. Please allow one (1) week for a Cluster request to arrive; however, in many instances, these requests are received sooner.

Seminary personnel may borrow from libraries around the world through Interlibrary Loan (ILL) by filling out an orange paper form or by submitting requests online. Keep in mind that this process can take up to several weeks but is usually much shorter. ILL materials must be returned by or on the due date marked on the pink book strap. There are no renewals of ILL materials, and returning them late will subject the borrower to fines and may jeopardize our borrowing agreements with other institutions.

Seminary personnel also have privileges to borrow materials from the libraries of Gettysburg College and Mount St. Mary's University in Emmitsburg, MD, by presenting a current LTSG ID card. Privileges extend

to the use and borrowing of materials from the libraries of the Washington Theological Consortium (WTC) and the Southeast Pennsylvania Theological Library Association (SEPTLA) with proper ID and a signed permission form. The printed form must be obtained and filled out completely at the LTSG Circulation Desk before the patron travels to any of these consortial libraries. Lists of the member institutions of the respective consortia are available as bookmarks at the Wentz Library Circulation Desk.

LTSG faculty and currently enrolled seminarians may remain in the library after closing hours. All others must leave at closing time, including Seminary spouses, children, other family members, and guests. For the comfort and security of all, everyone entering and leaving after hours must sign in and out in a spiral-bound notebook at the entrance to the circulation desk area.

Access to the library after hours is initially through the signing of a written agreement at the Circulation Desk and only then by a Seminary-issued ID card, which can also double as a library card when the barcode is entered into the library computer. This usage is on the honor system and is for STUDENT, staff, and faculty only. No courtesy borrowers or LTSG family, friends, or pets are allowed in after hours, nor may ID cards be “lent” to transfer privileges.

No services are provided after hours except for self-charging books through the authorized “After Hours Charge Outs” system. A binder placed on the Circulation Desk at closing time allows any authorized patron to check out General Collection books, BOUND periodicals and/or RESERVE books. All borrowers must enter the information requested in this binder. Bound periodicals and Reserve books can only be taken out overnight and must be returned by 9:00 a.m. the next day, Monday through Thursday, and by Monday by 9:00 a.m. if the material is taken out on a Friday or Saturday. Any questions regarding this policy must be addressed to the Library staff person at the Circulation Desk.

ALL after-hours users must sign in and out in the notebook provided at the entrance to the circulation desk area. The last student to leave (per the sign-in notebook) must close and lock all windows and turn off all lights, except the light over the front door, and try the front door to ensure it is locked. After-hours access is a privilege and NOT a right, and the Director or a library staff will rescind the after-hours access of those who fail to abide by the regulations which the student has countersigned.

Food is not allowed in the main areas of the library: Pioneer Room [except during special Seminary-designated receptions], Luther Room, Reference Room, Periodicals reading area, or any stacks areas. Beverages should have closed lids, and any spills must be cleaned up immediately in order to avoid infestations.

With the exception of seeing-eye dogs, pets are not normally allowed in the library.

June 24, 1992, May 1993, May 1995, May 1996, November 1998, May 2000, May 2001, April 2003, May 2004, August 2009, July 2010, July 2011, August 2012, August 2013, July 2014

d) **THE WASHINGTON THEOLOGICAL CONSORTIUM**

As an expression of its ecumenical commitment, this seminary, together with other schools of theology, formed the Washington Theological Consortium in 1967. The nine institutions of the consortium have more than 1500 students and almost 20 faculty members and offers over 500 courses in each academic year. There are also five associate/affiliate member schools including the Graduate School of Islamic and Social Sciences. Cross registration permits degree students from each participating school to take courses for credit within the consortium. Through this cooperative arrangement students have full access to all libraries of consortium members and the Library of Congress. Gettysburg Seminary views the Washington Theological Consortium as a key resource. Supported by a curricular concentration in “theology and public life,” many seminarians come to Gettysburg because of its connection to this global city. See more at [www.washtheocon.org](http://www.washtheocon.org).

Free cross registration permits students from each participating school to take courses for credit without paying additional course fees. For more information see web site [www.washtheocon.org](http://www.washtheocon.org).

Resources to enhance and inform theological studies are abundant in the Washington milieu: students have diverse opportunities for theological study in dialogue with faculty, students and rostered leaders of major faith traditions. Governmental and private agencies provide opportunity for studying national and international affairs in relation to the work of churches. There are opportunities to explore contemporary issues facing interracial ministries in urban and suburban settings and to engage in specialized studies in ministry relating to health and human development, education, cultural and social change, ecumenical research and action, and the fine arts. Incomparable research facilities exist at the Library of Congress and the libraries of the member institutions of the Washington Theological Consortium.

e) **THE WRITING & RESEARCH CENTER**

*"To begin any writing task well, we have to think about what it's asking for and anticipate its demands and opportunities" (Deborah Core, The Seminary Student Writes, p. 10).*

The Lutheran Theological Seminary at Gettysburg provides a Writing & Research Center (Wentz Library 308) for students to obtain help with the process of academic writing and research. It is open and available to all students for planning their work or feedback on their papers at any stage of the research process from brainstorming to the final draft.

The Specialist can also recommend available resources for help in correctly documenting research papers. The W & R Center office hours will be posted on the door of Room 308, online, and in the *Daily Redactor* for the first week of the academic year.

The W & R Center specialist for the 2016-2017 academic year is Dr. Karin Bohleke. She holds a Ph.D. in French literature from Yale University. A published author and frequent lecturer, she is familiar with scholarly research and writing expectations. Dr. Bohleke can be reached for walk-in help during her hours at the Center or by setting up prior appointments at: [kbohleke@lts.edu](mailto:kbohleke@lts.edu).

Please note that the W & R Center weekly hours are limited, so plan to give yourself plenty of time to receive the proper assistance. Phone messages left at (717) 339-1303 may not be answered for several days. E-mail is checked on a daily basis.

#### **f) INFORMATION TECHNOLOGY POLICIES**

##### **Description**

Information technology is an integral part of the seminary's mission and plays a key role in the future of theological education. Voice, data and video applications continue to be important in supporting the operations of the entire campus including the library, classrooms, offices and residence areas. In addition to enhancing opportunities for engaging in more effective research, for improving current course offerings and for expanding internal and external communications, the seminary is exploring ways of extending educational programs with information technology where these are appropriate.

An increasing number of courses feature Residential Course Web Sites as a way of enhancing the learning experience. Students registered for these courses supplement classroom experience with participation in electronic discussion groups, quizzes, and projects. Through personal computers with internet capability and from on campus locations, including public/student accessible areas in Valentine Hall and Wentz Library, students have on-line access to course materials and assignments, selected reserve readings, and links to recommended web sites.

Residential Course Web Sites are designed to increase access to course information, present material by means of multiple media (text, visuals, audio, etc.) reduce the production of handouts, and encourage interactive learning. Students are expected to make use of a Residential Course Web Site as faithfully as they would any other course resource and to complete all assignments connected with it.

##### **Policy**

Lutheran Theological Seminary Gettysburg is responsible for securing its information technology resources in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary revocation of user privileges, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary actions taken by the administration when called upon to investigate resource abuses.

The users of information technology resources are responsible for and expected to respect and adhere to local, state, federal and international laws as well as the tenants outlined in student and faculty handbooks of the seminary. Any attempt to break laws through the use of the resources may result in litigation against the offender by the proper authorities. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the litigation process.

This document establishes policy for the acceptable use of information technology resources at the Lutheran Theological Seminary Gettysburg. The Seminary is based on principles of honesty, academic integrity, respect for others, and respect for others' privacy and property; thus seeks to:



1. Protect the confidentiality and integrity of electronic information and reasonable privacy of its users, to the extent required or allowed under federal and state law;
2. Ensure that the use of electronic communications complies with the provisions of seminary policy and state and federal law; and
3. Allow for the free exchange of ideas and support of academic freedom.

**Scope:**

This policy applies to all users of and information technology (IT) resources owned, operated, or provided by the LTSG System including its campus and “Users” including but is not limited to students, faculty, staff, contractors, agents, representatives, and visitors accessing, using, or handling the seminary’s information technology resources.

Information transmitted or stored on the seminary’s IT resources is the property of the seminary unless it is specifically identified as the property of other parties.

**General Computing and Network Policy**

Users are solely responsible for all of their actions while using Lutheran Theological Seminary Gettysburg information technology resources.

1. User Privacy
  - a. Users should be aware that any activity on systems and networks may be monitored, logged, and reviewed by seminary approved personnel or may be discovered in legal proceedings. All documents created, stored, transmitted, or received on seminary computers and networks may be subject to monitoring by systems administrators.
2. All members of the Seminary community are encouraged to communicate differing perspectives. Community members are also, however, entitled to work and live in an environment free of harassment. Therefore any network activity that violates the Seminary's harassment policy is prohibited.
3. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
4. Attempts to evade or change resource security are prohibited; including, but not limited to, attempts to bypass security to view sexually explicit and/or pornographic material, hate sites, or any material that violates the harassment policy of the Seminary.
5. Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
6. Use of facilities and/or services for commercial purposes is prohibited.

7. Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
8. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
9. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the local and/or remote system, is prohibited.
10. Decryption of system or user passwords is prohibited.
11. The copying or deleting of system files is prohibited.
12. The copying of copyrighted materials, such as third-party software, without the expressed written permission of the owner or the proper license, is prohibited. This includes the use of Peer to Peer (P2P) software to illegally download material that is under copyright protection.
13. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.
14. Any attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses
15. The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks is prohibited.
16. Technical support is provided for all licensed software packages purchased by the Seminary. No support is available for software that is individually purchased and licensed.

### **Electronic Mail Policy**

Whenever you send electronic mail, your name and user id are included in each mail message. You are responsible for all electronic mail originating from your e-mail account. Therefore:

1. Electronic mail is a privilege and should be used responsibly. The main purpose for providing electronic mail at Lutheran Theological Seminary Gettysburg is for academic and administrative activities. Limited personal communication is expected, but misuse of the system for nonacademic/administrative reasons is not acceptable (such as sending messages to everyone on campus, chain letters, messages for personal gain, promotion, advertising, commerce, harassment, threats, profanity, or gossip).
2. Only the user's account/mailbox should be used on the mail system. Passwords should not be given to other people. The mailbox owners are responsible for all messages sent from their e-mail accounts.
3. Computer usage on the campus may be monitored. For the servers this includes recording the number of user logons, connection time and disk storage. For the network this includes monitoring the number of users, messages and space usage. For electronic mail this includes

ensuring the delivery of messages within the seminary and to/from the Internet. However, user files and mail are intended to be private. Seminary Information Technology personnel and associated vendors are expected to maintain appropriate confidentiality and privacy of user and seminary information and system facilities. The user's files will only be examined when authorized by the owner of the file, or required for technological upgrading, maintenance, or troubleshooting, or required by local, state, or federal law.

4. To attempt forging (or actual forging) of electronic mail messages is prohibited.
5. To attempt reading, deleting, copying, or modifying the files or electronic mail of other users is prohibited.
6. To attempt sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
7. To attempt sending unsolicited junk mail, "for-profit" messages or chain letters is prohibited.

### **Sanctions**

If a user violates these guidelines, the matter will be discussed with the user to be sure the user understands the guidelines and the reasons for them. If the first offense is a major offense, then it will be sent directly to the senior administrative individual responsible for the user's functional area. The first minor violation will be documented by the user's immediate manager in the case of seminary personnel and logged with the Director of Information Technology. On the second offense, that matter along with the first violation will be brought to the attention of the senior administrative individual responsible for the user's functional area. Student violations will be handled through the Dean's Office acting as the senior administrative individual responsible for student information technology activities.

Please refer to the information Technology Department at the seminary web site, [www.LTSG.edu](http://www.LTSG.edu) for further information regarding technology and the seminary.

*8/01/02, 9/06, 11/09, 05/15*

## EDUCATION EXPENSES AND FINANCIAL AID

### a) EXPENSES

Prior to the beginning of each term all students are required to make satisfactory arrangements with the Financial Services office for payment of seminary charges for the term. Unless other arrangements have been made with the financial services office, all general fees including tuition, dormitory and the lunch meal plan, are due on the first day of classes for each term. Housing charges (for apartments) are due the first of each month but are billed the beginning of each semester. All other obligations to the seminary, the bookstore and the library, must be paid within 30 days of the date incurred. There is a return check fee of \$35.00, if a check is submitted by a student for payment on account and is returned by your bank for any reason. If that occurs, re-payment is required to be in the form of a cashier's check, certified check or money order. Any unpaid balance following those deadlines will incur a 10% surcharge. ANY STUDENT WITH AN UNPAID BALANCE BY THE SPECIFIED DEADLINES WILL BE EXCUSED FROM CLASS(ES) UNTIL BALANCES ARE PAID IN FULL OR PAYMENT ARRANGEMENTS ARE MADE WITH THE FINANCIAL SERVICES OFFICE. In addition, students with unpaid balances may not advance to the next term, internship, or unit of study, or obtain grades or transcripts. No student can graduate with outstanding obligations.

Federal loan proceeds are first applied to Institutional charges (tuition, bookstore charges, dormitory/apartment rent and meal plan) for the term, with any remaining balance refundable to students, with no further action required from the student. Upon the conclusion of the Drop/Add period all remaining "credit" funds from LTSG scholarships will automatically be issued to the student in the form of a check.

Students withdrawing from the seminary, or from a course or courses, will be refunded tuition according to the refund and prepayment policy and may be required to return federal loan funds. Students may withdraw from a class to register for another without financial penalty within the stated drop/add period.

A student auditing a course who is taking less than a full load is required to pay the student auditor's fee and no prorating will occur if he/she should withdraw.

June 1991; 5/95; 6/96; 6/97; 6/98, 5/01, 6/02, 6/03, 8/09, 7/13, 8/16

### b) FINANCING THEOLOGICAL EDUCATION

The purpose of the Lutheran Theological Seminary program of financial aid is to assist students in their educational preparation for ministry. This is done by providing financial assistance to matriculated students regardless of race, national or ethnic origin, age, sex, handicap, or denominational affiliation who demonstrate financial need. Renewable academic and leadership scholarships are available to applicants for admission who present exemplary academic records and leadership skills from previous academic and employment careers. The staff of the Financial Aid Office is also available to assist any student with informal financial counseling.

Lutheran Theological Seminary at Gettysburg has a substantial and growing scholarship endowment corpus. This endowment corpus contributes funds for financial aid to qualified women and men during their theological education at Lutheran Theological Seminary at Gettysburg. There are many components in the building of a financial aid package for theological education.

### **THE PROCESS AND FORMS:**

#### **PREFERRED APPLICATION FILING DATES**

<b>APPLICATION COMPONENT</b>	<b>NEW STUDENTS</b>	<b>RETURNING STUDENTS</b>
1. LTSG Financial Aid Application	Feb 15 (preferred)	April 15
2. FAFSA (if loans are desired)	April 15	April 15
3. Loan Confirmation Sheet	August 1	August 1

*See the "Student Financial Aid Handbook" for additional information regarding the financial aid delivery system.*

#### **c) SEMINARY FINANCIAL SUPPORT**

Scholarships administered by the seminary include: (1) academic and/or leadership scholarships, based on previous academic or leadership performance and academic and professional promise; (2) ELCA scholarships, for all students registered for 12 or more credits and maintain active membership in an ELCA congregation, and other denominations with whom we have agreements for Full Communion (3) multi-cultural scholarships for students from non-dominant cultures and/or those whose first language is other than English; and (4) "Servant year" experience – one full tuition scholarship per year for a student entering with an experiential learning year of service such as the YAGM or LVC program (5) ELCA Fund for Leaders; full time ELCA students who show great promise for leadership ministry, excel academically and have financial need, are nominated by the Admissions Scholarship Committee; (6) Daniel Alexander Payne Tuition Grants (7) fellowships for graduates of the Seminary who wish to pursue doctoral studies.

Academic and leadership scholarships are awarded annually based on demonstrated excellence. Selections are based upon information gathered in the admission process. Part-time scholarships are also awarded and granted as a percentage of annual tuition.

See the financial aid brochure for additional information regarding the financial aid application and award policies and procedures.

In the typical year 90 percent or more of Seminary students are scholarship recipients from funds directly administered by the seminary. Aid may range from \$100 to full tuition.

d) **SYNOD FINANCIAL SUPPORT**

It is ELCA policy to encourage synod support of candidates who have received a positive entrance decision. Normally, synod funds for student aid are sent to the seminary with instruction. Not all of the ELCA Synods provide funds to students and amounts vary considerably. The student should initiate inquiries with the synod before applying to the seminary and determine the anticipated level of synod aid.

e) **CONGREGATION FINANCIAL SUPPORT**

According to ELCA candidacy guidelines, ELCA congregations are encouraged to support members who are preparing for ordained, commissioned, or consecrated ministries in the church. This support may cover tuition, fees, room and board, books and other personal/family expenses, or portions thereof. Total costs for a single student are presently estimated at \$40,000 per nine month academic year. The form "Congregational Support", available in the candidate's congregational packet, should be completed by each congregation which has an enrolled candidate at the seminary and sent to the synod office with a copy to the seminary's financial aid office. **STUDENTS SHOULD NOT SEEK CONGREGATIONAL SUPPORT FROM OTHER THAN THEIR HOME CONGREGATION.**

Congregations are advised to establish a general seminarian support scholarship. This action can be taken by the congregation, or by the congregation council as elected leaders of the congregation, and should be recorded in the minutes of the given meeting. At the time of disbursement of accumulated funds the scholarship should be designated for the particular seminarian and forwarded to the seminary in the name of the student and the seminary. By following this procedure the scholarship may qualify as tax exempt scholarship income which could eliminate the need to issue a Federal Income Tax Form 1099.

f) **FOUNDATION GRANT**

Public foundations and corporations may offer grant/scholarship support for students pursuing theological studies. Books listing these resources are available in college/university libraries, as well as public libraries. Also, the INTERNET is a vast resource for information on financial aid. Here are a few sites you may find helpful: **FastWeb:** <http://www.fastweb.com>; **The Department of Education Federal Student Aid site:** <http://studentaid.ed.gov>; **The Financial Aid Guide:** <http://www.finaid.org>; **American Education Services (AES) formerly (PHEAA):** <http://www.aessuccess.org>. Each foundation clearly lists applicable criteria for applicants.

g) **FEDERAL DIRECT LOANS**

Applications for Direct Loans are initiated by the student filing the Free Application for Federal Student Aid (FAFSA). Procedures for procuring these loans are available by contacting the financial aid office. In addition to the forms listed in THE PROCESS AND FORMS above, the Direct Loan program for graduate students is unsubsidized only and requires the borrower to complete the following items:

- Federal Direct Loan Master Promissory Note.
- Federal Direct Loan Confirmation Form.
- Entrance counseling online at [www.studentloans.gov](http://www.studentloans.gov)
- Certification of other sources of support, such as scholarships, synod or congregational support.
- Exit counseling online at [www.nslds.ed.gov](http://www.nslds.ed.gov). This is required at the end of the student's seminary career.

In addition to the requirements above, other forms of documentation may be required to verify a student's eligibility for Direct loans. Recipients must also maintain at least half-time student status (6 credits) and maintain satisfactory academic progress.

It should be noted that interest paid on federal student loans is deductible in the U.S. Internal Revenue Service System. Features such as deductible interest makes Federal Direct loans substantially more attractive than most consumer loan vehicles.

The Admissions Faculty Committee determines that if upon receipt of Financial Information obtained through the National Student Loan Database System, a prospective student **is or has been** in "default" on previous educational loans through the Federal Stafford Loan Program, possible denial of admission will be imposed. Each instance will be determined on a case-by-case basis by the Faculty Committee and the decision will be conveyed by the Admissions/Financial Aid Office in writing.

7/14/15

**h) FINANCIAL AID POLICY**

Financial aid is granted on the basis of online application for a given fiscal year. The financial aid office will act upon an application and notify the applicant soon after a completed application is received. Application deadlines are stated in the Financial Aid Handbook. Late applications will be processed on a funds available basis.

Financial aid is neither intended nor given for purposes other than basic education costs and reasonable expenses, referred to by the U.S. Department of Education (USDE) as, “costs of attendance”. Judgment in such matters shall be the prerogative of the financial aid officer. Costs of attendance shall be established for each applicant in accordance with USDE regulations.

Financial aid from whatever source is applied first to satisfy the student’s seminary account, *e.g.* tuition, fees and room and board.

Interns are ineligible for LTSG scholarships.

Masters of Sacred Theology (STM) students, if they are LTSG graduates are eligible for scholarships. See the LTSG website under the STM program for details.

If a student withdraws or is dismissed by the seminary, the unused portion of the student’s financial aid shall be forfeited, and if Direct Loans were part of the aid, then Federal R2T4 paperwork will be filed.

Students enrolled in less than full-time (fewer than 12 credit hours per semester) but at least half-time status (6 or more credit hours) are eligible for aid at reduced amounts. Federal Direct Loans are available to students who are registered in at least half-time status in a degree seeking program. ELCA scholarships are awarded on a per credit hour basis to part-time students who apply and qualify.

Records of the financial aid office, except those required for audit, are confidential and may be released only with permission of the student.

Financial need is computed in the financial need analysis system of the USDE which is supplied data by each applicant who files the Free Application for Federal Student Aid (FAFSA).

All entering students are considered by the Scholarship committee and/or Admissions and Financial Aid office for merit scholarships. The committee will make timely reports of scholarship winners to the faculty and board.

Merit scholarships are renewed annually for scholarship holders who make satisfactory academic progress and do not interrupt their careers by leaves of absence or dismissal.

The Federal Work-Study Program is not administered by the seminary. Several campus jobs are available to students who seek such employment through the Personnel Officer.



Appeals of decision of the financial aid office are made to the faculty committee. Unsatisfactory resolution of differences may then be appealed to the administrative cabinet whose decisions shall be final.

**i) FINANCIAL AID OFFICE STATEMENT OF VERIFICATION POLICIES**

The verification process has changed. The financial aid office is no longer required to verify a minimum of thirty percent of FAFSA's submitted. The Department of Education does not require verification for unsubsidized graduate loans, but rather it is the discretion of the financial aid officer to verify select cases utilizing the data submitted on the FAFSA along with the IRS Data Retrieval Tool. Additional documentation may be requested as needed. Federal Loans will not be processed until the requested documents are given and/or resolution of any discrepancy is fulfilled.

**j) OVERPAYMENTS**

Standard procedures for referring overpayment cases to the USDE: Over-payments occur when students receive more federal financial aid than they are eligible to receive. Most frequently, this happens when Direct loan eligibility has been computed based upon the student's estimated assistance from the home congregation or synod. Then, the actual amount of the outside assistance is greater than anticipated. If the overpayment is identified during the fall semester, the Direct loan amounts for the spring semester can be adjusted to avoid an overpayment. If full elimination of the spring semester Direct disbursement does not rectify the overpayment, the student will be asked to repay a specified amount to the lender. If a satisfactory resolution of the overpayment is not accomplished by the end of the period of enrollment, the seminary financial aid office is required to report details of the matter to the USDE.

**k) REFUND/REPAYMENT POLICY**

A "Refund" is the amount of money for school charges that the school must return to the student and/or to financial aid programs because the student ceases enrollment before completing the enrollment period.

A "Repayment" is the amount of cash disbursement made to the student for non-institutional charges. Repayment is required if the student received more cash disbursement than was necessary to cover expenses incurred during the attendance period.

**Regular Refund/Repayment Policy**

- Student who withdraws from a course or courses must notify the registrar in writing of their intent and must indicate specifically which courses are affected. A USDE Withdrawal Record must be completed by the student.
- A request for a refund must be made to the business office showing the effective date and evidence that the registrar was also notified.

- Students are subject to the refund policy that is published by the institution in the school catalog which states that students withdrawing from a course or courses, will be refunded the general (tuition) fee on a prorated basis through the sixth week of a semester.
- This refund policy provides for a prorated refund of the general fee based on the number of remaining full weeks of a semester. The table below shows this amount:

Date of Withdrawal	Semester-long class	Half-semester class
Within 1 <sup>st</sup> week after drop/add deadline	5/6 refundable	2/3 refundable
Within 2 <sup>nd</sup> week after drop/add deadline	4/6 refundable	1/3 refundable
Within 3 <sup>rd</sup> week after drop/add deadline	3/6 refundable	None refundable
Within 4 <sup>th</sup> week after drop/add deadline	2/6 refundable	
Within 5 <sup>th</sup> week after drop/add deadline	1/6 refundable	
6 <sup>th</sup> week after drop/add deadline or beyond	None refundable	

- Dormitory fees are not refundable.
- Apartment fees are refundable, based on any remaining months, 30 days after a notice of intent to vacate has been filed with the business office.
- Board fees for food service are charged at the beginning of the semester and are refundable on a monthly basis for any full remaining months.
- For example a student pays a \$2,650 general fee for fall tuition and \$800 dormitory fee and \$750 food service fee for Fall Semester and withdraws 10 days after the semester starts; there would be 4 remaining full weeks. This would generate a \$2,433.33 ( $\$2,650 \times 4/6$ ) refundable general fee, and no refundable dormitory fee. The food service fee would be 3/4 refundable, or \$562.50.
- For periods of enrollment less than a semester, the withdrawal and refund process is compressed over the period of enrollment, such as one week classes and J-term.

**Refund/Repayment Policy for Students Receiving Federal Stafford Loans** - The following policy statement is important to students who withdraw from the seminary during a period of enrollment for which a Federal Stafford Loan has been negotiated. This statement reflects an amendment to the Higher Education Act of 1965 (HEA) and becomes effective on July 1, 2000. All federal student aid programs included in HEA, Title IV, are influenced by this amendment. However, only Stafford loans are addressed in this statement because the Stafford program is the only Title IV program available to LTSG students.

#### Policy Definitions:

#### Title IV Funds:

- Unsubsidized Federal Direct Loan

Leave of Absence: A student on an approved leave of absence is considered enrolled. The total number of days of all leaves of absence may never exceed 180 days in any 12-month period. The 12-month period begins on the first day of the student's leave of absence (or initial leave of absence, if applicable). See the registrar for a full review of the leave of absence policy.

Withdrawal Date: A student who leaves the seminary or fails to return to the seminary as expected is considered to have withdrawn. The seminary must determine the withdrawal date and report that date to the Stafford lender or guarantor. If a student does not return for the next scheduled term following a summer break, the seminary must determine the student's withdrawal date within 30 days after the first day of the next scheduled term.

Students are to initiate the withdrawal process with the registrar. When a notice of intent to withdraw is given, the withdrawal date is the earlier of the following:

- The date the student began the seminary's withdrawal process.
- The date the student provided official notification to the seminary, in writing or orally, of his or her intent to withdraw. "Official notification to the seminary" is a notice of intent to withdraw that a student provides to the registrar.

If the student does not initiate the withdrawal process, the withdrawal date is one of the following:

- The midpoint of the payment period of the loan (or period of enrollment).
- The date the student began a leave of absence if the student fails to return from an approved leave of absence or takes an unapproved leave of absence.
- The last date of participation by the student in an academically related activity as documented by the seminary. "Academically related activities" include, but are not limited to: exams, tutorials, computer-assisted instruction, academic counseling, turning in class assignments, or attending study groups assigned by the seminary.

#### Return of Title IV Funds (34 CFR 668.22):

For each Stafford borrower who withdraws, the seminary must calculate the amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled. The seminary must return any portion of unearned Title IV funds for which the seminary is responsible. The seminary must also advise the student of the amount of unearned Title IV aid that he or she must return, if applicable. The student must repay any unearned funds that the seminary did not return according to the normal terms of the loan. A worksheet (Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program) has been provided by the U.S. Department of Education of computation of the amounts withdrawing students and the seminary are required to return to Stafford lenders.

#### Return Amounts for Title IV Aid:

A student has completed more than 60% of the payment period is considered to have earned 100% of the Title IV aid received for the period of enrollment. In this case, no funds need to be returned to the Stafford lender.

However, if a student withdraws before completing more than 60% of the period of enrollment, the amount of any Stafford loan received for the period must be recalculated to reflect the portion of the payment period that the student completed prior to withdrawal. The unearned Stafford loan for the percentage of the payment period not completed must be returned to the Stafford lender.

#### Percentage of Title IV Aid Earned:

The total number of calendar days the student completed is divided by the total number of calendar days in the payment period. "Calendar days" includes all days within the period, except that scheduled breaks of at least five consecutive days are excluded from both numbers in the equation. The total number of days in the period does not include days during which the student was on an approved leave of absence.

#### Determining the Amount of Unearned Aid to be returned:

The calculated percentage of the payment period completed becomes the percentage of the Stafford loan that the student has earned. The total Stafford loan disbursed (or available to be disbursed) to the student minus the amount of Stafford loan earned by the student yields the amount of the loan that is unearned and that must be returned. When calculating the amount of the loan to be returned to the lender, the seminary will use the net amount that was received from the lender (the gross amount of the loan minus the guarantee and origination fees) as the basis. The lender will adjust the guarantee and origination fees accordingly.

For the purpose of billing and calculating refunds, the January Term is considered to be a part of the Fall Semester.

#### Institutional and Student Responsibilities Regarding Return of Title IV Funds:

Lutheran Theological Seminary's responsibilities include:

- Providing each student information about the Return of Title IV Funds policy.
- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students.
- Returning accurate amounts of Title IV funds to the appropriate lenders.

Student responsibilities include:

- Initiating the withdrawal process in a timely fashion.
- Returning to the lender any amount disbursed to the student's account that is calculated to be unearned.

The procedures and policies discussed above supersede those published previously and are subject to change at any time.

After the student initiates the withdrawal process with the registrar, the worksheets which follow are executed in accordance with federal regulations.

#### **I) STANDARDS FOR GRADUATE STUDENTS RECEIVING FEDERAL TITLE IV FINANCIAL AID**

Federal law requires that all students receiving Title IV financial assistance must be enrolled in at least 6 credits per semester in an eligible program for the purpose of obtaining a degree offered by the school. Non degree and special students are not eligible for student loans. Those who fail to meet this minimum will be ineligible to receive federal student aid funds.

7/12, 8/14

## COMMUNITY LIFE AND WORSHIP

### a) GUIDELINES FOR WORSHIP IN THE SEMINARY

A theological seminary is a school engaged in the task of preparing public leaders for the Church and serving the Church in the realm of theological study. It is a community of baptized Christians gathered in the name of the Father, Son, and Holy Spirit around the Gospel in Word and Sacrament and, as such, an expression of the one holy Christian church (Augsburg Confession, article VII). As members of this believing assembly we are nourished and edified by Jesus Christ present in God's Word and the sacraments. In corporate response we listen, eat and drink, sing, pray, offer gifts, and thus symbolize our life of service to our Lord and to his world.

A seminary also has a special responsibility in the ordering of public worship, for our practice has a significant influence on future public leaders, thus helping shape the liturgical life of congregations. Creative and faithful liturgical expression, learned in the classroom and experienced in corporate worship, is an integral factor in molding the habits of a prayerful heart along with the discernment of a trained mind into a piety fruitful for the life of the whole Church. Our aim, then, is a life of worship which is faithful to the Church's tradition, which is attentive to the demands of the present, and which frees the members of this community to live with each other and in the world in a manner expressive of our common calling in Christ.

### b) THE LANGUAGE OF OUR WORSHIP

One of the oldest Christian creeds, and one that this community whole-heartedly affirms, declares that "there is one God and one Lord, Jesus Christ." Scripture bears witness that God also created one humanity, and that Jesus Christ reconciles a diverse people to God through the cross and Jesus'

resurrection. Recognizing that we are "all one in Christ Jesus," the baptized have been set free for the work of reconciliation among all

"There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus. If you belong to Christ, then you are Abraham's seed, and heirs, according to the promise."

*Galatians 3:28-29*

people, regardless of race, ethnicity, class, age, physical condition, or gender.

While not a congregation, a seminary of the Evangelical Lutheran Church in America is recognized as a worshipping community, with authorization for the celebration of Holy Communion granted

by the presiding bishop of the church. The worshipping community gathered at the Lutheran Theological Seminary at Gettysburg participates in God's liberating and reconciling mission. The language we use for worship should reflect our Seminary's vision of "bearing witness at the crossroads" and of

It is also taught that at all times there must be and remain one holy, Christian church. It is the assembly of all believers among whom the gospel is purely preached and the holy sacraments are administered according to the gospel.

For this is enough for the true unity of the Christian church that there the gospel is preached harmoniously according to a pure understanding and the sacraments are administered in conformity with the divine Word. It is not necessary for the true unity of the Christian church that uniform ceremonies, instituted by human beings, be observed everywhere. As Paul says in Ephesians 4:4-5: 'There is one body and one Spirit, just as you were called to the one hope of your calling, one Lord, one faith, one baptism.' Art. VII  
*Augsburg Confession*

“proclaiming Christ to a restless world.” Our worship ought also manifest the Lutheran confessional tradition of recognizing and even encouraging richly diverse “ceremonies, instituted by humans.” It is within this spirit of inclusiveness, and a profound unity without overly constrictive uniformity, that the following pages are offered as a guide for planning and leading corporate worship on the seminary campus.

Principles for Worship is a foundational document from the Evangelical Lutheran Church in America’s *Renewing Worship* project, which resulted in *Evangelical Lutheran Worship* and other resources. It builds and expands upon the ELCA statement on the practice of Word and Sacrament, *The Use of the Means of Grace*.

Inasmuch as the language section of the Principles for Worship, which follows, is the result of a churchwide and ecumenical consultation, and because it addresses many of the issues on which worship leaders frequently seek guidance, it is wise for us to use it as a guiding influence in planning and conducting our corporate worship. Its principles, background information, and applications serve to make our corporate language more inclusive of the rich Biblical imagery for God, and more reflective of the diversity within the multilingual human family.

This document is to serve as a guide and should not be construed as policy to be legalistically enforced. As worship leaders discern the usage of appropriate language in worship, however, it is expected that decisions be made thoughtfully and prayerfully, with reference to these guidelines. Principles for Worship offers a variety of ways in which we might faithfully imagine and address the triune God. It also provides examples of how those who have often been excluded by the careless use of language in worship may be heard and addressed. Worship leaders will also benefit from the continuing guidance of the chaplain and other members of the community as they prepare and lead worship in the Seminary chapel.

May God be glorified, may our unity be demonstrated, and may our mission of bearing bold witness to Christ’s liberating presence through the power of the Holy Spirit be reflected through our worship here in the Seminary community!

Rev. Michael L. Cooper-White

President

# RENEWING WORSHIP

*Principles for Worship*

February 2002

Language and the Christian Assembly

## **PART I:**

### **GOD AND THE LANGUAGE OF WORSHIP**

#### LANGUAGE IS A GIFT OF GOD

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*Principle L-1* God is one who speaks. God calls all creation into being and gives people language as a way of responding to God and forming community.

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*Background L-1A* The scriptures reveal God as one who makes known the being and purpose of God. God speaks to form creation from chaos. God speaks the word of command and promise to form a people. The prophets announce “Thus says the Lord” to sound warning and to proclaim hope.

*Background L-1B* Because God has woven into creation the capacity to respond, the divine word is always in dialogue. Humankind has been given the ability to respond to God through language. God calls, desiring that we answer, that we may live in communion with God.

*Background L-1C* God gives language as a means through which human beings establish community with one another, interpret together the world of God’s creation, and preserve over time both their stories and God’s story.

#### LANGUAGE SERVES THE MISSION OF GOD

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*Principle L-2* The triune God speaks in and through Christ the Word. God calls the church into being and gives us language to praise and pray, witness and serve for the life of the world.

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*Background L-2A* Because of sin, our age-old rebellion, the gift of language has sometimes been turned against God’s purpose. We have used language to divide rather than unite, to curse rather than bless, to speak hate rather than love, to defy God rather than adore. The word that the triune God speaks to restore the world is the Word Incarnate, Jesus Christ. In worship we proclaim, “Christ has died. Christ is risen. Christ will come again.” Christ is the Word who forgives sin, unites what has been divided, reconciles to God’s own heart all who are estranged, and opens again our communion with God.

*Application L-2B* Using language to adore and praise God, give thanks for Christ’s death and resurrection, and express hope for the reign of God, the assembly celebrates the life God gives for the entire world. Using language to confess sin, cry out lament in the face of death and every evil, and intercede for the world’s needs, the assembly confronts those things that oppose the abundant life God desires for all.



Application L-2C God has entrusted us with the ministry of reconciliation. Within and beyond the worshiping assembly, we use the gift of language to carry out the mission of God—telling of God’s love and faithfulness, proclaiming God’s mercy and justice, and calling others to follow.

## WE WORSHIP IN MANY LANGUAGES

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Principle L-3 The Holy Spirit creates the unity of Christ’s church among persons of diverse languages as a sign of God’s wide embrace. The church at worship uses many languages.

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Background L-3A The relation of the gospel and the worshiping assembly to the world’s many languages and cultures is extraordinarily complex. Christian worship relates to culture in at least four ways: it is transcultural, contextual, counter-cultural, and cross-cultural. The language of worship, as a particular instance of the interaction of worship and culture, shares in each of these four dimensions.

Application L-3B The language of worship is transcultural. In all cultures, Christians read the scriptures in worship, wash in the water of Holy Baptism, and share in the meal of Holy Communion. The use of common texts translated into many languages identifies and binds together the worship of Christians across time and place.

Application L-3C The language of worship is contextual. There is no single or preferred Christian sacred language. The gospel message can be proclaimed in any spoken, written, or signed language. The gospel community, the church, can be called and gathered within any culture. The church incorporates cultural expressions of various peoples into worship.

Application L-3D The language of worship is counter-cultural. Praising God may be at odds with what the surrounding culture deems worthy of praise. The welcome table of the eucharist unites people whom the surrounding culture may seek to stratify and separate.

Application L-3E The language of worship is cross-cultural. The church is gathered into one from many times and places. Certain images, concepts, and words from particular times and places cross over into other contexts within the body of Christ.

## MERCY AND JUSTICE ARE SPOKEN

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Principle L-4 The language of worship embodies God’s mercy and justice, forming us to live as merciful and just people.

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Background L-4A In words and actions the assembly encounters and proclaims the God whose justice rolls down like waters, whose mercy in Christ has given us a new birth to a living hope. The way language is used in worship can reflect and enact God’s justice and mercy. At times, however, language in worship has been used in ways that are incongruent with the gospel message. Christians are examining the language of worship for ways in which it might demean, discriminate, or exclude, even unintentionally.

Application L-4B The language of worship is a language of a transformed people, a foretaste of God’s realm. Although all human languages are imperfect, we continually seek to use words in ways that reveal God’s mercy and justice.

Application L-4C Language used in worship has power to form and shape believers, sending us from the assembly to live as merciful and just people who serve the mission of God in this world.

Background L-4D Many Christians are reconsidering the frequency of use of militaristic images in liturgical texts and hymns in light of Christ's mission of service, compassion, and mercy. Images that reinforce certain hierarchical views of society and the world are also being examined.

Application L-4E Care is taken to use language that expresses mutuality with all people, all nations, and all creation, rather than attitudes of domination, division, or triumphalism.

#### GOD IS PRESENT IN AND YET DEEPER THAN OUR LANGUAGE

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Principle L-5 God is present and acts through language. The language of worship reflects the God revealed to us and evokes the mystery of God beyond human understanding and experience.

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Background L-5A Because we cannot fully comprehend the mystery of God, the language of worship on the one hand points to and evokes the God who surpasses all understanding. At the same time, God is revealed to us and gives us words to convey the very presence and grace of God. The language of worship is spoken, heard, sung, and enacted in the gathered assembly. This language, therefore, is often shaped differently from everyday conversational speech or written theological discourse.

Background L-5B Because God is beyond the capacity of human speech fully to express, the Christian community frequently speaks about God in metaphor. Metaphor is multi-layered, symbolic language that points beyond itself to a greater truth or reality. Metaphor is a deep well from which many can drink, a door open to communal meaning. Liturgical metaphor is drawn primarily from the stories and images of scripture.

Application L-5C The language of worship is carefully crafted to convey meaning to the worshiper. Texts are composed with attention to the rhythms and resonances of speech. Well-crafted liturgical language is durable, able to bear repetition and the weight of mystery.

#### WORSHIP IS MORE THAN WORDS

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Principle L-6 Because words alone cannot express the fullness of God, non-verbal elements of worship complement words in the vocabulary of worship.

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Application L-6A Music opens the heart and helps the community praise God and proclaim God's peace. Music unites mind, heart, and body, so that the Christian community may with one voice praise God.

Application L-6B Silence is more than a pause between other elements of worship. Silence is integral to worship, a time for the prayers of the heart, a time for listening, a time for being still in the presence of God.

Application L-6C Actions in worship, such as gesture, ritual movement, and dance, as well as the visual and architectural environment, are significant elements of worship. Sometimes these non-verbal elements communicate powerfully on their own, and sometimes they support and enhance the words that they accompany.

## PART II:

### SCRIPTURE AND THE LANGUAGE OF WORSHIP

#### SCRIPTURE IS PROCLAIMED

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Principle L-7 The reading and hearing of the scriptures is an essential part of worship and the basis for other forms of proclamation.

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Background L-7A The public reading of the scriptures is embodied and communal. People encounter the word of God in a different way when it is proclaimed to the gathered assembly than when it is read privately. Despite ongoing changes in the ways people communicate, public reading of scripture remains foundational to proclamation within the assembly. The act of reading and receiving the word is a sign of a people called and gathered by God.

Application L-7B Training, rehearsal, and prayerful preparation assist those who read the scriptures to proclaim the word of God so that it can be clearly heard and its meaning conveyed. Attentive listening is as important to full participation in worship as is effective public reading.

Background L-7C The Revised Common Lectionary has been adopted or recommended by many church bodies worldwide. Its three-year pattern of three readings and a psalm for each occasion offers the church at worship a wide array of biblical language and imagery. The lectionary focuses on the death and resurrection of Christ as central to the meaning of the Bible for the assembly.

Application L-7D We join an increasing number of churches worldwide in using the three-year lectionary as the primary basis for preaching, as a source of language and imagery for worship texts and hymnody, as a foundation for formation and devotional reflection, and as a sign of unity.

Background L-7E Since the first decades of the church, Christians have been translating their vocabulary and imagery from one language to another. One of Martin Luther's primary tasks was the translation of the Bible into the vernacular. Christians continue to translate the Bible into various languages.

Background L-7F Translation from one language to another always involves some degree of interpretation and cultural adaptation. For example, the English word *love* is used to translate at least three different Greek words, and the *abba* of Jesus' native tongue is not precisely the same as the Greek *pater* or the English *father*. No translation is perfect or perfectly accurate.

Application L-7G In worship, the biblical readings are proclaimed using a translation that is faithful to the original, appropriate to the assembly, and suitable for public reading. There is value in the consistent use of a particular translation. Many churches use the New Revised Standard Version of the Bible in their worship.

#### SCRIPTURE IS THE SOURCE OF LANGUAGE IN WORSHIP

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Principle L-8 Texts used in worship are grounded in the language of the scriptures.

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Background L-8A The primary words and images of the Christian faith are rooted in the Bible. Theological and devotional reflection has sprung from this vocabulary, attempting to make it more accessible to believers in every age. The assembly uses words drawn directly from biblical translations,

adaptations of scriptural language that serve a particular element of worship, and other texts that have imagery and concepts based directly on scripture.

Application L-8B The scriptures are the source for a number of texts adapted for use in worship, such as the words of institution, the Lord's Prayer, and the Aaronic benediction. In the case of frequently used words such as these, common texts representing current ecumenical scholarship and convergence may have an advantage over other translations.

Background L-8C Most church bodies, following Matthew 28, have baptized in the name of the Father, and of the Son, and of the Holy Spirit. "While a worldwide ecumenical discussion is now underway about such language, we have no other name in which to baptize than the historic and ecumenically received name." Some churches are providing additional texts to accompany the traditional language in order to enrich the ways of expressing the meaning of the Trinity.

Application L-8D While the text from Matthew 28 is used to accompany the threefold washing of baptism, other texts within the baptismal liturgy, such as prayers and hymns, may expand our language for the triune God.

Application L-8E The psalms and biblical canticles have a central place in the church's prayer and song. A translation of the psalms for use in worship will reflect the fact that the psalms are poetry, faithfully rendering the Hebrew texts in contemporary language. A translation of the psalms and canticles will also attend to their singability and the accessibility of the poetry in order to enhance their use as prayer.

Background L-8F Our experience and understanding of God can be limited by the predominant use of particular images and forms of language. For example, many people find exclusively masculine language for God a serious deterrent to their worship. Christians continue to discuss the extent to which liturgical texts drawn from the Bible should retain such terminology. Various human languages present their own respective problems and possibilities in the task of translation. Some churches are working to expand the language of worship beyond predominantly masculine words and images.

Application L-8G Versions of biblical texts used in the liturgy, including psalms and other biblical songs, dialogues, acclamations, and blessings, may employ various strategies to render the ancient language and imagery in an expansive manner.

## THE TREASURY OF LANGUAGE GROWS

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Principle L-9 The church continually builds upon the vocabulary of the scriptures, expanding the treasury of language and images in order to proclaim the fullness of the triune God.

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Background L-9A Although many texts sung in worship are biblical psalms, canticles, and ancient scriptural hymn fragments, the church has also received the rich inheritance and ongoing gift of hymnody, which elaborates and complements biblical texts.

Application L-9B The primary source of hymnody is the revelation of God in scripture and in the person of Jesus Christ. Its language is often the language of metaphor. The pairing of words with music engages the whole person and unites the assembly. Hymns are composed with great care, understanding, and respect for the gathering that sings them.

Background L-9C Encouraged by the twentieth-century revival of the psalms, as well as the study of works of early Christian writers and poetic writings of Christian mystics, Christians in our day are reclaiming images of God that have been lost in many traditions, and they are expanding this treasury with contemporary words and images.

Background L-9D Our addressing God as “Father” is rooted primarily in the New Testament and in the confessions and piety of the church. Our use of this form of address is related in part to Jesus’ invitation to join him in praying to God in this way. This form of address has become more prevalent in the last two centuries, sometimes overshadowing other ways of addressing God.

Background L-9E “Lord” is cherished by many as a direct address for God. This masculine title became a substitute for YHWH (one translation for which is “I Am”), the name ascribed to God in the Hebrew scriptures that, out of reverence, was customarily not spoken aloud. Early Christian confessions identified Jesus as Lord. Currently, churches and individuals are exploring other words and images to complement the use of “Lord.”

Application L-9F The rich biblical language for God includes numerous ways of addressing God, uses both female and male images, and employs social and natural metaphors to describe and call upon God. Varied images and ways of addressing God help the assembly envision the fullness of the Trinity.

Application L-9G Careful crafting of texts to minimize the use of gender-specific pronouns for God helps to avoid conveying the impression that God is either male or female.

Application L-9H Worshipers’ familiarity with scripture varies. To assist all to participate fully in the richness of worship, biblical speech and metaphors may require explanation and interpretation. Bible study outside the liturgy complements proclamation within the liturgy.

### **PART III:**

## **THE CHURCH AND THE LANGUAGE OF WORSHIP**

### **WORSHIP IS PARTICIPATORY**

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Principle L-10 Worship involves all those who gather. Many voices share in the language of worship, taking various roles.

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Background L-10A Christians believe that the triune God is both One and Three-in-One, that within the very unity of God there is also the dynamic of relationship and community. The communal participation of all in the assembly is a reflection of the communal life of the triune God into whom we have been baptized.

Application L-10B People may participate more vigorously when they know the words by heart or can readily repeat what they hear. When introduced with care, new texts that are suitable for assembly use can be added to the treasury of memorable texts.

Application L-10C The language of the liturgy is spoken, sung, signed, and embodied in action by the assembly. Undue reliance on the reading of worship materials by the assembly and its leaders can inhibit engagement in worship. Worship resources for use in the assembly best fulfill their goal when they facilitate participation rather than dependence.

Application L-10D A growing number of communities include people with different primary languages. To encourage full participation of those present at worship, several languages or a language held in common may be used within a given liturgy. The assembly may sing, speak, and/or sign together in more than one language at the same time. Texts may be spoken in one language with translation provided in a worship folder or in some other way that facilitates the flow of the liturgy. The liturgical action alone can reveal the meaning of some common texts.

Application L-10E Local communities may make use of culturally specific idioms and acclamations as resources for building up the body of Christ. Worship may include verbal feedback, shout, and ecstatic utterance. Interjections such as “Have mercy, Jesus” and “Amen” are expressions of participation rather than interruptions.

#### THE LANGUAGE OF WORSHIP IS BOTH ORDINARY AND EXTRAORDINARY

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Principle L-11 The language of worship uses carefully crafted vernacular speech as well as words and expressions not common in everyday speech.

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Background L-11A Christians share some common vocabulary taken from the original languages of the Bible and the Christian tradition. In their assemblies Christians continue to use the Hebrew words *hallelujah* and *amen*. Some assemblies retain the Greek prayer *Kyrie eleison*, and some find helpful the use of Latin, such as *Gloria in excelsis Deo*. Some texts may be devotionally powerful in widely memorized forms that use older language idioms.

Application L-11B Although vernacular language is the primary language used in worship, certain nonvernacular terms and expressions integral to the vocabulary of Christian faith and tradition enrich our worship by linking the assembly to God’s people across time and space.

Application L-11C In some Christian assemblies, public worship includes speaking in tongues. Whether this practice is personally expressive or serves as proclamation, in which case interpretation is provided for the assembly, it is intended for the edification and unity of the worshiping community.

#### COMMON TEXTS ARE A SIGN OF UNITY

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Principle L-12 The use of texts held in common is a sign of the communion of the church across time and space.

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Background L-12A The worship resources of the church include historic texts from a variety of traditions. Ecumenical cooperation in recent decades has produced a body of common English translations of historic liturgical texts, the three-year lectionary, and some convergence on a common core of hymn texts.

Application L-12B We seek to acknowledge and develop liturgical texts and hymns in cooperation with other churches. We support and participate in ecumenical efforts to prepare texts for common use, and initiate such cooperation where none exists. This church may also adopt or adapt texts prepared for use in other churches.

Application L-12C Some texts and hymns are shared within a confessional or liturgical tradition. The use of common texts in a particular tradition serves its distinctive witness, preserves treasures of faith for generations to come, and offers gifts to the wider church.

## ECUMENICAL CREEDS ARE A SIGN OF UNITY

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**Principle L-13** The ecumenical creeds used in worship confess the faith of the church through the ages and around the world.

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**Background L-13A** A creed is a statement of faith of the whole church. The three ecumenical creeds in use at this time are the Apostles' Creed, the Nicene Creed, and the Athanasian Creed. Some congregations and church bodies are experimenting with new statements of belief.

**Application L-13B** Because every congregation's worship is open to the whole church, the ecumenical creeds are the creeds used in worship, unless and until a worldwide ecumenical consensus is reached regarding additional creedal texts. Eucharistic prayers and trinitarian hymns are confessions of faith that complement the ecumenical creeds.

## MEMORY AND FAITH SHAPE AND SUSTAIN EACH OTHER

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**Principle L-14** The language of worship nourishes the memory of the community and the individual. Both repeating familiar texts and taking to heart memorable new texts sustain faith across generations.

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**Background L-14A** Our memories, our experience of language, and our Christian faith are intricately related. We remember the scriptures, prayers, and hymns used in worship as powerful representations of shared experience and for their personal associations. Recollected language is deeply intertwined with the collective history of Christian faith through the ages and with the individual experience of faith.

**Background L-14B** Frequently repeated texts enter the long-term memory of individuals and communities. These texts are often known by heart, providing solace in times of upheaval and loss, offering a means of expression in moments of celebration and joy. The language learned in worship can comfort and support each of us at critical times in life and when nearing death.

**Application L-14C** Over time, each community of faith develops a body of hymns, prayers, and liturgical texts that are connected to the broader church and that are familiar or even known by heart. Incorporating worthy unknown and new texts into the memory of the community enriches faith.

**Application L-14D** One way to connect with the broader church is to keep alive the words of the faithful departed. We worship using the texts they wrote; for example, the prayers and hymns of Francis of Assisi. Selections from writings of or about the faithful departed may be read at morning and evening prayer, especially on their commemoration days.

**Application L-14E** Care is taken in adapting, altering, or replacing texts, so as to respect the memory of the community and the witness of previous generations.

**Background L-14F** Because the language of worship evolves to reflect changes in language and in the articulation of the faith, those who have been absent for an extended period of time may find that some of the words of worship are unfamiliar. The assembly may also include those whose experience of Christian worship is limited or different from the practice of the assembly.

**Application L-14G** The community hospitably assists those new or returning to the assembly, accompanies them in worship as they learn traditions, customs, language, and music unfamiliar to them, and nurtures their understanding and sense of belonging.

## THE LANGUAGE OF WORSHIP EMBRACES ALL

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**Principle L-15** The language of worship reflects God's love for all creation. We seek to use words, images, and metaphors that express the breadth of God's love.

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**Background L-15A** The language of worship invites us to see the world from the perspective of God, to envision the world in a larger way and strive to discern God's purpose at work within it. Words, images, and metaphors used in worship are always being reevaluated as the world changes and according to our discernment of God's purpose for the world.

**Application L-15B** The language of worship reflects God's love for people of every color and ethnicity. Discernment is needed in evaluating texts that use color terms metaphorically.

**Application L-15C** The language of worship reflects God's love for all persons regardless of gender. The use of nongendered terms for people, as reflected, for example, in most current North American English language style guidelines, is a preferred practice for the words of worship.

**Application L-15D** The language of worship reflects God's love for people of differing abilities. Texts and directions attend to the diversity of physical abilities and other capacities.

**Application L-15E** The language of worship reflects God's love for people of all ages and varied human experiences. Language used in worship avoids preference for one group over another.

**Application L-15F** The language of worship reflects God's love for the whole creation. The words of worship express our respect and care for all that God has made.

## LANGUAGE IN THE LOCAL ASSEMBLY

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**Principle L-16** Words appropriate to the local context characterize certain parts of the liturgy.

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**Background L-16A** The pattern for Christian worship includes not only fixed texts but also opportunities for local expression, particularly the sermon and the intercessions.

**Application L-16B** The prayers of intercession convey to God our lament, our hope, and our thanksgiving. These prayers are formulated locally for each occasion and are carefully crafted to reflect the wideness of God's mercy for the whole world.

**Application L-16C** The preparation and leading of the intercessions by a lay assisting minister is a sign that the task of praying for the world belongs to all baptized persons.

**Background L-16D** In one classic pattern for the prayers of intercession, the local gathering prays for the whole church, the nations, those in need, and the congregation; includes any special concerns; and remembers the faithful departed. A recent suggested addition is a prayer for the earth.

**Background L-16E** The prayers of intercession may be formulated as bids inviting the assembly's prayer, as prayers addressed to God, or in a way that combines both bids and prayers, as in the solemn prayers of intercession on Good Friday.

**Application L-16F** Clarity of form and repeated use of a pattern for intercessions are helpful in guiding the minds of all who pray.

**Application L-16G** Leaders of prayer present petitions that can be understood by the whole congregation. The entire assembly should be able to assent to the prayers that are offered on its behalf.



The wording of petitions makes clear that these prayers are intercession addressed to God, rather than proclamation or information addressed to the people.

**Application L-16H** The sermon is prepared specifically for the occasion. The preaching of the crucified and risen Christ is grounded in the language of the Bible, the liturgy, and the tradition of faith. Preaching uses contemporary language to proclaim the timeless gospel in a particular context.

**Application L-16I** Occasionally directions, explanations, or announcements are needed to assist the smooth flow of the assembly's worship. Care is taken that any necessary directions, explanations, or announcements are worded clearly and succinctly and are delivered at an appropriate time and in a fitting manner. Sometimes gesture can replace verbal direction.

#### <sup>1</sup>ENDNOTES

<sup>1</sup> "Nairobi Statement on Worship and Culture" in *Christian Worship: Unity in Cultural Diversity*, edited by S. Anita Stauffer (Geneva: Lutheran World Federation, 1996). See the Introduction to *Principles for Worship* for a fuller summary.

<sup>1</sup> Amos 5:24.

<sup>1</sup> 1 Peter 1:3.

<sup>1</sup> Philippians 4:4.

<sup>1</sup> See the section "Music and the Christian Assembly" in *Principles for Worship*.

<sup>1</sup> See the section "Worship Space and the Christian Assembly" in *Principles for Worship*.

<sup>1</sup> For background on the Revised Common Lectionary, see the introductory material in *The Revised Common Lectionary*, prepared by the Consultation on Common Texts (Nashville: Abingdon Press, 1992).

<sup>1</sup> Baptism, Eucharist, and Ministry. Faith and Order Paper No. 111 (Geneva: World Council of Churches, 1982), Baptism, 17, quoted in *The Use of the Means of Grace: A Statement on the Practice of Word and Sacrament* (Chicago: Evangelical Lutheran Church in America, 1997), background 24A.

<sup>1</sup> Acts 10:44-48, Acts 19:5-6, Romans 8:26, 1 Corinthians 12:10.

<sup>1</sup> 1 Corinthians 14.

<sup>1</sup> The International Consultation on English Texts, the Consultation on Ecumenical Hymnody, the Consultation on Common Texts (North America), and the English Language Liturgical Consultation represent the ecumenical effort among many English speaking churches to find common words for Christian worship. In addition to the work of these ecumenical working groups, texts produced for use within a particular church body are often shared more broadly. Examples include the wide dissemination of texts prepared by the International Committee on English in the Liturgy (Roman Catholic) and of texts found in the *Book of Common Prayer*, 1979 (Episcopal) and *Lutheran Book of Worship*, 1978 (Lutheran). In earlier times, Lutheran immigrant churches in North America regularly looked to the prayer book tradition of the Episcopal Church for English-language liturgical texts.

<sup>1</sup> See "A Prayer Attributed to St. Francis" and "All Creatures of Our God and King" in *Lutheran Book of Worship* (Minneapolis: Augsburg Publishing House, and Philadelphia: Board of Publication, Lutheran Church in America, 1978), page 48 and hymn 527.<sup>1</sup>  
**See the section "Preaching and the Christian Assembly" in Principles for Worship.**

### c) **GUIDELINES FOR COMMUNION PRACTICES**

- ***Preparation for Reception of Holy Communion***

As a designated "center of the church," the seminary has been granted the privilege of celebrating Holy Communion by the presiding bishop of the Evangelical Lutheran Church in America. With this privilege, the seminary also accepts responsibility for the ministries of proclamation and nurture which normally surround the administration of the Lord's Supper. At the same time, the seminary recognizes that many members of its community will receive such ministries in home and/or local congregations.

On questions of admission to the Lord's Supper, the seminary is responsible to the guidelines of "The Use of the Means of Grace," a statement on the practice of Word and Sacrament adopted by the ELCA. The application of these guidelines, and particularly of principles 37 and 38, to our community is as follows:

- a. People who are communing members of a congregation shall be received as communing members in this community (Use of the Means of Grace, application 38D).
- b. Where participation with a home pastor and congregation in preparation for admission to communion is not practical, the seminary, through the Dean of the Chapel, will provide that ministry of preparation at the congregation's request (Use of the Means of Grace, application 38C and 38 E).

\*Issued August 5, 1979 after consultation with the faculty, Updated 1990, Revised 1999, 8/09

### d) **AN ECUMENICAL STATEMENT**

Ephesians 4: 11,12 And his gifts were that some should be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ.

At the Lutheran Theological Seminary in Gettysburg, the inscription on the cornerstone of our chapel includes this passage from Ephesians. It is a daily reminder to our community that our learning community depends on a variety of gifts and serves to equip many different people for the work of God's church. At the heart of our effort to form leaders for the church and the world is the work we do to shape community life, both here on campus and for an extended network of commuting students and interested friends of the seminary. Today this inscription informs a diverse community of learners from several Protestant churches, and from different cultural backgrounds, who live, worship and study at the seminary. Our campus community strives for an ecumenical education for all students, and expects that in classroom, chapel, refectory, coffee shop, residential life, and recreational activities, the rich experiences that all persons bring to this seminary will be considered as gifts in the spirit of the writer of Ephesians. Life in community is challenging, and makes demands on everyone to go beyond saying the right things to actually doing the right things. We strive to learn how to respect and learn from difference. Students can expect that their own ways of seeing the world, of praying and speaking, or worshipping, of socializing and interacting with friends and neighbors will sometimes be misunderstood, or even challenged. When false assumptions undermine a true appreciation for God's varied ways of equipping the saints, our educational task is to provide opportunities for gaining a deeper ecumenical understanding. A rich community life will flourish when we recognize and respect the importance for each student to learn how to love and know his or her own tradition as a gift, a worthy portion that builds up the body of Christ.

## CONDUCT AND COMMUNITY

### a) CONDUCT OF SEMINARY STUDENTS

As a seminary of the Evangelical Lutheran Church in America whose mission is “preparing students for faithful discipleship,” the Lutheran Theological Seminary at Gettysburg expects that students will be responsible members of a community which is both academic and intentionally Christian. Candidates for rostered ministry in the ELCA are to be guided by the appropriate version of *Vision and Expectations*. Candidates from other denominations are expected to adhere to guidelines established by their churches. All students are expected to abide by policies established by the seminary for conduct in the classroom, seminary housing and common space.

Each member of this community bears responsibility for mutual encouragement, counsel and admonition. One’s faculty advisor as well as the Coordinator of Spiritual Formation are available for consultation about resolution of concerns.

The process for resolution of differences is based on Matthew 18:15-17. Each of the ELCA's constitutions - churchwide, synodical and congregational - also names this passage as central to appropriate dialogue among Christians experiencing conflict. This Biblical statement applies to the entire seminary community, its faculty, staff and students.

In some situations, it may be deemed advisable for a faculty member or a student to consult with the President or the Dean, who may call together a panel consisting of the President (or his/her representative), the Dean (or his/her representative) and the student's faculty advisor to counsel and admonish a student.

If the process of counsel and admonition should fail, then charges, made in writing, are referred directly to the faculty.

When the matter is referred directly to the faculty, the student has the right to appear before the faculty (with counsel if desired).

The Seminary reserves the right to dismiss, by action of the faculty and in accordance with stated procedures, any student whose conduct is judged unacceptable. This process for counsel, admonition, and discipline may not be invoked in matters related to faculty recommendations for candidacy committees, such matters being governed by the ELCA Candidacy Manual or other judicatory publications.

Revised 6/2/03, Revised 7/19/05

## b) **RESPONSIBLE COMMUNITY DISCOURSE**

As members of the Seminary community engaged in ministry and ministry preparation, all are encouraged to cultivate a willing participation in verbal and written expression that seeks to acknowledge and respect inclusivity and diversity. Fostering such linguistic commitments honors the heart of the gospel, which affirms that a person's worth includes, but also extends beyond the categories of race, color, national origin, disability, religion, age, veteran status, sex, gender identity or expression, sexual orientation, parental status, family medical history or genetic information, political affiliation, or vocation.

Two priorities, therefore, guide the life of this community. First, all verbal behavior in corporate worship, classes, personal interactions, meetings, and convocations is invited to exhibit the highest linguistic expression, which is charitable, thoughtful, diverse, expansive and inclusive. Second, the same standards of excellence also apply to all written materials in the community: bulletins, written assignments, tests, seminary publications, scholarly works, Board of Directors' materials and materials on the Seminary's web site.

## **GENERAL SEMINARY POLICIES**

### a) **DISABILITY DISCRIMINATION POLICY**

It is the policy of Lutheran Theological Seminary at Gettysburg ("the Seminary") to provide a work and educational environment that is free from all forms of discrimination, including discrimination based on disability in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, or other seminary-sponsored programs. The Seminary prohibits harassment or retaliation against any individual requesting an accommodation or filing a complaint under the grievance procedure set forth herein. The Seminary is fully committed to compliance with Section 504 of the *Rehabilitation Act of 1973* and the Americans With Disabilities Act.

#### ○ **Disability Defined**

An individual with a disability is defined as any person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. An individual satisfying this definition shall be referred to as "qualified."

#### ○ **Reasonable Accommodation Defined**

Any qualified student is entitled to receive a reasonable accommodation that satisfies the following standards: A qualified student is entitled to receive a reasonable accommodation that allows for his or her full participation in the Seminary's educational and extra-curricular activities. A reasonable accommodation for a qualified student may include modified testing procedures, course load reduction, or use of auxiliary aides in the classroom, such as sign language interpreters or tape recorders. However, the Seminary is **not** obligated to provide *personal* aids and services such as attendants, individually prescribed devices such as wheelchairs, sign language interpreters, readers for personal use or study, or other devices and services of a personal nature.

- **Requesting Accommodations**

Qualified individuals who wish to request a reasonable accommodation may contact the Dean who is the designated Section 504 Coordinator:

Name: Dr. Kristin Largen

Tel: 717-334-6286 extension 3007

Fax: 717- 334-3469

E-mail: [klargen@ltsu.edu](mailto:klargen@ltsu.edu)

It is a student's responsibility to alert the Section 504 Coordinator of the existence of a disability if a student desires an accommodation.

- **Provision of Accommodations**

Upon receipt of a request for an accommodation by a qualified individual, the Section 504 Coordinator shall engage in the interactive process with the individual making the request as set forth in the Seminary's Disability Accommodation Policy. This shall be a process designed to determine the nature of the limitations resulting from the disability and the appropriate accommodation that will overcome this limitation. Prior to providing an accommodation, the Seminary reserves the right to require documentation prepared by an appropriate professional, including, but not limited to, a diagnosis of the disability, a statement regarding how it affects a major life activity, and a recommendation of a reasonable accommodation.

If the accommodation as initially provided is insufficient, upon receipt of notice of the insufficiency, the Section 504 Coordinator shall implement any appropriate additional measures necessary to overcome the qualified individual's limitations.

- **Grievance Procedure**

The Seminary has adopted the following grievance procedure to address complaints of disability discrimination, retaliation, harassment or failure to provide a reasonable accommodation:

1. Any aggrieved individual may file a complaint in writing, containing the name and address of the person filing the complaint and describing the discriminatory act;
2. The complaint shall be filed in the office of the Dean as the Section 504 Coordinator ("Coordinator") within 30 days after the complainant becomes aware of the allegedly discriminatory act. Should the Coordinator be a party to the complaint, the complaint should be filed in the office of the President, who will inform the Dean;
3. The Coordinator will investigate the allegations in the complaint. The Personnel Officer may assist in the investigation as necessary. Should the Coordinator be a party to the complaint, the complaint will be investigated by the President;

4. All interested persons and their representatives shall be afforded the opportunity to submit evidence relevant to the investigation. Such evidence shall be submitted to the Coordinator during the course of the investigation;
5. The Coordinator shall issue a written decision determining the validity of the allegations and distribute copies of the decision to the interested parties no later than 45 days after the filing of the complaint. If the decision cannot reasonably be issued within 45 days, then the Coordinator shall alert the parties of the same.
6. The Coordinator shall implement all appropriate remedial steps necessary to address any findings of discrimination, harassment, retaliation, or failure to accommodate;
7. Should the complainant choose to appeal the Coordinator's decision, the appeal shall be made in writing within 30 days of the date of receipt of the decision;
8. The appeal shall be submitted to the President and shall demonstrate that (1) there is new evidence; or (2) the investigation or decision exhibited prejudice or other unfair treatment;
9. The President will render a final written decision and distribute copies of the same to interested parties, including the Coordinator, within 60 days of the filing of the appeal. If the decision cannot reasonably be issued within 60 days, then the President shall alert the parties of the same.

○ **Alternative Remedies**

An individual claiming discrimination, harassment or retaliation may also file a complaint with:

Philadelphia Office  
Office for Civil Rights  
U.S. Department of Education  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323

Telephone: 215-656-8541  
FAX: 215-656-8605; TDD: 877-521-2172  
Email: [OCR\\_Philadelphia@ed.gov](mailto:OCR_Philadelphia@ed.gov)

○ **Access to Regulations and Seminary Policies**

Any student wishing to view copies of Section 504 of the *Rehabilitation Act of 1973*, the Americans With Disabilities Act, or this policy may do so by visiting the office of the Dean.

Approved by the Board of Directors 1/2008

- ***Disability Accommodation Procedures***

Lutheran Theological Seminary at Gettysburg is committed to providing equal access to Seminary educational programs for all qualified students with learning, physical, medical, or psychological disabilities. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. In accordance with these laws, the Seminary does not discriminate on the basis of disability in any of its programs, services, or activities. The Seminary is committed to providing reasonable accommodation to qualified individuals with disabilities to ensure their equal access and participation in Seminary programs, unless it would result in an undue hardship to the Seminary or fundamentally alter the Seminary's programs and their requirements.

Once admitted to the Seminary, students needing accommodations should alert the Dean. Students should submit to the Dean relevant, current documentation from a qualified professional, which will be evaluated by a consultant with special training in disabilities.

All documentation should include:

- the presenting problem and relevant history
- test scores and discussion of results, if relevant
- a diagnosis with rationale
- a description of the disability, including duration and severity
- substantial medication side effects, if any
- information on substantial disability-based limitations and how they relate to the educational environment
- suggested educational accommodations with rationale for recommendations

See more detailed Documentation Guidelines below.

The Dean reserves the right to request additional documentation if the initial documentation the student provides is incomplete or inadequate to determine the need for accommodations.

Students must return testing documentation as early as possible, preferably by June 30 for fall admission, and by November 30 for January admission. Later submission of documentation may result in a delay of accommodation implementation.

Based on the consultant's evaluation and the Seminary's program and its requirements, the Dean will recommend accommodations in a letter to the student.

If a student does not feel that the accommodations recommended by the Dean will adequately address the student's disability, the student should first seek to resolve the concern cooperatively with the Dean. Students wishing to challenge accommodations recommended by the Dean should do so within 10 days of receiving the written decision. If the student and Dean cannot amicably resolve the student's concerns, then the student should contact the President. After reviewing the case history and

interviewing both the student and the Dean, the President will make a final determination about what accommodation(s) will be offered to the student.

After attending at least one of each of his or her classes, the student must notify the Dean in writing, listing the professors she or he wishes the Dean to notify about the student's learning disability; the academic advisor should also be included. This notification must be submitted every semester. Once the student has authorized such a release, the Dean notifies faculty identified by the student of the student's need for accommodations.

Information and records about student disabilities are treated as confidential information under applicable federal and state laws, as well as Seminary policies, and are only provided to individuals on a need-to-know basis when authorized by the student.

A faculty member's first notification of a student's need for accommodation normally comes in the form of a letter from the Dean's Office verifying that the student has appropriate documentation of a disability and that accommodations may be necessary. Occasionally, a student will come directly to a faculty member and request accommodations. If a student requests accommodations directly from a faculty member and no letter of verification has been sent by the Dean, it is the faculty member's responsibility both to inform the student that services are available and to refer the student to the appropriate office to begin the process of verification of a disability and the subsequent notification of faculty.

Accommodations should not be provided without a letter from the Dean. Faculty are encouraged to consult with the Dean if there are questions regarding accommodation issues.

Except in cases of minor accommodations, such as sitting in the front of the classroom, faculty should not provide accommodations without verification from the Dean.

Students should meet with their professors early in the semester to discuss possible accommodations once the Dean's Office has verified the student's disability. Students should schedule an appointment with the Dean after 30 hours of course work to discuss the student's progress and accommodations.

## **b) POLICY ON SEXUAL HARASSMENT**

### **Introduction**

#### **Statement of Philosophy**

Lutheran Theological Seminary Gettysburg (LTSG) is committed to educating students in an environment recognizing the worth and dignity of all people and the limitless value of their potential. To achieve this goal, LTSG is committed to providing an environment free of harassment and discrimination. Harassment and discrimination in all forms, including sexual harassment and sexual assault, are antithetical to the values of LTSG, violations of Seminary policy, and, in some instances, violations of state and federal law. All members of the Seminary community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Student sponsored/endorsed by an ecclesiastical body are also expected to conduct themselves in accordance with its policies and expectation.



## **Purpose of Policy**

This Sexual Misconduct and Relationship Violence Policy has been developed to educate students on appropriate conduct and to provide recourse for those individuals whose rights have been violated.

## **Anti-Discrimination Statement**

Title IX of the Education Amendments of 1972 (discrimination based on sex), 20 U.S.C.A. §§ 1681-1688 (West Supp. 2006), prohibits discrimination on the basis of sex in programs and activities by institutions that receive federal financial assistance. Sex discrimination includes sexual harassment (which includes sexual assault and other forms of sexual misconduct). The Seminary complies with Title IX and does not discriminate on the basis of sex, gender identity or expression, or sexual orientation in educational programs, admissions, or employment.

LTSG will not tolerate sexual violence, dating violence, domestic violence, stalking, or sexually inappropriate conduct in any form. Other acts can also be forms of sex or gender-based discrimination and are also prohibited whether sexually based or not, including dating violence, domestic violence, and stalking.

## **Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking**

### **Emergency Assistance**

Personal safety and well-being should be the first priority for any individual who is the victim or a survivor of sexual harassment, misconduct, or violence, including sexual assault. Victims should immediately seek assistance from 911, notify law enforcement, and/or seek immediate medical assistance at a medical facility. These options address concerns for the immediate safety and health of the assault victim. Additionally, these are the best options to ensure preservation of evidence, in order to prosecute now or at a later date.

<b>Gettysburg Police Department</b>	<b>Gettysburg Hospital Emergency Room</b>
911 (emergency)	717-337-4357 (Emergency Room)
717-334-8101 (non-emergency)	717-334-2121 (non-emergency)
59 East High Street	147 Gettys Street
Gettysburg, PA 17325	Gettysburg, PA 17325

### **Off-campus**

LTSG encourages students to go to the hospital for medical care, as the staff there is trained in evidence collection.

Sexual Assault Nurse Examiners (SANE) are available at the Gettysburg Hospital Emergency Department (GHED). SANEs are trained to provide counseling, perform the examination to retrieve forensic evidence, and screen the victim for pregnancy and sexually transmitted infections (STI).

Other off-campus resources are available as listed below.

Gettysburg Hospital	(717) 334-2121
Survivors Inc.	(717) 334-9777
PA Counseling Svcs	(855) 272-1653

### **Importance of Preserving Evidence**

Victims of sexual assaults should take every precaution to preserve all evidence of the assault and abstain from tampering with any items at the scene, changing clothing, or washing any area of their body. Upon receiving a report of a sex-related crime, a police officer will investigate the incident and assist the victim in obtaining support from the appropriate Seminary and local resources. In cases of sexual assault, relationship violence, and stalking, students should preserve all phone call logs, emails, text messages, and any other forms of communication.

Gettysburg Police Department	911 (emergency) (717) 334-8101 (non-emergency)	59 East High Street, Gettysburg, PA 17325
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### **Section I. Prohibited Conduct and Definitions**

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone and can occur between people of the same or of different gender. For purposes of this Policy, the various forms of prohibited Sexual Harassment are referred to as “Sexual Misconduct.”

Prohibited conduct includes:

#### **Sexual Misconduct:**

- Sexual Harassment
- Sexual Assault
- Sexual Exploitation
- Stalking
- Retaliation
- Complicity

- Harassment, Harm to Others, and Harassing Conduct

#### Relationship Violence:

- Domestic Violence
- Stalking
- Intimate Partner Violence
- Dating Violence

#### **Sexual Harassment**

Sexual Harassment can be a single, serious incident or a series of related, repeated incidents. Sexual harassment is defined as unwelcome conduct of a sexual nature (verbal or physical conduct) when the conduct:

- is reasonably perceived as creating an intimidating or hostile work, learning or living environment,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from any educational program and/or activities, and
- is based on power differentials, the creation of a hostile environment, or retaliation

In addition to the above, specific types of sexual harassment constituting violations of this Policy include:

- **Sexual Assault:** Having or attempting to have sexual intercourse or oral sex, without consent. Sexual intercourse means anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching or attempted sexual touching, without consent.
- **Sexual Exploitation:** An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or video recording or streaming of sexual activity, prostituting another person, and allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties.
- **Coercion:** The use or attempted use of pressure and/or oppressive behavior, including express or implied threats, intimidation, or physical force such that the application of pressure or oppression causes the recipient of the behavior to engage in unwanted sexual activity. Coercion includes

administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of the Sexual Misconduct and Relationship Violence Policy.
- **Harm to Others:** Physical violence including (but not limited to) physical abuse, assault, threats of violence, striking, shoving or subjecting another person to unwanted physical contact.
- **Harassing Conduct:** Intentionally or recklessly endangering, threatening, or causing emotional harm to any person. This may also include causing physical damage to their property.
- **Harassment:** Harassment includes any written, verbal or physical acts (including electronically transmitted acts) that are reasonably perceived as creating an intimidating or hostile work, learning or living environment, particularly if questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior. Harassment can be a single incident, or a series of repeated incidents.
- **Sexually Inappropriate Behavior:** Conduct that is rude, obscene or sexually suggestive gestures or communication. Public masturbation, disrobing or exposure of one's self to another person without that person's consent is one example. This may be an isolated occurrence.

## Relationship Violence

Relationship Violence is a violation of this policy and is defined as:

- **Domestic Violence:** Knowingly, intentionally, or recklessly causing or attempting to cause bodily injury, physical or sexual assault, abuse, placing another in reasonable fear of serious bodily injury, engaging in repetitive conduct toward a certain person that puts them in fear of bodily injury, restraining another's liberty or freedom of movement, or stalking where such conduct is directed against the Complainant by an individual's current or former spouse, household member, intimate partner or any other person from whom the Complainant is protected under federal or Pennsylvania law.

Pennsylvania law defines domestic abuse as knowingly, intentionally or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person that puts them in fear of bodily injury. These acts can take place between family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse.

- **Stalking:** Repeated acts or communications directed toward another person, including following the other person without proper justification, which places the other person in reasonable fear of bodily injury or causes substantial emotional distress.

For the purpose of this definition; course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, through third parties, or by any action causes substantial emotional stress. Stress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

- **Intimate Partner Violence and Dating Violence:** Causing or attempting to cause physical or emotional harm, sexual assault or abuse, placing another in reasonable fear of serious bodily injury, restraining another's liberty or freedom of movement, or stalking, where such conduct is directed against the Complainant by someone with whom they have been in a romantic or intimate relationship. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction. Dating violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse.
- **Complainant:** An individual who invokes the Seminary's processes to determine whether this Policy has been violated. The Complainant is normally the Alleged Victim. If an Alleged Victim chooses not to proceed with charges, the Seminary may, at its discretion, serve as the Complainant.
- **Complaint:** A written statement submitted by the Complainant to the Seminary for the purpose of initiating disciplinary proceedings under this Policy.
- **Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity.

Consent must be informed and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of their actions. Individuals who are physically or mentally incapacitated cannot give Consent. Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force or coercion is alleged, the absence of resistance does not demonstrate Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity.

Consent to engage in sexual activity may be withdrawn by either person at any time. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute Consent. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent (due to falling asleep or passing out into a state of unconsciousness, for example).

- **Investigator:** The Seminary administrative official who will be responsible for coordinating any investigations into an alleged violation of the Sexual Misconduct and Relationship Violence Policy. Typically, this will be the Department of Public Safety or the Student Conduct Administrator; however, this may also be an external investigator. The Investigator will conduct a fact-finding inquiry, and prepare an Investigation Report for the Vice President for Seminary Life and Dean of Students for the purpose of resolving the complaint.
- **Mandatory Reporters:** Mandatory Reporters are persons who, as a result of their profession, may be aware of cases of abuse or violence. At LTSG, all professional and student staff are

designated as mandatory reporters with regard to cases of suspected sexual assault/violence, sexual misconduct, and relationship violence. Suspected incidents need to be immediately reported to the Department of Public Safety (DPS). In the State of Pennsylvania, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Department of Public Welfare's Child Line (800-932-0313), the police having jurisdiction, and to their supervisor.

- **Party or Parties:** A term referring individually or collectively to the Complainant and/or Respondent.
- **Respondent:** Any individual or authorized student organization alleged to have violated this Policy and against whom a Complaint has been submitted.
- **Retaliation:** Acts or attempted acts to retaliate or seek retribution against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, proceeding, or hearing under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. **Retaliation constitutes a violation of this Policy.**
- **Title IX:** Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1681 et seq., and its implementing regulations, 32 C.F.R. Part 106, which prohibit discrimination on the basis of sex, gender identity, or gender expression in education programs or activities operated by recipients of federal financial assistance. LTSG is required to comply with Title IX.
- **Threshold of Information:** Determination as to whether the allegations would provide sufficient information upon which a hearing panel could find a violation of this policy.
- **Victim:** A person who has experienced sexual misconduct or relationship violence. A Victim becomes a Complaint when the Victim invokes the formal Seminary Hearing Process.
- **Witness:** Any individual who has seen, heard, or otherwise knows or has information about a violation or attempted violation of this Policy. Witnesses are expected to provide a statement during a hearing. Witnesses are protected from retaliation, which includes retaliation from the Complaint, Respondent, or from another party or parties.

## **Section II. Reporting and Confidentiality**

### **Official Reporting Procedures**

Any member of the community who has information regarding, is witness to, or becomes aware by any means of any form of gender discrimination, sexual harassment, sexual misconduct, inappropriate sexual behavior, dating violence, domestic violence and/or stalking that occurs on campus involving either an employee or student should report the incident immediately. Reports may be made directly to the Title IX Coordinator. Reports of perceived violations may be made verbally or in writing. After a verbal complaint has been made, the complainant will be requested and/or assisted to place the complaint in writing as quickly as possible. If the complainant refuses to place the complaint in writing, the investigation will be terminated.

All complaints shall be made to the Title IX Coordinator unless the complaint is against the Title IX Coordinator then the complaint shall be made to the President.

### **Confidential and Anonymous Reporting**

Adams County, PA, which includes the borough of Gettysburg and surrounding area, has established an anonymous reporting protocol for victims of sexual assault. The purpose of this protocol allows Adams County, PA to develop an alternative to standard reporting procedures for sexual assault victims. If a sexual assault victim does not currently wish to involve police, there is still an option to have the forensic evidence collected in a timely manner. By providing victims with the opportunity to gather information, solidify their support system, and establish rapport with first responders, the county hopes to create an environment that encourages reporting, even for those victims who initially feel unable, unwilling or unsure about doing so. Victims choosing to have evidence collected while anonymously reporting the sexual assault can do so during the forensic exam at the *Gettysburg Hospital*. The Adams County District Attorney's Office manages the anonymous reporting protocol.

### **If the Victim does not wish to pursue Resolution**

In all reported cases of sexual misconduct, the Seminary will conduct a fact-finding investigation to the best of its ability. In cases where the Victim wishes to become a Complainant, this investigative report is provided to the Title IX Investigator for a threshold analysis.

In cases where the Victim does not wish to become a Complainant, the Seminary has two options:

1. The Seminary may attempt to resolve the complaint in a manner consistent with the Victim's request. This may include holding the report for action at a later date.
2. The Seminary may pursue a judicial hearing against the Alleged Offender named in the investigation. Under these circumstances, the Seminary would take into consideration the nature of the assault, the safety of the Victim and the campus community, as well as the previous disciplinary history and previous allegations of sexual misconduct.

### **Statement on Confidentiality**

The Seminary will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking (to the fullest extent of the law). Additionally, the Seminary will take all reasonable steps to investigate and respond to the complaint consistent with any request for confidentiality or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Complainant.

If the Victim requests anonymity or that the Seminary not pursue an investigation, the Seminary must balance this request in the context of its responsibility to provide a safe environment for all Seminary community members. In cases where the Seminary cannot respect the wishes of the Victim, the Seminary will consult with the Victim and keep them informed about the Seminary's course of action.

If the report of misconduct discloses an immediate threat to the Seminary campus community, where timely notice (see Section IX) must be given to protect the health or safety of the community, the

Seminary may not be able to maintain the confidentiality of the Alleged Victim or Alleged Offender's identities.

The Seminary will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the Seminary will inform the Respondent that Title IX prohibits retaliation and the Seminary will take strong responsive action to protect the Complainant.

### **Section III. Investigation of Reports**

The Seminary will take prompt action to investigate and adjudicate the complaint. The Seminary's goal is to complete the investigation within 60 days. However, there may be times where the process may take longer and the Seminary will communicate on an on-going basis with the parties a realistic timeline, and the circumstances regarding the same.

Investigations will be conducted by a Title IX Investigator, an external investigator, or other investigator designated by the Title IX Coordinator. This designee may be an employee of the Seminary, an external investigator, or both. Investigation by the Seminary will begin promptly and may be coordinated with any investigation by the Gettysburg Police. All reasonable efforts will be made to keep information private during the Seminary's investigation and adjudication of a complaint.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and fair. The staff members who are responsible for these investigations have been trained on investigation and Title IX. As described in the confidentiality section of this Policy, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The investigation is a process that involves obtaining and evaluating information given by persons having personal knowledge of the events or circumstances concerning the reported incident. This may include the collection of all statements (both oral and written), pertinent facts, and/or evidence. This process will be exhaustive and is likely to include the interviewing and re-interviewing of involved parties so as to ensure as much clarity around conflicting or differing statements as may be possible. The Title IX Coordinator may refer an investigative report back to the investigator for further follow-up pending the availability of new information, for additional clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further clarity or strengthen the final report.

At the conclusion of the investigation, the investigator will prepare a report setting forth the facts gathered. The report will provide an assessment of credibility and a recommended finding of responsibility.

### **Threshold of Information**

The President and/or Dean will review the investigation report to make a determination on the threshold of information. They may determine that there is sufficient information to proceed.

If it is determined that the threshold has been reached, a notice of charge will be issued to begin the formal or informal conduct resolution process. If they determine that this threshold has not been reached, the Complainant and Respondent will be notified in writing.



The Complainant will have the opportunity to seek review by the President by filing a written request for review within two business days. The Respondent will be notified in writing of this request. The President may affirm the threshold finding, reverse the finding, or request additional investigation, as warranted. If the President agrees that a case does not reach the threshold for formal resolution, educational sanctions or informal resolution may still be implemented. This decision of the President is final.

## **Section IV. Interim Measures**

### **Overview**

During the investigation and prior to the final determination, the Seminary may take appropriate Interim Measures to protect the parties involved. A Complainant or Respondent may request an Interim Measure or other protection or the Seminary may impose Interim Measures at its discretion to ensure the safety of all parties, the Seminary community, and/or the integrity of the process. These actions are not a presumption of responsibility for violation of the Sexual Misconduct and Relationship Violence Policy. Interim measures may be imposed whether or not formal disciplinary action is sought by the Complainant or the Seminary.

Interim Measures may prevent a student from attending class and other Seminary activities. Title IX Coordinator will communicate with the Dean at the request of the student in order to determine if alternate arrangements can be made to support a student's completion of academic assignments.

The Seminary will try to provide academic support where necessary.

### **Types of Interim Measures**

**Interim Separation** In certain circumstances the President and/or Dean, or designee, may impose an Interim Separation from the Seminary at any point after a complaint has been filed. Interim Separation may be imposed:

- During the investigatory stage to ensure the safety and well-being of members of the Seminary community or preservation of Seminary property;
- To ensure the student's own physical or emotional safety and well-being; or,
- If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the Seminary, or the investigation.

During the Interim Separation, a student shall be denied access to the residence halls and/or to the campus. Interim Separation will not be placed on a student's official, permanent academic record.

The Interim Separation does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required. However, the student should be notified in writing of this action and the reasons for the separation. The student will also be notified of the time, date, and place of a subsequent Student Conduct Review Board or Sexual Misconduct hearing, if applicable.

**Interim residential separation or residential relocation.** A student may be separated temporarily from Seminary housing or temporarily reassigned to another residential location on campus. Their original

housing location will be held until the process is over. It can be determined that residential relocation is a sanction when appropriate, and at that time the student will move permanently into a location determined by Residence Life.

**Class schedule changes.** Changes to a student's class schedule may be made on a temporary basis in the event it is deemed appropriate by the Dean or her/his designee. Students may be sanctioned to a permanent change(s) through the normal adjudication process.

**Restrictions from Seminary activities and/or facilities.** A student may be denied, on a temporary basis, participation in a Seminary activity or privilege for which they may be otherwise eligible as the Dean or their designee determine to be appropriate. Students may also be prohibited from certain facilities including, but not limited to, academic buildings. Students may be sanctioned to a permanent restriction(s) through the normal adjudication process.

**Work or job assignment changes:** Changes to a student's work or job assignment (including internships) may be made on a temporary basis in the event it is deemed appropriate by the Dean.

**No-Contact Directive.** The Seminary may impose a No-Contact Directive in cases where an agreement cannot be reached or is not applicable. Generally, No Contact is defined as having no direct or indirect contact with another party or parties at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging text messaging, and all forms of social media. Verbal communication is understood to include phone calls and voice mail messages. A No-Contact Directive may include additional restrictions and terms. Violations of the No-Contact Directive will result in disciplinary action.

## **Section V. Informal Resolution**

A Complainant may request to pursue an informal resolution to a sexual misconduct complaint. The Student Conduct Administrator has the discretion to determine if it would be appropriate to resolve a complaint under this Policy through informal resolution. An informal resolution is designed to officially resolve complaints promptly, and with mutual approval of all parties involved.

Informal resolutions include, but are not limited to, on-line education courses, counseling sessions, other educational remedies or mediation of the complaint conducted by the Dean of Seminary. Informal resolution may be used in certain cases involving sexual misconduct; such as non-consensual sexual contact, sexual exploitation, and sexually inappropriate behaviors. **Informal resolution will never be used in cases involving allegations of sexual assault.** Both the Complainant and Respondent must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the formal resolution process. Formal Resolution may not be initiated after the conclusion of Informal Resolution.

### **Outcomes of Informal Resolution**

At the conclusion of Informal Resolution, the designated Seminary administrator may propose a sanction agreed upon by the parties or may impose or continue a no contact directive based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the Seminary at the time of the Informal Resolution. Actions imposed by the Seminary

administrator may include accommodations to living, academic courses or employment; limitations of contact between the parties; and recommendation to counseling for the Respondent.

### **Election of Formal Resolution**

Except in cases where a Formal Resolution hearing has already been denied for not meeting the threshold, as set forth in Section III, above, the Seminary, Complainant, or the Respondent may, **at any time prior to the conclusion** of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

## **Section VI. Formal Resolution**

### **Pre-Hearing Process**

After the Student Conduct Administrator charges a student with a potential violation of policy:

1. The Student Conduct Administrator, will contact the Complainant and Respondent where applicable, to go over details of the case and answer any questions concerning the process.
2. The Complainant and Respondent will be asked to provide the Student Conduct Administrator with a list of witnesses (if there are any). Those witnesses will be asked to provide statements to a Seminary assigned. Character witnesses are not permitted as part of the hearing process.
3. The Student Conduct Administrator will request the names of the Complainant's and Respondent's advisors. The advisors will be contacted by the Student Conduct Administrator to be certain that they understand their role in the hearing process. It is the student's responsibility to meet with the advisor and to provide the advisor with hearing materials if they so desire.

### **Hearing Procedures**

1. The Student Conduct Administrator will produce written charges to be delivered to the Respondent. The charge letter should indicate the elements of this policy that are alleged to have been violated. In addition to the formal charge letter, the Respondent will receive copies of written statements provided by witnesses during the inquiry process. The Complainant and Respondent will have five calendar days from receipt of the charge letter and statements to submit a response to the Student Conduct Administrator to be shared with the President and Dean of the Seminary.
2. At any time during this procedure, Complainant and/or Respondent can request an outside individual, advisor, counselor, or legal representative to accompany him/her. Complainant and/or Respondent must advise the Student Conduct Administrator when he/she will be accompanied by any third-party representative.
3. The Adjudicator will base a decision on the information available in the written report, interviews with the Complainant, Respondent, witnesses, and any other information that is deemed relevant and pertinent to the case. In the event the Adjudicator wishes to meet with the Respondent or Complainant, the Respondent and Complainant will not be in the same place at

the same time. Additional investigation may be conducted at the discretion of the Student Conduct Administrator at the request of the Adjudicator.

4. The standard of proof that the Adjudicator will utilize is **preponderance of information**. The preponderance standard means that the Adjudicator finds it is **more likely than not** the Respondent is responsible or not responsible for a violation of this policy based on the information presented to the Adjudicator.
5. The Respondent and Complainant will be notified in writing of the decision made by the Adjudicator within five business days of the hearing. This notification to both Respondent and Complainant(s) will be done at the same time or as close to the same time as possible. If the Complainant is deceased, the next of kin will receive results of disciplinary proceedings.
6. A student found responsible for violating this policy may be assigned sanctions that include, but are not limited to, expulsion, suspension, or probation. For a full list of sanctions, see Section VIII.

**The imposition of sanctions will take effect immediately and will not be delayed pending the resolution of the appeal.**

### **Appeal Process**

#### **Reasons for appeal**

The Respondent or Complainant may appeal a decision in a case for the following reasons:

- a. Unreasonable Sanction: To determine whether the magnitude of the sanction(s) imposed was unreasonable for the violation of policy for which the student was found responsible;
- b. Procedural Error: To determine procedural error or absence of conformity with prescribed procedures during the investigative stage or any stage of the process (including an error during the hearing) preventing either the Complainant or Respondent a reasonable opportunity to prepare and present information to the investigator; and
- c. New Information: To determine if new information is discovered which was not available at the time of the investigative process and could have affected the outcome of the case.

Note: Appeals granted for “Unreasonable Sanction” will be referred to an Appeals Board. Appeals granted for reasons “Procedural Error” or “New Information” will go back to the original Adjudicator, unless an error during the hearing influenced the outcome. The Complainant would have the right to appeal in the case that the Respondent was found “Not Responsible”, if there were a procedural error or if new information has been discovered. In all cases that go back to the Adjudicator, the Adjudicator's decision is then final.

#### **Appeals Board**

Appeals based on Unreasonable Sanction will be heard by an Appeals Board. The panel will consist of one voting faculty member who will serve as chairperson; and two voting administrators. Members of the panel will be appointed for one to two year terms and will be trained on issues related to the Sexual Misconduct and Relationship Violence policy and process.

Students wishing to appeal should submit their written appeal to the Title IX Coordinator within five (5) calendar days of receipt of the decision by the Adjudicator. Appeals are due by 4:30 p.m. on the fifth day following the original decision. The Student Conduct Administrator shall determine if the grounds for appeal were met.

If the Respondent or Complainant submits an appeal and the appeal is granted, both parties will be informed by the Student Conduct Administrator that an appeal has been granted.

- Once all parties have been notified that an appeal has been granted, the Complainant or Respondent will have the option to submit a response to the appeal in writing. This response must be received by 4:30pm on the third calendar day following the receipt of the appeal notification.
- Once a board has been convened, the original appeal letter and any responses will be submitted to the Appeals Board. This board will be chaired by one of the voting members of the Appeals Board.

The Respondent or Complainant may request the removal of a member of the Appeals Board, if the student has reason to believe that the member may not be fair or impartial. This request, including rationale, must be submitted to the Title IX Coordinator in writing at least 48 hours in advance of the hearing. The final decision to remove a member of the board is at the discretion of the Student Conduct Administrator or Title IX Coordinator.

- The Appeals Board will have access to reports, statements by the Complainant, Respondent, witnesses and any other materials gathered during the investigation.
- The Appeal Board will vote on whether or not the original sanction(s) should be amended. Amendment of the sanctions may include an increase or decrease in severity.
- The Appeals Board may, in its sole discretion, meet with the Complainant, Respondent, others involved in the process, or the Adjudicator in order to determine whether the original sanction(s) should be amended. During any meeting with the Complainant, Respondent and/or other individuals, the Appeals Board will not revisit the entire matter, but will limit its discussion to whether the sanction is unreasonable as previously identified.
- The decision of the Board is final, except in cases of expulsion, where the faculty will make the final determination;

### **In Cases of Expulsion**

Faculty decision is final and there is no appeal.

### **Section VII: Records**

All resolution proceedings, whether informal or formal, are conducted in compliance with the requirements of FERPA and Seminary policy. No information shall be released from such proceedings except as required or permitted by law and Seminary policy.

A. Other than Seminary expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record:

1. Disciplinary records are maintained by the Dean's Office.
  2. Within 45 days of graduation, all hard copies of student disciplinary records shall be destroyed for students involved in disciplinary matters resulting in sanctions other than Seminary suspension or Seminary expulsion. Personal identifies are removed from electronic disciplinary records. However, the Seminary maintains numeric identifiers which are discoverable if the Seminary receives a subpoena.
  3. Disciplinary records of students involved in a pending Seminary disciplinary proceeding, criminal matter, or civil matter requiring retention of the record may be retained for up to seven years after final resolution of the Seminary disciplinary matter, criminal matter, and/or civil matter.
  4. Disciplinary records of students who have been suspended will be retained for no fewer than seven years after graduation or withdrawal. "Suspension" will be noted on the transcript for the duration of the suspension.
  5. Disciplinary records of students who have been expelled will be retained indefinitely in addition to a permanent notation on the student's transcript.
  6. Disciplinary records of students who have withdrawn from the Seminary and have not been suspended, expelled, involved in a pending criminal matter, or violation of the Sexual Misconduct policy will be retained for no fewer than seven years after the date of the incident.
- A. Information and disciplinary records are generally not released to third parties without the student's permission. There are two main areas of exception:
1. Information and/or records may be produced in response to a subpoena, warrant, or court order.
  2. Information will be shared with judicatory officials in the case of students sponsored/endorsed by an ecclesiastical body.
- A. In situations involving both a Respondent(s) and a student Complainant who is the victim or target of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the records of the Respondent and Complainant students.
- B. For cases involving a report, complaint, investigation, or informal conduct resolution, or formal conduct resolution under the purview of the Sexual Misconduct and Relationship Violence Policy, the Dean will retain a record of the report, complaint, investigation, informal, and/or formal conduct resolution for a period of no less than seven years after graduation or withdrawal.
- C. Affirmative findings of responsibility in matters resolved through formal conduct resolution are part of a student's conduct record. Such records shall be used in reviewing any further conduct or in developing sanctions and shall remain a part of a student's conduct record until graduation.

- D. Students seeking transfer to other schools or participation in off-campus study programs may also be requested or required to release their disciplinary records. Graduate schools, medical schools, law schools and some governmental agencies may also request disclosure of student disciplinary records.

## **Section VIII: Sanctions**

Below is a list of all sanctions that may be assigned by a Student Conduct Administrator, Student Conduct Review Board, Adjudicator, Appeals Officers, or the Sexual Misconduct Appeals Board. If a student is found responsible for a violation of policy, the following sanctions may be imposed upon any student found to have violated the Student Code. When determining the appropriate sanctions, the conduct administrator or board may take into account any previous violations or sanctions imposed in a prior conduct proceeding. The conduct administrator or board may issue one or a combination of the following or similar types of sanctions:

- A. Warning -- a notice in writing to the student that the student is violating or has violated institutional regulations.
- B. Conduct Probation -- a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions, such as suspension or expulsion, if the student is found to violate any institutional regulation(s) during the probationary period. A letter will be sent to parents or guardians notifying them of this sanction. Students on probation are normally not permitted to live off-campus, join a Greek letter social organization, or study off-campus.
- C. Loss of Privileges -- denial of specified privileges for a designated period of time. This includes, but is not limited to, loss of position in club or organization, suspension from athletic team or performing group, loss of privileges to use specified facilities, prohibition from participation in co-curricular activities, loss of privilege to have car on campus, loss of privilege to live in residence hall or lottery system.
- D. Restitution -- compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- E. Discretionary Sanctions -- work assignments, essays, behavioral contracts, alcohol and drug assessment or substance use advising, service to the Seminary, community service, or other related discretionary assignments.
- F. No contact -- the Seminary may work with students to develop a "no contact" agreement when appropriate. A "no contact" may be developed in order to facilitate any Seminary inquiry into an incident and/or be developed as a sanction. Generally, "no contact" is defined as having no direct or indirect contact between two or more students at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" agreement may include additional restrictions and terms.

- G. No contact directive -- the Seminary may impose a "no contact" directive in cases where an agreement cannot be reached or is not applicable. Generally, "no contact" is defined as having no direct or indirect contact at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" directive may include additional restrictions and terms. Violation of the no contact may lead to additional charges or sanctions.
- H. Residence Hall Relocation -- students may be assigned to a different residential space on campus if they violate policy or demonstrate an inability to continue living in their current community or room.
- I. Residence Hall Separation -- separation of the student from the residence halls for a definite period of time, after which they student is eligible to return. Conditions for readmission to the residence halls may be specified.
- J. Seminary Suspension -- separation of the student from the Seminary for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students who are suspended forfeit all fees that have been paid to the Seminary; and are ineligible to visit the campus (including fraternity chapter houses) unless permission is granted by the Director of Student Rights and Responsibilities. In addition, a "suspension" notation is placed on their Seminary transcript until the term of suspension has expired (notation changed to "withdrew" after suspension ends). Students must seek readmission as outlined in the Academic Procedures section of the Handbook. A letter will be sent to parents or guardians notifying them of this sanction.
- K. Seminary Expulsion -- permanent separation of the student from the Seminary. Records will be permanently maintained by the Seminary, and the transcript will note the expulsion.
- L. Revocation of Admission -- Applicants and admitted students are expected to abide by the same code of conduct as LTSG students and are covered by the same Code of Conduct. LTSG reserves the right to revoke admission to admitted or deposited students for fraud, misrepresentation, violation of Seminary standards, or for other serious violations committed by a student prior to enrolling at Gettysburg.
- M. Withholding and/or Revocation of Degree -- LTSG reserves the right to withhold or revoke a degree awarded from the Seminary for sexual assault and other violations of sexual misconduct.
- N. Withholding Diploma -- the Seminary may withhold a student's diploma for a specified period of time. The student may also be denied participation in commencement exercises while charges are pending or as a sanction.



In addition, the Seminary may withhold a student's transcript if the student has judicial charges pending or the student was found responsible for violating Policy.

## **Section IX: Additional Information**

### **Title IX Information**

Sexual Misconduct is a violation of Title IX, and LTSG takes its responsibilities under Title IX seriously. Therefore, those who have questions about Title IX or wish to file a complaint under Title IX may contact on our Title IX Coordinator.

Title IX Coordinator:   Elizabeth Meighan  
  
Assistant to the President  
  
Personnel Officer  
  
717-338-3001  
  
emeighan@ltsg.edu

### **The Violence Against Women Reauthorization Act of 2013**

The Violence Against Women Act (VAWA) incorporated with the Campus Sexual Violence Elimination Act (Campus SaVE) requires crimes of domestic violence, dating violence and stalking incidents to be reported to campus security authorities or local police agencies.

### **Timely Warning Reporting Obligations**

The Seminary must, in a manner that is timely and will aid in the prevention of similar crimes, provide information to the campus community about Clery Act crimes that have been reported to campus security authorities or state or local police that are considered to represent a serious or continuing threat to the Seminary community. These warnings, which the Department of Public Safety issues as "Campus Safety Alerts", shall be issued in accordance with established institutional procedures. The alerts are generally written and distributed to the campus community by the Executive Director of Public Safety or a designee and they are reviewed and approved by the Dean of Students or a designee.

Campus Safety Alerts are usually distributed for the following crimes that occur on or in campus owned, controlled, leased, rented, or otherwise recognized property: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an aggravated assault occurs between two students who have a disagreement, there may be no on-going threat to other LTSG community members and a Campus Safety Alert would not be distributed.

Campus officials not subject to the timely reporting requirement are those with official counseling responsibilities who were providing confidential assistance to a crime victim, such as pastoral counselors and professional counselors.

## **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint, the Seminary will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Pennsylvania, a victim of domestic violence, dating violence, sexual assault or stalking has the right to file a petition with the courts requesting a Protection from Abuse Order (PFA) which could include the following:

- An order restraining the abuser from further acts of abuse;
- An order directing the abuser to leave your household/place of residence;
- An order directing the abuser to refrain from stalking or harassing you or other designated persons;
- Other protections based on issues related to cohabitation, residency, employment, and child custody.

DPS will help put victims who are interested in pursuing a PFA in contact with local courts. Any student who obtains a PFA from Pennsylvania or any reciprocal State should provide a copy to the Dean. A Complainant may then meet with the Dean to develop a Safety Action Plan, which is a plan for the Seminary and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or working with Academic Advising on alternative class possibilities, allowing a student to complete assignments from home, etc. The Dean will help facilitate the reporting of PFA violations to the local police.

While not the same as the PFA, the Seminary can issue a No Contact Directive. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication; including, but not limited to, email, instant messaging and text messaging. Verbal communication is understood to include phone calls and voice mail messages. A "no contact" directive may include additional restrictions and terms.

**Reporting to the Police:** Title IX Coordinator will help facilitate the reporting of incidents of sexual assault and relationship violence to the Gettysburg Police Department should the Complainant desire to pursue potential criminal charges. The police may be notified directly of an incident of sexual assault or relationship violence if the assailant is not known or otherwise identified or should the circumstances surrounding the incident pose a continuing threat to the Complainant or larger campus community.

## **Training and On-Going Education by Seminary Officials Conducting Institutional Disciplinary Proceedings:**

Seminary Officials conducting institutional disciplinary proceedings must receive recurrent annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking.

## **Education and Primary Prevention Programs**

The Seminary engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- A. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- B. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- C. Defines what behavior and actions constitute consent to sexual activity;
- D. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- E. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- F. Provides an overview of information contained in the Annual Security and Fire Safety Report in compliance with the Clery Act.

The Seminary has an annual educational campaign that distributes educational materials to new students, new employee and faculty, and educational programs throughout the year as outlined below.

## **Ongoing Education and Awareness Programing**

The Seminary offers programs and activists to raise awareness about Domestic Violence, Dating Violence, Sexual Assault & Stalking to educating communities and individuals on how to prevent victimization on our campus.

Adopted April 18, 1990, Amended January 20, 1994; April 14, 1994, May 3, 2000, October 15, 2003, August 2005, August 2006; June 2015

### c) **POLICY FOR SEXUAL ABUSE-PREVENTION EDUCATION**

#### **Policy for Sexual Abuse-Prevention Education**

The first churchwide assembly of the Evangelical Lutheran Church in America noted the sad reality that “sexual harassment and sexual abuse betray God’s creation, inflict grievous suffering on the victims and rend the fabric of the whole community of the people of God.” In the face of this reality, the assembly resolved “that the Evangelical Lutheran Church in America will not tolerate any forms of sexual abuse or harassment by any of its personnel.” The assembly also resolved that we “work to make our church a safe place for all persons, free from sexual abuse and harassment.” [See Resolution on Sexual Harassment in Minutes of the 1989 Churchwide Assembly]

- a. In response to the assembly’s action, the ELCA initiated policy-development and preventative educational measures to address sexual abuse in the church. Our church also took steps to strengthen disciplinary responses in cases of misconduct. In its “Strategy for Responding to Sexual Abuse in the Church,” adopted by the ELCA Church Council in 1992, our church stated a theological foundation for abuse-prevention and for ministries of healing in the aftermath of misconduct:
- b. We believe that God’s grace continues to be active in our lives today, as God’s love heals and restores people even in the face of great damage and sin. God’s presence with us in Word and Sacrament forms us into a community of *shalom*, a dynamic movement toward justice and wholeness. Because the church is to be a place for healing and justice, it must recognize, prevent, stop and heal sexual abuse.
- c. In its policy statement, our church also went on record calling for “every pastor and every seminarian to receive education aimed at the prevention of sexual abuse in the church.” [p.5, emphasis in original] Many synods currently have policies requiring all rostered leaders and ministerial candidates to have received misconduct- and abuse-prevention training prior to or within a short time after being installed in a ministry. Other seminaries have adopted policies requiring mandatory training for all students in rostered leader preparation programs.
- d. Since 1990, LTSG has had a Sexual Harassment Policy that is published in each of its Handbooks and is applicable to all members of the Seminary Community. The Faculty Handbook has a statement of expectation of ethical conduct on the part of faculty in relation to students. There have been occasional provisions of extracurricular education on personal and professional “boundaries” for students and staff. The following policy will provide for expanded preventive measures.

- ***Abuse-Prevention Education Policy***

#### ***Students***

- a. All students will be required to complete an online training program before attending a half-day abuse-prevention workshop to be offered annually beginning in the 2002-03 academic year. Contents of the training will include areas such as: personal and professional boundaries; orientation to the Seminary’s policies with definitions of sexual abuse, sexual harassment, sexual exploitation; relational power dynamics; discussions of roles and relationships, conflict of interest, attraction, romance and sexuality, legal issues, congregational and ecclesiastical policies, and resources for prevention and self-care.
- b. All students in the M.Div, M.A.M.S and M.A.R. degree programs will be required to have completed the training workshop prior to graduation. This requirement will be stated in the catalog and other materials outlining graduation requirements.

**d) BUILDING ACCESS TO MINORS**

To best serve the needs of the young people and the Community the following policy has been adopted for use of Seminary facilities:

Seminary buildings are intended for Seminary activities and for the use of Seminary students, faculty and staff. Seminary children under 18 years of age are welcome to use Seminary Buildings under the supervision of their parents or other Seminary Adult or for a valid reason, such as:

- Traveling to meet a parent or guardian at a specific time and place;
- Locating a responsible person in an emergency situation, such as finding a parent in class because of a medical emergency;
- Going to the mailroom to pick up mail; or
- Using resident units where they are residents or where they are invited guests of one of the residents.

Anyone failing to comply with this policy will be asked to leave the building. Questions about interpretation and enforcement should be directed to the Personnel Officer.

Approved by Administrative Staff May 8, 2002, Rev. 7-07

**e) BUILDING USAGE POLICY**

Purpose – The primary purpose of the facilities at the Lutheran Theological Seminary at Gettysburg (Seminary) is use as a religious educational institution. The facilities are principally for use by the students, faculty and staff of the Seminary. Usage is primarily intended as classroom, office and administrative space for the Seminary. Other uses include fellowship activities, group and individual worship and meditation, studying and research and other activities. Residential areas are intended primarily for rental to students, faculty and staff of the seminary. In extending hospitality to others please offer to greet and inquire of visitors who they are and why they are visiting and answer any questions about the Seminary or the area. Institutional buildings (non-residential) on campus are intended for use by adults and children with adult supervision.

Other uses – As an institution of the church and society in general, the Seminary also serves as a gathering area for many. Not all the facilities are used all the time, nor is it easy to provide the needed resources to operate and maintain the campus. So the seminary encourages others to make the most of underutilized facilities when possible and to help offset operating costs of facilities.

**f) SECURITY AND SAFETY**

As a steward of the facilities that have been entrusted to us, the Seminary has a responsibility to safeguard the facilities and to maintain an environment that is as safe and secure as possible. The campus has no regular security personnel, but relies on local police, primarily from the Borough of Gettysburg for security. For the most recent crime statistics, see the website reference at the end of the Student Handbook. Although the crime rate is relatively low, the entire seminary community is encouraged to lock cars, apartments and houses whenever possible and to report any suspicious activities to police and the Superintendent of Maintenance. The offices of the Seminary are generally open from 8:30 AM to 4:30 PM Monday thru Friday and are locked after hours. The library has extended evening and Saturday hours during the school year. It is the responsibility of all employees to ensure doors are locked when they leave their offices at the end of the working day. Under no circumstances is it permissible to duplicate an access key or transfer a key to another person.

**g) FIRE AND EMERGENCY PROCEDURES**

Each building has a list of emergency contact personnel in case of maintenance emergencies, which is also published in the student handbook. In the case of fire, criminal or medical emergencies, local authorities should be contacted by dialing 911 (or 9-911 from house phones). There are fire alarm systems in Aberly, Baughman and Valentine Hall and the Library, but these are not tied into the local authorities and are designed primarily to allow people to be notified and escape the building. There are alarm/communication systems in the elevators in Baughman and Valentine Hall and the Library.

**h) PARKING**

Parking is provided for seminary faculty, staff, students, residents and guests and visitors. Parking is available near residential areas. The parking to the East of Valentine Hall is for Staff persons, Visitors and Handicapped and for the Adams County Historical Society. Parking in the Library lot is for general parking. Visitor spaces throughout campus are intended for guests visiting campus, and not for faculty, staff or students. Handicapped parking is intended for those with accessibility problems making it difficult to park elsewhere. Employees or students possessing valid permanent or temporary disabilities parking permits may park in any authorized space on campus except fire lines. Parking is not permitted on Seminary Ridge road, which is owned by the National Park Service. For safety reasons, cars parked illegally may be ticketed or towed. The seminary assumes no liability for personal property left in vehicles.

**i) OUTSIDE GROUP USAGE**

The Seminary welcomes use of its facilities by outside individuals and groups. This is especially true of groups closely related to our mission and to non-profit groups. During normal business hours, including extended hours of A. R. Wentz library, subject to availability we welcome use of our main facilities. Although usage fees normally apply, these fees may be waived and donations encouraged to help offset cost involved in providing our facilities. There are also fees involved in use of any auxiliary facilities or for special arrangements or audio visual equipment. Outside groups may be required to add the Seminary as a named insured on their insurance policy or to add an endorsement on their policy to cover an event.

After Hours use – User fees are necessary for after-hours use of Seminary facilities to cover utilities, additional staffing, and extra maintenance work.

Emergency/Special Purpose use – During times of natural disasters such as floods, storms, hurricanes, tornados or fires, the Seminary is willing to make its facilities available to groups on an emergency basis such as the American Red Cross, Lutheran Disaster Relief or other humanitarian organizations. During times of dangers such as a national, regional or local crisis, the Seminary can be a safe haven for children and others seeking shelter and sanctuary. The Seminary also welcomes use of its facilities by groups (especially churches) during times of renovation, construction or other temporary use. Special arrangements need to be made at the time which may include staffing assistance, scheduling, locking/unlocking, utility and other maintenance costs.

Worship services – All worship services held on campus are open to the public, and special services will occur from time to time. The use of the chapel by outside groups is normally limited worship services led by rostered leaders or for musical performances and approved wedding ceremonies. The chapel is not available for funerals except for the immediate Seminary Community.

Special Use – The facilities at the Seminary are used for special purposes including special Seminary programs. These include, but are not limited to:

- Chapel use for Weddings – See separate policy on Weddings
- Coffee Shop – This room in Valentine Hall is available for the Seminary Community as a community room. Persons using this room are responsible for cleaning, turning off lights and supervising others during the time of intended use.
- Retreat Days – This program from the Alumni Office of the Seminary encourages pastors to use seminary facilities when available for retreat and research and a time of Sabbath.
- Synod and Conference Events- the Seminary has invited synod committees and conference meetings to the Seminary for special events and gatherings.

Scheduling and Reservations – All scheduling of facilities are made through the Events and Housing Coordinator. The Seminary reserves the right to refuse use of its facilities. The Seminary reserves the right to cancel the reservation of any facility if it is needed for Seminary purposes within four months of the date of intended use, except for Singmaster Center. A reservation request is required to schedule rooms and in some cases a deposit and other fees are required. When possible a written confirmation will be sent to the requestor, verifying the reservation. The Events Coordinator is responsible for charging fees associated with use of facilities. Any appeals or waivers of fees must be approved by the Assistant to the President.

Prohibited Uses – Typically, the Seminary prohibits usage of its campus and facilities for the following purposes:

- Camping in tents or recreation vehicles by groups
- Metal detecting or scavenging for artifacts

- Commercial activities unrelated to the Seminary Mission, including selling, canvassing or advertising
- Any political activities including displaying of any political signs on any Seminary controlled facilities that are considered tax-exempt

Usage fees – The Seminary has established usage fees for facilities to offset the costs of providing these facilities. These fees are established on a yearly basis and available to those interested. Discounts are available for group use of rooms when paid in advance.

May 14, 2002, Rev. 8-06, 8/2014

## j) **DRUG AND ALCOHOL ABUSE POLICY**

### Introduction

The abuse of drug and alcohol in the United States continues to be a social problem of no small magnitude, cutting across gender, race and occupation. Medical and social studies over the last decade have demonstrated that effects of substance abuse are toxic not solely to the abuser but also to those in relationships with the abuser - family, friends, neighbors and co-workers. Alcohol abuse, alone, contributes a staggering cost to our society in the numbers of deaths, accidents, lost workdays, and in the incidence of public and domestic violence.

The adoption of the Drug and Alcohol Abuse Policy is intended to underscore and implement the seminary's commitment to responsible community life and to a drug-free workplace environment.

### Policy

Gettysburg Seminary does not encourage the use of alcohol, and assumes that members of the seminary community are knowledgeable and respectful of state law, local ordinances and the Gettysburg Seminary Handbook as these pertain to drug and alcohol abuse. It affirms the theological and ethical posture described in the 1984 report of a Task Force on Drug and Alcohol Abuse, since that time, incorporated in student, faculty and staff handbooks.

Gettysburg Seminary prohibits the illegal possession, use, manufacture or distribution of drugs or narcotics on its campus and in relation to seminary activities which take place off-campus.

Any student who violates this policy shall be subject to disciplinary measures by the seminary. Sanctions may include, but are not limited to mandatory participation in counseling or rehabilitation programs, probations, fines, residence hall separation, suspension or dismissal. Such sanctions shall normally follow procedures for discipline and due process according to the Student Handbook. Violation of this policy by an employee will result in disciplinary action according to the procedures set out in the employee handbooks for staff, administration and faculty. As a condition of employment, seminary employees agree to abide by this policy and to notify the seminary administration of any criminal drug statute conviction for a violation occurring in the workplace. Disciplinary action may range from reprimand, mandatory participation in a rehabilitation program, to termination of employment.



Any student or employee receiving money from a federally funded grant or contract must notify the president of Gettysburg Seminary within five days after conviction if convicted for a violation of any criminal drug statute occurring either on the campus of Gettysburg Seminary or at any other place where he or she is performing the grant-related activity.

Gettysburg Seminary's policy on Drug and Alcohol Abuse shall apply to all persons utilizing campus facilities.

As part of a Drug-Free Awareness Program, the Seminary will distribute annually to members of the seminary community information about the dangers of drug abuse in the workplace, the seminary's policy on drug and alcohol abuse, penalties that may be imposed for drug and alcohol abuse violations occurring in the workplace, and about available drug counseling and rehabilitation resources. The faculty shall be encouraged to incorporate appropriate learning experiences related to substance abuse into their teaching.

A complete copy of the law is available for anyone to review in the Dean's Office and can also be found by visiting [www.health.state.pa.us/pdf/ddc/ddcAct.pdf](http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf) or [www.lcb.state.pa.us](http://www.lcb.state.pa.us)

Gettysburg Seminary, as a receiver and administrator of federal grants, is subject to the provisions of the Drug-Free Workplace Act of 1988. The Act requires that persons covered thereunder to certify that they will establish and maintain a drug-free workplace. For more information see the Employee Handbook.

### ***Education, Counseling and Rehabilitation***

The following outpatient drug and alcohol counseling services exist in the larger community:

Cornerstone Counseling and Educational Services  
11 York Street, Suite 201  
Hanover, PA 17331  
717-632-6555

Truenorth Wellness Services  
44 South Franklin Street  
Gettysburg, PA 17325  
(717)334-9111

Pennsylvania Counseling Services Gettysburg Psychiatric  
334 York Street  
Gettysburg, PA 17325  
(717)337-0026

Drug and alcohol related self-help groups are further resources. These exist to address concerns of those who want to stop their own substance abuse (Alcoholics Anonymous and Narcotics Anonymous) as well as concerns of those who have been adversely affected by another's substance abuse (Al-Anon, Alateen, and Adult Children of Alcoholics). For times and places of these, call 800-296-9289.

January, 1991, Updated October 1998, Updated June 2000

### ***Health Risks Associated with the Illicit Use of Drugs and Alcohol***

The following sites contain information on the risks associated with drugs and alcohol abuse:

Alcoholics Anonymous

[www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org)

Center for Substance Abuse Prevention (CSAP)

[www.samhsa.gov/centers/csap/csap.html](http://www.samhsa.gov/centers/csap/csap.html)

National Clearinghouse for Alcohol and Drug Information (NCADI)

[http://healthliteracy.worlded.org/docs/culture/materials/orgs\\_015.html](http://healthliteracy.worlded.org/docs/culture/materials/orgs_015.html)

Partnership for a Drug Free America

[www.drugfree.org/](http://www.drugfree.org/)

## k) PROPOSAL FOR PROTOCOLS REGARDING HUMAN SUBJECTS IN RESEARCH

### Introduction

The Lutheran Theological Seminary at Gettysburg, in conformity with "The Common Rule" guidelines established by the U.S. government Office of Human Research Protections and general practice in academic research, requires all research<sup>1</sup> that is formally conducted under Seminary auspices be reviewed to protect human subjects and minimize potential risks or harm.<sup>2</sup> In order to do so the faculty has established an institutional review board and an institutional review process.

### Research Requiring Review

Research requiring review includes the following:

- Research involving human subjects in which there is a potential for more than minimal risk of harm to the subject. As defined in the Common Rule, minimal risk "means that the probability and magnitude of harm or discomfort anticipated in the research are *not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.*"<sup>3</sup> It is up to the review board to determine whether risks involved exceed this definition, and if so, whether sufficient procedures are in place concerning informed consent and referrals in case of harm.

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<sup>1</sup> "Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge" Code of Federal Regulations, 45 CFR 46.102(d).

<sup>2</sup> The Common Rule, formally titled "Protection of Human Subjects" is part 46 of Title 45 of the Code of Federal Regulations ("45 CFR 46"). See also American Association of University Professors, "Protecting Human Beings: Institutional Review Boards and Social Science Research," <http://www.aaup.org/statements/Redbook/repirb.htm>.

<sup>3</sup> 45 CFR 46.102.h.i, cited in AAUP.

- Research that falls within the content and methods of the social sciences (including pastoral care, psychology, sociology, anthropology), and research investigating human subjects' subjective experiences or feelings about issues normally considered private or confidential, such as sexuality, addiction, boundary violations, conflict, or violence requires review.
- Research involving subjects who are not competent to evaluate the risks and benefits of participation themselves, including minors or people with cognitive disabilities, must be reviewed. All legal requirements for working with such persons, including directives by the Department of Corrections, must be followed.
- Research in which dual roles may be present between the researcher and the subject(s), such as using students, employees, or counseling clients as research participants.

Examples of research requiring review include:

- Faculty assigning a research project to students that requires the students to have interactions (interviews, small group projects in congregations, etc.) involving human subjects' subjective experiences or feelings, as described above, especially when it entails feeding back or incorporating the information gathered into papers, presentations or class discussion.
- Research involving small group discussion formats for learning in a congregational context that entail disclosure of private information of a sensitive nature, where the subjects could easily or readily be identified
- Research on specific issues of recent conflict in congregational life or in other organizations, when the actors are readily identified or identifiable
- Research that has the potential for causing harm or inciting further conflict in congregations or in the wider community

### **Research Not Requiring Review**

Research not requiring review includes the following:

- Research solely for internal institutional use (e.g., course evaluations or institutional self-study)
- Research for a classroom project that does not involve outside participants and is not disseminated publicly or part of a permanent data base
- Archival or historical research
- Research in education settings on instructional techniques, curricula, or classroom-management methods
- Research involving the use of educational tests, survey procedures, interview procedures, or observation of public behavior, unless the subject can be identified and disclosure of the subjects' responses could put the individual at risk of criminal or civil liability or could damage the subject's financial standing, employability, or reputation

- Research involving elected or appointed officials or candidates for public office
  - Research using existing data, documents, or records, as long as these resources are publicly available or the human subject cannot be identified
  - Research conducted by students under the direction of a certified ACPE (Association of Clinical Pastoral Education) supervisor at an accredited ACPE site
  - Research that does not place participants in a criminal or civil liability or damage their financial standing, employability, or reputation
  - Research related to organization effectiveness in organizational settings for which there is no risk to participants' employability
1. Examples of research where review is not required include:

- Scholarly review of literature, including other published social scientific research and social scientific data that is made available to researchers
- Archival historical research such as church records or public archives. Most archives restrict access to certain materials, and many require permission to cite or use material from persons who have died within the last 50 years. Research must conform to the rules of the particular archive or institutional body.

### **Parameters for Research**

Potential risks that must be considered in a review include those of a physical, psychological, social, economic, or legal nature.

The review process must seek to evaluate risks and benefits that result to participants and the wider community from the immediate research

Confidentiality is presumed and must be maintained in all research unless the investigator obtains the express permission of the subject to do otherwise. Risks from breach of confidentiality include invasion of privacy, as well as the social, economic and legal risks outlined above. Loss of confidentiality is the most common type of risk encountered in social and behavioral science research.

Deception is generally to be avoided in research and may only be used if there is no other way to reasonably obtain the data, the risk of harm is minimal, the knowledge sought is important enough to justify deception, and an appropriate procedure is proposed for debriefing of subjects after the conclusion of the research.

Student conducting the research will be responsible for maintaining all supporting documentation related to the research, including:

Documented approval of the research proposal

Signed consent forms

Any further documentation related to the research of human subjects, including field notes or other reports

In the case where oral interviews are included as a component of research, consent forms must be used.

Researchers are expected to maintain supporting documentation for seven years following completion of their research projects.

### **Procedure and Criteria for Review**

Any faculty, staff or student who proposes to conduct or oversee research on human subjects under the auspices of the seminary, for a seminary-approved grant, or for seminary course credit, must submit her or his research designs for approval.

An individual student should apply for review after having sought and received approval for his or her research proposal with the faculty advisor involved in overseeing the project, and before actually beginning the research project. Students must receive approval as part of the overall proposal approval process, prior to beginning the demonstration project.

A faculty member should submit a proposal on behalf of her or his students in the case of a class assignment or project before distributing the syllabus if the assignment is identical for each student. In the case of such class assignments, the faculty person monitors and maintains responsibility for the potential risks to research subjects. Approval applies to subsequent years of the course assignment, as long as no significant changes were made.

Any substantive changes in project design or research instruments that are made after initial approval has been granted must be submitted for re-approval

Approval is made in light of the following criteria:

- The value of the research project for the overall advancement of knowledge. Validity of research design, methodology, and sampling is determined by weighing the value of the proposed research against any possible risk to participants.
- Credentials of the investigator or plan for student supervision
- Selection of subjects and competency to consent
- Voluntary informed consent/assent and confidentiality
- Plans for dissemination of the data

Risk/Benefit assessment should including weighing of potential harm, use of deception if any, and steps to be taken to minimize risk and care for subjects.

### **Expedited Review**

Expedited review may be used for certain kinds of research involving no more than minimal risk, and for minor changes in approved research per 45 CFR §46.110. In case of an expedited review, the chair of the IRB or his/her delegate(s) may review the research activity, applying the standards of this policy, granting approval when warranted. The review may, at his/her option, refer the item under review to an IRB meeting. Revisions may be requested in an expedited review, but a motion to disapprove the research must be referred to an IRB meeting.

A researcher may request certification that a particular research activity is either exempt from review or not human subjects' research. Upon such a request, the IRB chair shall make a determination on the basis of the Common Rule, sending notification of the determination to the researcher and placing a copy of the determination in the IRB record.

### **The Institutional Review Board**

The LTSG IRB, in a properly constituted meeting with quorum present, shall review all research activities covered by this policy except where this policy provides for expedited review or exemption from review.

The review board will be constituted annually as one of the regular standing committees of the faculty, with members of the committee being permitted to serve continuously. The board normally will consist of three representatives from the tenured and non-tenured faculty, two from the community-at-large who are members of a congregation of the ELCA or a full-communion church partner, and one advisory member from the student body. At least one shall have documented training and/or documented expertise in research methods involving human subjects.

The review board will meet as needed to review proposals. Proposals may be submitted in writing or by email in a timely fashion to allow adequate consideration by the board.

The review board may approve by majority vote any proposal as submitted, require revision and re-submission of the proposal, or reject the proposal. Approval must be in writing, and delivered in a timely fashion to the individual proposing to undertake the research. In the case of revisions or rejections, the board will provide a written statement to the faculty member or student detailing the reasons for rejection.

The review board will maintain records of all its deliberations and will report these to the full faculty at its regular meetings.

Submitted by Leonard M. Hummel and Gil Waldkoenig December 3, 2010  
Approved by the Board of Directors 1/11/11

## l) **CONFIDENTIALITY, FERPA AND FRAUD POLICY**

### CONFIDENTIALITY AND PRIVACY OF FINANCIAL AID INFORMATION FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974)

Under FERPA\* (also called the Buckley Amendment) educational privacy and access rights accrue to the student when she/he turns 18 or enrolls in a postsecondary institution. LTSG is a post-secondary institution. FERPA controls the institution's ability to disclose student information. Individuals who have applied to, but who have not attended the Seminary as an enrolled student, are not covered under FERPA. Under institutional policy, applicants are extended the same privacy rights to their financial aid information as students. Applicants, students and parents are governed by the following institutional Financial Aid Privacy Policies.

#### m) **THE FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

##### **FERPA guarantees a student's right to:**

1. Inspect and review his/her education records
2. Have some control over the disclosure of information from his/her education records

This applies to persons who currently are or who have been students. It does not apply to students who never enroll.

**FERPA requires institutions** to prevent the unauthorized release of personally identifiable, non-directory information from student education records without the permission of the student.

Exception: personally identifiable information from student education records may be disclosed to school officials with a legitimate educational interest:

- to perform appropriate tasks that are specified in the school personnel's position description
- to perform a task related to a student's education
- to perform a task related to the discipline of a student
- to provide a service or benefit relating to the student or student's family, such as job placement or financial aid.
- Disclosure to a school official with legitimate educational interest does not constitute authorization to share that information with a third party.

**"Unauthorized":** Our students sign a release form authorizing access to:

- Seminary faculty
- Ecclesiastical authorities (synod officials, candidacy committees)
- Persons, institutions, or consultants with responsibilities concerning scholarships, loans, or other financial matters

- The student's release form expires upon graduation or withdrawal. New written permission needs to be acquired.

Certain information is understood to be accessible to Seminary personnel in the course of their specific job responsibilities on a "need to know" basis.

**"Personally Identifiable":** Data or information which include

- Name of student and/or family members
- Address
- Personal identifier such as SSN or student number
- List of personal characteristics or other information which would make the student's identity easily traceable

**"Directory Information":** Information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed.

- Student's name
- Address
- Telephone
- Email
- Photograph
- Date and Place of birth
- Degree
- Grade level
- Enrollment status (Full-time or part-time)
- Honors and Awards received
- Most recent educational institution attended

Information that can NEVER be considered directory information:

- Social Security Number
- Citizenship
- Gender
- Religion
- Grades
- Academic Standing (in good standing, eligible to return, dismissed, probation, etc)



**“Student Education Records”:** Records that are

- Directly related to a student
- Maintained by the institution

Examples of student education records:

- Application materials
- Registration forms
- Grade reports and descriptive reports
- Financial Aid information
- Billing information
- Housing leases
- Evaluative summaries of contextual education experiences
- Candidacy decisions

Given institutional commitments to steward student confidentiality and privacy carefully, and to fulfill requirements of the Family Educational Rights and Privacy Act (FERPA), the faculty understands that any and all portions of faculty meetings in which matters related to individual students are discussed, and/or in which decisions are made, constitute an “executive session” of the faculty, whether or not formally declared by the chair. Some other personnel-related matters may also require the confidentiality afforded by an executive session, which may be declared by the chair or called for by majority vote of the faculty. Minutes from such executive sessions will be distributed, reviewed, approved and re-collected at a subsequent meeting of the faculty. Permanent copies will be maintained in the Dean’s office and secure back-up location. All regular (i.e. non-executive session) faculty meeting minutes are deemed publicly accessible. Permanent archival copies will be retained in the Dean’s Office and Library archives; individual faculty members may retain personal copies of “open session” minutes at their discretion.

February 2011

n) **SOCIAL SECURITY NUMBER POLICY**

In compliance with the Privacy Act of 1974 (P.L. 93-579): disclosure of an applicant's Social Security number is required on applications for financial aid. The applicant's Social Security number will be used to identify the student's account, verify the student's identity during the period of attendance, and to ascertain that there is no improper, simultaneous funding under other federal financial aid programs. As above, applicants are required by federal law to provide their Social Security numbers (SSN) on the FAFSA. Provision of the Seminary Student ID or SSN (as specified on the individual document) is required on all supporting documents used to apply for financial aid. The SSN will be used for the Seminary's system of student records, for compliance with federal and state reporting requirements, as well as for debt collection. The Seminary will not disclose the SSN to anyone outside the institution except as required by law, and will make every effort to protect the applicant's privacy.

o) **FRAUD, FORGERY AND OTHER CRIMINAL MISCONDUCT**

Students, parents, spouses, Seminary staff and all others are responsible for accurately portraying information submitted on the FAFSA, and in all supporting documents to the financial aid application process. Such documents include, but are not limited to, the FAFSA, verification forms, time sheets, signature pages, appeal applications, correspondence, et cetera.

Falsification of financial aid documents is an extremely serious offense. Students and others who fraudulently complete financial aid documents will be subject to disciplinary action, which may include loss of eligibility for all financial assistance, termination from all Seminary employment programs, and referral to the U. S. Department of Education for criminal prosecution. Students so identified will also be referred to the Dean of the Seminary for disciplinary action, which may include expulsion from the Seminary. All monies paid to a student that are determined to have been the result of fraud will be immediately due the Seminary. If not repaid, this debt will be referred to a collection agency for collection and legal action, and may also be referred to the U. S. Department of Education. Debts that are referred to a collection agency are subject to fees for the costs associated with collecting the debt, including attorney fees and court costs. Students, or their paying agents, will be responsible for all collection costs and attorney fees. When the Seminary has credible information that suggests that an individual has engaged in fraud or other criminal misconduct, the case will be reported to the Regional Office of the Inspector General and, if applicable, the state or local law enforcement agencies as specified by the U.S. Department of Education under section 668.14(g) of the General Provisions Regulations.

Any fraud that the Seminary refers to the Department of Education may result in criminal prosecution. Criminal prosecution may result in a fine of up to \$20,000, imprisonment for up to five years, or both.

**p) NO SMOKING POLICY**

The seminary has a NO SMOKING policy which applies to all apartment rooms, dormitory rooms, lounges, hallways, rest rooms, offices, classrooms and other public places within all buildings of the seminary. The NO SMOKING policy also applies to seminary vehicles.

11/22/89, 10/20/94, Updated 5/29/98

**q) FIREARMS POLICY**

The possession, carrying, and use of firearms (including pistols, rifles, shotguns, BB guns, pellet guns, ammunition and any federal or state prohibited offensive weapons) are prohibited in student residence halls and student apartments/houses, and are prohibited throughout the seminary campus by students, families of students and guests of students.

6/03

**r) DELAY/CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER**

In the event of inclement weather in Gettysburg and the surrounding area, which makes it hazardous for Seminary personnel to travel, senior staff may determine to close administrative offices and cancel scheduled programs. Notification will be posted on the Seminary website and distributed through other available media. Under such circumstances, essential personnel (e.g. maintenance and grounds) will be expected to report for work at such time as it is safe to do so. Professors of scheduled classes will determine whether or not to hold class (on campus if safety permits or via residential course website and utilizing other available technology), and will make every effort to notify their students. In the event a class is held, all reasonable efforts will be made to deliver course materials to those who were unable to attend. In making decisions whether or not to travel or move about on campus under potentially hazardous conditions, all members of the Seminary community are encouraged to give utmost attention to their own and others' safety and well-being.

Weather related delays or cancellation of classes will be announced via the Seminary's web site: [www.ltsg.edu](http://www.ltsg.edu) and the regular phone answering message system (717-334-6286); broadcast outlets alerted include Gettysburg area's WGET (AM1320), Harrisburg based WITF (FM 89.5), WHTM TV Channel 27 Harrisburg and WGAL 8 (Harrisburg/York/Lancaster). If there is no person on the school's main switchboard, there will be a phone message indicating any decision for delay or cancellation.

#### s) **COMMUNICATION POLICY**

At LTSG, there is a need for electronic communication with students. It is the seminary's policy that electronic mail (email) be an official communication mechanism with students. Students may expect to receive accurate and timely information about matters affecting them. The Seminary expects students and community members to be responsible for using the appropriate, identified vehicles for official communication about matters affecting students. In addition to the regular published formats of campus communications (campus mail, REDACTOR, etc.), students are responsible for receiving, reading, complying with, and responding to official email communication from the Seminary.

All students are assigned an official LTSG.edu email address and all official seminary communications are sent to this email address. It is the responsibility of the student to submit an E-mail application form to the Information Technology Department. This form can be found at <http://www.ltsg.edu/resources-services/campus-services/information-technology/student-email-application-form> . The E-mail address you will be assigned is comprised of the first initial followed by the last name followed by "@ltsg.edu". For example, student John Smith would be [jsmith@ltsg.edu](mailto:jsmith@ltsg.edu).

The seminary provides several access methods offering flexibility in the way a student may access his or her official LTSG email account. Students have the option to 1) read email directly from their official LTSG email account or 2) to forward their email to another email address of their choice. In addition, the Seminary provides a web based email interface (<http://webmail.ltsg.edu/mail/> ). A student who chooses to forward email to another email address does so at their own risk. LTSG will not be responsible for email forwarded to any other email address. A student's failure to receive or read in a timely manner official communication sent to the student's official email address does not absolve the student from knowing and complying with the content of the official communication. The procedures for accessing and forwarding email are published on the Information Technology web page at <http://www.ltsg.edu/resources-services/campus-services/information-technology/ltsg-email>. With the exception of auditors, special status part-time and affiliate students, faculty may assume that a student's official LTSG email is a valid mechanism for communicating with a student, and faculty may use email for communicating with students registered in their classes.

#### t) **CAMPUS MAILBOX POLICY**

All students residing on campus or are registered for classes will be assigned a campus mailbox. It is the responsibility of each student to go to the mailroom during regular hours and pick up their mailbox key as soon as they begin residence on campus. This enables all mail, either first class or campus related, to be placed in the appropriate box in an expedient manner. A student that is commuting may also receive a campus mailbox in order to keep up with important campus mail, but it is their responsibility to check their box at least once a week. The mailbox keys must be turned in at the end of the year or a \$50.00 fee will be charged.

u) **RECYCLING POLICY**

There are special receptacles on campus for materials which can be recycled including plastic containers, aluminum cans, and specific paper products. Look for marked containers in the refectory, classrooms, hallways, dorms, apartment buildings and offices. Signs are posted around campus detailing what can and cannot be recycled. A Green Task Force, initiated in early 2009 and drawing from students, spouses, faculty and staff, focuses efforts to help the seminary "Get Greener."

8/7/09

## **FACULTY/STAFF/STUDENT COMMITTEES AND GROUPS**

### **Educational Program Committees:**

Much of the faculty's business is conducted through committees. Standing committees of the faculty are appointed by the president in consultation with the dean. The dean and president shall establish, in consultation with the faculty executive committee, a rotation schedule for faculty membership on all committees.

The educational program work of the faculty is divided among program committees: the Master of Divinity Degree Program Committee, the Master of Arts in Ministerial Studies and the Master of Arts in Religion and Graduate Studies Degree Programs Committee. Normally, each faculty member serves on one of these committees and service is for a three year period.

#### **a) THE MASTER OF DIVINITY DEGREE PROGRAM COMMITTEE**

**PURPOSE:** to give oversight to the existing M.Div. degree program

#### **TASKS:**

1. Annual Review of the M.Div. program's goals and objectives as specified in the LTSG catalog
2. Continuing oversight of outcomes assessment for the degree program, its concentrations and its courses
3. Periodic critical review of the entire M.Div. curriculum in view of ATS standards and the ELCA Candidacy Manual and Imperatives for Theological Education or equivalent documents.
4. Assume responsibility for planning the Human Relations Workshop requirement in consultation with the Director of Multi-Cultural Studies.

**COMPOSITION:** The dean; 4 faculty members, normally with 2 faculty members rotating off each year; and two students.

**b) THE MASTER OF ARTS IN MINISTERIAL STUDIES AND MASTERS OF ARTS IN RELIGION DEGREE PROGRAM COMMITTEE**

**PURPOSE:** to give oversight to the existing M.A.M.S. and M.A.R. degree programs

**TASKS:**

1. Annual review of the M.A.M.S. and M.A.R. programs' goals and objectives as specified in the LTSG catalog;
2. Continuing oversight of outcomes assessment for the degree programs, their concentrations and their courses;
3. Periodic critical review of the entire M.A.M.S. curriculum in view of ATS standards, and the LTSG Directions for the Decade, the ELCA Candidacy Manual and Imperatives for Theological Education or equivalent documents;
4. Periodic critical review of the entire MAR curriculum in view of ATS standards, and the LTSG Directions for the Decade or equivalent documents;
5. Oversight of the sexual abuse prevention requirement within seminary curricula;
6. The faculty members of this committee approve Proposed Ministry Plans for diaconal ministry projects, including making recommendations for project direction;
7. The faculty members of this committee approve proposals for MAR theses.

**COMPOSITION:** The dean, four (4) faculty members and two (2) students.

c) **GRADUATE STUDIES COMMITTEE**

PURPOSE: to give oversight to STM degree programs

TASKS:

1. Annual Review of the STM program's goals and objectives as specified in the LTSG Academic Catalogue and the STM Manual
2. Continuing oversight of outcomes assessment for the degree program, its concentrations and its courses
3. Provide leadership and exercise oversight of faculty's STM course planning and offerings
4. Periodic critical review of the STM curriculum in view of ATS standards, the seminary's mission and vision statements, and "Strategic Management Review"
5. The committee will periodically review the STM policies
6. The committee will approve proposals for STM theses

COMPOSITION: The dean (advisory); 3 faculty members; a representative from LTSG Staff; and student representation when feasible.

d) **LIBRARY ADVISORY COMMITTEE**

PURPOSE: The LAC is a resource for advising the library director and staff in their professional endeavors to anticipate and institute services and policies that reflect best practices for supporting the active curriculum and promoting academic and theological research and learning.

The committee generates suggestions and changes in policy in accordance with consensus and participatory governance. Its members are also official representatives for articulating and advocating library needs for carrying out its mission at a consistently high standard.

TASKS: The committee shall provide counsel, guidance and help, directly and indirectly, to foster and assist the recommendation, development, review, and implementation of strategies for improving the Library's services, resources, and functions to the Seminary and wider lay and ecumenical communities.

COMPOSITION: The LAC consists of the library director/archivist as the *ex officio* chair of the committee and a recording secretary selected from among the other faculty members, of which there shall be at least three. Student participation shall consist of two or three seminarians, preferably not representing the same year of residence.



## **Administrative Committees:**

### **e) THE FACULTY EXECUTIVE COMMITTEE**

**PURPOSE:** to provide counsel and leadership on behalf of the faculty, in teamwork with the president and dean; to be attentive to the work of the degree program committees and the areas of interrelationship; to envision and foster the development and deployment of faculty and faculty resources; to be attentive to the quality of teaching and learning

#### **TASKS:**

1. Ensure that the degree committees have what they need to function well and accomplish their tasks, and foster processes to enable and enhance their work
2. Ensure planning ahead for support of faculty in their academic endeavors; foster the overall development of the faculty including envisioning and planning for new appointments
3. Counsel concerning non-tenure appointments, and plan for wise development and distribution of such appointments
4. Counsel concerning evaluation and planning of teaching and learning, including possible study of courses, faculty and resources deployed for teaching and learning
5. Determine appointments to rank and tenure review committees
6. Counsel concerning advancement of core faculty members
7. Counsel concerning faculty agendas for meetings and retreats
8. Counsel and review concerning faculty work load and job description
9. Counsel concerning student conduct review processes
10. Counsel concerning library collection
11. Counsel concerning Seminary Ridge Review and other publications
12. Receive student course evaluation counsel from the Student Evaluation Course Committee

**COMPOSITION:** 3 members of this committee shall normally be tenured members of the core faculty who will serve two-year terms. For the first year, two members will have a one year appointment.

**f) LEARNING TECHNOLOGY COMMITTEE**

**PURPOSE:** The committee, guided by the LTSG Learning Technology Plan (updated 2008), has the overall purpose to assist the Seminary in using technology to increase the effectiveness of teaching and learning, to make theological education more available to the wider church community, and to enhance the seminary's administrative and public relations functions.

**TASKS:** It gives oversight to the implementation of technology; it tracks, supports and approves the scheduling of residence course web-sites; it reviews and evaluates faculty grant projects proposals; it anticipates learning technology needs; and recommends related policies and initiatives to the faculty and /or administration.

**COMPOSITION:** The Learning Technology Committee is comprised of faculty and staff who carry interest and direct responsibility for learning technology matters, e.g. the Director of Information Systems and Education Technology, the Library Director, the Dean, representative faculty, and staff involved in the seminary's online presence.

**g) ENROLLMENT SERVICES AND FIELD EDUCATION COMMITTEE**

**PURPOSE:** to help the seminary carry out its mission by overseeing the processes related to gaining admission to study at the seminary, the awarding of financial aid for applicants, students and alumni pursuing other graduate studies, and the implementation of the pedagogical standards and goals of field education requirements within the seminary curriculum.

**TASKS:**

- It is responsible for ensuring admission decisions are made on applications to the seminary's various degree and certificate programs and the awarding of scholarships for incoming and current degree seeking students. It also determines the awarding of graduate scholarships to Gettysburg Seminary graduates who are pursuing doctor of philosophy or doctor of theology degrees in theological disciplines.
  - Applications for degree and certificate programs will be reviewed by individual faculty members of the committee who are empowered to make the decision to offer admission to applicants on behalf of the whole committee. Decisions not to offer admission to applicants, or to invite applicants to interview with members of the committee, will be made by at least two faculty members. Applicant interviews will be conducted by at least two faculty members of the committee.
  - Decisions pertaining to the awarding of scholarships to students and to Gettysburg Seminary graduates will be made by the whole committee, less the student members of the committee.

- While the daily oversight of particular field education components will be handled by designated faculty members (e.g., Ministry in Practice, CPE, internship, post-internship candidacy, diaconal ministry project, associate in ministry project), the committee will coordinate and oversee the broad components and standards of field education in partnership with the seminary's director of field education to assure that the pedagogical goals and requirements for field education established by the Educational Program Committees are being implemented in effective ways.

COMPOSITION: Director of Field Education (or appropriate designee), at least 2 additional faculty members, Director of Financial Aid, Director Admissions Office and Admissions Associate, Field Education Coordinator, 3 Students

#### **h) SPECIAL EVENTS, WORSHIP AND LIFELONG LEARNING COMMITTEE**

PURPOSE: To help the seminary carry out its mission by coordinating the worship of the seminary community and by coordinating the provision of pedagogical activities outside of the classroom. These activities include para-curricular offerings for students, collegial learning among faculty and staff, and lifelong theological education for all members of the church and others.

##### **TASKS:**

- a. The committee advises the president, the dean of the chapel, and the seminary cantor regarding the Seminary's life of worship and music.
- b. The committee coordinates the planning of those events included in its purpose which are funded by the seminary.
- c. The committee facilitates the financing and scheduling of both standing events and occasional programs.
- d. The committee oversees regular assessment of events included in its purpose.

COMPOSITION: Three faculty members (normally including the dean of the chapel and/or the cantor), one of whom serves as chair; one student elected by each of the class caucuses; the Director of Lifelong Learning; the Events and Housing Coordinator; the Secretary to Program Directors and Lifelong Learning. Sacristans are members ex officio, but may also be elected to serve by their class caucus.

Revised 5/2013, 8/2014

i) **THE HOUSING COMMITTEE**

This committee, responsible for the yearly student housing assignments and other housing concerns, shall be comprised of nine members:

the Junior Class shall elect five members, who shall fill the following categories:

- 1 single female Junior
- 1 single male Junior
- 1 married Junior with no children
- 1 married Junior with children
- 1 Junior living off campus

The Middler Class shall elect a member who had served on the Housing Committee the previous year: and the Senior Class shall elect a member.

The Assistant to the President shall be a voting member of the committee. The Events/Housing Coordinator shall serve as the committee chair with the right to vote.

The Events and Housing Coordinator shall call the meetings.

***Procedures***

- This subcommittee shall be in charge of all apartment housing assignments and will establish a grievance procedure for handling all complaints relating to housing, excluding routine maintenance.
- Exceptions to the Housing Committee's policy will be made only upon written petition to the seminary administration and the Housing Subcommittee.
- That the Assistant to the President be empowered to make adjustments in the assignments of apartments that would be most equitable.
- Any occupants found in violation of the lease or who, in the judgment of the Assistant to the President, otherwise misuse the property, will not be eligible for on-campus housing and the situation will be subject to review by the housing subcommittee and the seminary administration.
- Housing is intended for first professional theological degree students. Only students eligible to register for the subsequent academic year may apply for housing. All non-first professional degree students may petition the Events and Housing Coordinator for available housing. All others may submit a request for housing on a space available basis.
- Seminary on-campus housing is not guaranteed beyond a total of three years. Students who do internship within the area are encouraged to live in the community where they are doing internship.

- Graduating Seniors are expected to vacate housing by June 15 to facilitate cleaning and make room for arriving students.

4/18/12

j) **CLASS COMMITTEES**

Student class committees are not required but are optional at the discretion of the professor.

- ***Course Evaluation***

Students will receive an announcement or email two week prior to the end of the semester providing them with the information to complete a course evaluation. The course evaluations are administered through SurveyMonkey.

The course evaluations are not distributed to the instructor(s) until all grades have been submitted to the registrar.

In cases involving problems in specific courses (except appeals on grades, which are handled through the office of the Dean) it is suggested that the student(s) should first attempt to resolve the issue directly with the instructor(s) involved.

7/2010

k) **FAMILY FELLOWSHIP**

Purpose

The purpose of Family Fellowship is to provide an opportunity for spouses of students to come together for support and fellowship.

MEMBERSHIP

Family Fellowship shall be composed of spouses of students of the Lutheran Theological Seminary at Gettysburg.

- Spouses of students in all degree programs are welcome.
- Spouses both on and off campus are encouraged to participate.

ORGANIZATION

A second year spouse shall be the chair of Family Fellowship if at all possible. This allows for continuity in program from year to year. Meetings shall be held at least twice a month to encourage fellowship and community.

- Meetings may include speakers, discussion, Bible study or any format the group chooses to meet their needs.
- An initial welcome meeting for all spouses shall be held in September.

Information including a calendar of events will be shared with all spouses at least twice a year. Family Fellowship may organize events that foster community for the entire seminary community.

A limited amount of funding is provided in the annual budget for Family Fellowship.

#### RESPONSIBILITIES

- The chair of Family Fellowship, or their designee, shall sit on the Community Life Committee.
- Family Fellowship shall be responsible for maintaining the Food Pantry, which is available for all students and their families.
- The Food Pantry is to be maintained as directed by the Central Pennsylvania Food Bank.

5/14/99, 6/05, 7/08, 8/2014

#### **I) STUDENT GATHERINGS**

There are many opportunities for students to gather around particular issues, situations, interests and needs.

**Covenant Groups:** Students gather for prayer and conversation regularly in covenant groups, convened by two student leaders in each group. Members covenant to pray with and for one another, and support one another in the joys and challenges of theological education and preparation for ministry.

**Spiritual Formation:** In addition to worship in chapel, small groups meet for prayer, reflection, praise and conversation. It is not unusual to find students meeting for Bible study, “lectio divina” reflection or a time of prayer and praise. The seminary community members are also invited to go to the Coordinator for Spiritual Formation for referrals to spiritual directors, resources or conversation and prayer.

**Family:** gathering for fellowship, study, service, and support; (see Family Fellowship)

**Koinonia:** gathering at various times, intervals, and places for prayerful reflection and support;

**Bible Study:** gathering either around the lessons for the next Sunday, or for non-exegetical reflection.

m) **TUTOR(S) FOR SUMMER GREEK**

**Dates:** TBA as well as coordinating/planning during July with the Instructor, the Registrar, and the Financial Services Office

**Pay:** To be determined according to enrollment plus \$250 dorm allowance plus a 3 week meal ticket (NOTE: the dorm allowance is intended as an incentive to the tutor to participate in the on-campus community. There is no alternative compensation for those who live off-campus.)

**Duties to Include:**

- Be available as a Greek tutor/resource person during Summer Greek; typically this would include two morning sessions, two afternoon sessions, and an evening session (note: these sessions would be shared if there are two tutors)
- Help grade Greek quizzes and exams

**Skills Needed:**

- Reasonable knowledge of and commitment to the learning/use of Greek for interpreting the New Testament (experience of Summer Greek not required but highly desirable)
- Completion of Witness to the Gospels is highly desirable
- Ability to tutor students in Greek
- Ability to promote the seminary, its educational programs, its community, and its missional goals
- Ability to create an enthusiastic, caring, supportive atmosphere for students (and their families) at a time of stress, loss, and Greek-shock

Please submit a less than one page narration of why you desire to apply for this position. Include a description of your Greek education/usage. Applications should be returned to the instructor by **April 26**.

Requested by Profs. Carlson and Hoffman

Approved by Dean Steinke (2010.04)

n) **SOCIAL ACTIVITIES COORDINATOR FOR SUMMER GREEK JOB DESCRIPTIONS**

**Dates:** TBA as well as coordinating/planning during July with the Instructor, the Registrar, and the Financial Services Office

**Pay:** To be determined plus \$250 dorm allowance plus a 3 week meal ticket

**Duties to Include:**

- Work with Registrar to determine class size and to send out mailings to students registered for summer Greek
- Serve as host/hostess for students as they arrive in Gettysburg prior to the start of Summer Greek
- Help plan/coordinate community picnics on Fridays
- Coordinate weekday lunches during Summer Greek
- Plan/coordinate worship services in conjunction with the Chaplain
- Coordinate Sunday morning worship hospitality with St. James and Christ Lutheran Churches in Gettysburg
- Coordinate recreational breaks during Summer Greek

**Skills Needed:**

- Ability to work with Instructor, Registrar, Business Office and Staff in coordinating hospitality and activities
- Ability to promote the seminary, its educational programs, its community, and its missional goals
- Availability at odd hours in order to greet/acclimate new students arriving on campus
- Worship planning/leadership skills
- Ability to create an enthusiastic, caring, supportive atmosphere for students (and their families) at a time of stress, loss, and Greek-shock

Please submit a less than one page narration of why you desire to apply for this position. Include a description of your Greek education/usage. Applications should be returned to the instructor by **April 26**.

Requested by Profs. Carlson and Hoffman

Approved by Dean Steinke (2010.04)



o) **SUPPLY PREACHING COORDINATOR**

**Position Description and Policies and Procedures Governing the Supply Preaching Program:**

Oversight of the supply preaching program is the responsibility of the Enrollment Services and Field Education Committee, who shall appoint the supply preaching coordinator. The direct monthly oversight is the responsibility of the chair of the field education or his/her designee.

All paid supply preaching requests for students, regardless of source, are channeled through the Supply Preaching Coordinator so that both short-term and long-term assignments can be noted. These paid supply preaching assignments should not be brokered independently of the SPC. The Advancement Office arranges volunteer student and faculty presentations for the Friends of the Seminary Sundays and has agreed to keep the SPC informed of these arrangements.

Responsibilities of the Supply Preaching Coordinator:

He/she shall obtain prospectus and periodic evaluations from the congregations the program serves. If necessary, he/she may request help from the appropriate office of the supporting synods.

He/she shall have access to and disseminate to all students in the program the names and phone numbers of congregational members to be notified in cases of emergency. These persons will hopefully be available by phone up to one-half hour before the service.

Directions for supply shall be given to students when the assignments are made.

Appropriate travel time to the congregation shall be included with the instructions for the supply.

If a student arrives at a congregation that has requested a supply and then has contacted its own supply, it shall be the coordinator's responsibility to ensure that the student is properly recompensed. If the church resists such a request, action should then proceed to the synod. If such confusion is the result of poor administration on the part of the coordinator and occurs with any regularity, it will result in dismissal of the coordinator from the position. A folder shall be kept on each student receiving negative evaluations from the congregations. The Field Education Committee shall have power to act on these evaluations at the discretion of the advisor and may call a meeting with any involved student. Negative evaluations to be considered for review should be of major consequences affecting the welfare of the Seminary, the congregation, the student involved, heretical preaching, or misconduct of the student as stipulated under student responsibilities.

The Supply Preaching Coordinator shall regularly report any concerns to the chair of the Field Education Committee, and may make reports to the regular meetings of the Field Education Committee.

- ***Student Participation***

Student participation shall be limited to active students.

All students who supply preach must have completed 3.0 credit hours in preaching at LTSG or another seminary.

Students shall consider the notification of church assignments for supply preaching to be a binding contract between the student and the congregation(s) involved.

- If for any reason the student cannot fulfill this obligation, or is not able to arrive at the prescribed time, the responsibility for notifying the congregation(s) is his/hers alone.
- Failure to comply with the above stipulation may result in the removal of the student from the supply program.
- With the assignment for each month, the student will also receive a sheet labeled "Receipt of Assignment," which will list the date, the name of the student, and the name of the supply assignment. This slip must be signed and returned to the Supply Preaching Coordinator's mailbox within one week (for normal monthly assignments) or within two (2) days for special assignments (made after the regular monthly assignments).
- All acknowledgements of Supply Preaching Assignments must be in writing, and are to be returned only to the coordinator's mailbox.
- If receipt of an assignment is not acknowledged within the required period of time, it will be the coordinator's responsibility to confirm receipt of the assignment. If the coordinator is unable to confirm receipt of the assignment he/she may declare the assignment void, and assign another student to fill the position. In such cases, the coordinator will also notify the first student that they have been relieved of responsibility for the assignment.
- Students who fail to acknowledge receipt of assignments on a regular basis will be subject to review according to the guidelines of the Supply Preaching Program, and may be removed from the supply program.

A number of negative evaluations of a student's performance shall result in disciplinary action by the Enrollment Services and Field Education Committee.

Consistently poor performance by a student shall be considered grounds for dismissal from the program by the Enrollment Services and Field Education Committee. A student so dismissed can be reinstated after one semester by the Enrollment Services and Field Education Committee.

Students shall adhere to customary or accepted liturgical practices of those congregations in which they supply, except in those cases where previous arrangements have been agreed upon in writing by the congregation or its representative(s).

If a student regularly accepts supply assignments and then cancels out at the last minute, the coordinator can refer the student to the Field Education Committee. Students shall report any change of roads, route numbers, service changes, or time changes to the coordinator.

An information sheet concerning pertinent information about congregations regularly supplied by the Seminary will be made available for supply preachers.

Eligibility for Supply Preaching: Any ELCA student who is on academic probation or has had their synodical endorsement denied or withdrawn by their candidacy committee, is not permitted to supply preach through such assignments from this seminary.

#### Selection of Supply Preaching Coordinator

- The incumbent coordinator and the faculty advisor shall make known to the student body (including interns) the appropriate times when an application for the position may be submitted.
- Applications for the position shall be submitted to the Enrollment Services and Field Education Committee, which shall choose the next year's coordinator.
- In its consideration of the applications, the Enrollment Services and Field Education Committee shall be mindful of the importance of the availability of the coordinator, not only during the school year, but also in the summer.
- The incumbent coordinator and her/his successor shall agree between themselves when the new coordinator shall start responsibilities during the summer, and compensation shall be adjusted accordingly.

Adopted by Student Faculty Relations Committee, April 1985, Revised by Student Faculty Relations Committee, November 1987  
Effective June 1, 1988, Updated May, 1998, Updated May, 1999, August 2014

- ***Guide for Churches Using Seminary Supply Preaching***

This guide has been prepared in an effort to assist churches who ask for the services of

Seminary preaching supplies. The following suggestions are not binding, but are considered to be essential for a satisfactory relationship.

- The president or vice-president of the church council or the contact person should be on hand to greet the seminarian, to assist the seminarian in familiarizing the seminarian with the church and the service, and to introduce the seminarian to the choir director, organist, and others. The congregational leader should also stand with the seminarian at the close of the service to greet the people and introduce the seminarian to them.
- Whenever possible the name of the supply ought to be in the bulletin so that the supply is not a complete stranger to the congregation.
- When the church is more than thirty miles from the Seminary it would be a kindness on the part of the church and an interesting experience for the seminarian to arrange for the seminarian to visit a member's home for dinner. In conjunction with this, whenever possible, a letter should be sent by the contact person to the seminarian informing the seminarian if a dinner invitation is to be extended, and request in return a verification from the seminarian.
- Honorarium checks should be made out to the seminarian and presented to the seminarian directly after the service on Sunday morning. In the event of a sudden cancellation of service or services, congregations are requested to make an attempt to reschedule with the same supply student preacher. The school will try, to the extent possible, to provide the student with other available supply preaching opportunities.
- The following schedule of honorariums and expenses is presented for your benefit. It should be understood that when a multi-parish charge is being supplied by the Seminary this schedule applies to that charge as a whole. This means that by no means will each church be expected to

comply with this schedule individually if it is in a two or three church charge. The churches in a particular charge will be responsible together for providing the honorarium.

- \$165.00 for one service
- \$205.00 for two services
- \$245.00 for three or more services

Add \$40.00 for each additional service (i.e. more than three) Saturday evening and Sunday morning service. For example, four Sunday morning services are \$285.00. Also add \$60.00 for each additional weekend service other than Sunday morning (i.e. on Saturday evening or Sunday evening). For example, one Saturday evening and two Sunday morning services are \$305.00 (\$245.00 for the three services plus \$60.00 for the Saturday evening service).

The above schedule applies to Saturday evening, Sunday morning, Sunday evening, weekday and weekday evening services. For example, a single Maundy Thursday evening service is \$165.00; a single midweek Wednesday morning service is \$165.00; a single Sunday evening service is \$165.00.

The mileage reimbursement for each round trip is at the prevailing [IRS rate](#). Effective January 1, 2016 that rate is .54 cents/mile.

When churches are located a great distance from the Seminary, Saturday night lodging in a member's home or in a motel should be provided for the seminarian (and spouse if the seminarian is married.)

The seminarians consider it a joy to serve God in the congregations. At the same time most of them finance their Seminary education and often support families. By assisting them you are helping to meet the Church's need for pastors.

September 1986; Updated May 1993; Updated May 1994; Updated June 1997; Updated May 1998; Updated May 1999, August 2014, June 2016

p) **THE DAILY REDACTOR EDITOR**

Purpose:

The purpose of the *Daily Redactor* is to help the Seminary carry out its mission by informing students, families, faculty, and staff of significant news and events within or available to the community.

Description

1. The *Daily Redactor* is a daily electronic newsletter, which is produced by its editor every weekday when the Seminary is in session, including Spring Academy and Fall Academy weeks.
2. Each issue includes a prioritized, edited set of briefs of significant events planned for the day, week and month ahead. *The Redactor* also includes major events and announcements of interest to the community.

Policies

1. Submission
  - a. All information must be submitted before the deadline set by the editor.
  - b. Each submission must include the name and email address of the person submitting it.
  - c. In order to be sure that all activities or events do not conflict with one another, each submission which mentions a seminary room as a meeting place must be accompanied by the reservation number for that room (secured through the events office ext. 3004).
  - d. The editor is responsible to edit submitted information as needed and appropriate, and may consult with Seminary communications staff. *The Redactor* is edited and designed not to exceed two pages when printed.
  - e. The following sorts of information are not accepted for publication:
    - Requests for intercessory prayer (which can be placed on the chaplain's bulletin boards and through him on the seminary website).
    - Expressions of opinion (such expressions may be directed to the student publication, the *Chapel Door*.)
    - Announcements not intended for the larger community (i.e., those containing "inside" references or directed to a very few individuals).
    - Any announcements asking for money or offering items for sale.
    - Announcements that are unclear or unverifiable.

## 2. Distribution

- a. The widest distribution of the *Daily Redactor* is by electronic mail using the Seminary's list serve designed for the publication. **Subscription for this publication is mandatory for students**, due to the fact that emergency information may be shared through this list service.
- b. Students and their families, including those on internship and those who do not live on campus, are encouraged to e-mail the editor and request that they receive the *Redactor*.
- c. A member of the library staff will print a copy for inclusion in its periodicals archive.
- d. Hard copies of the *Redactor* will also be posted daily through the academic year, beside the student mailboxes, on the Library information board, in the Refectory, and in any other places the editor or Community Life Committee deem desirable.
- e. The editor shall design the *Redactor* so that, insofar as possible, computers using older technology can receive it electronically.

## 3. Editor

- a. The editor is on the Seminary payroll, and is paid an agreed upon fee for each issue produced.
- b. The editor reports to The Executive Assistant to the President for Communication and Planning.
- c. It is the communication staff's responsibility to secure an editor for the *Redactor*. The *Redactor* may be used to advertise an opening for this position.

Worship and Music, Fine Arts and Community Life Committee, 2/23/04, 7/19/05, Rev. 7/07, 7/08, 7/10, 7/12

q) **DUTIES OF SACRISTANS**

- For all Services
  - Make sure that the chapel is in proper order for the service, including the placement of lectern, hymnals, hymn boards (if needed), torches, and candles.
  - Arrive at least 10 minutes before a service begins, in order to turn on the lights and sound system and assist officiants with preparations.
  - As necessary, help to guide worshipers to seats and other facilities.
  - After the service, straighten up the chancel, meditation chapel, sacristy, nave, and narthex, collecting discarded bulletins for recycling.
  - Assure that the bells are rung at the beginning of the service and during the Lord's Prayer.
- For the Seminary's Services of Holy Communion
  - Prepare the communionware, elements, fair linen, and other such items as needed for the service.
  - Arrange a schedule for the provision of bread and wine, and provide them if they are not donated (to be reimbursed by the Dean of the Chapel).
  - Arrange for the counting and security of the offering.
  - Take care of washing soiled linens and communionware expeditiously properly dispose of unused elements immediately.
  - Enlist offering bearers to bring the elements (and offering if appropriate) forward.
- General
  - Be present at worship planning sessions, both to receive information and to offer recommendations about chapel set-up and worship.
  - When school is in session unlock the chapel by 9 AM on weekends.
  - Change the paraments as appropriate.
  - Report any loss or damage to the maintenance crew Office and the Dean of the Chapel.
  - Periodically clean the albs, cassocks, surplices, and other vestments.
  - Keep a "sign-up sheet" of loaned vestments in the sacristy.

- Be familiar with all policies and procedures governing the corporate worship of the seminary community and the use of the chapel.
- Be available to the members of “The Church’s Worship” and other such courses for help in arranging for practicum performances.
- As arrangements are made, and reimbursement provided, through the Events Coordinator, do necessary preparation for weddings.
- As desired, organize a group of students and others to assist in the care or decoration of the chapel.
- In general, fulfill other appropriate duties as requested by the Dean of the Chapel for the care of the chapel and the ordering of the community’s worship.
- While assistance is appreciated, the sacristans are not responsible for preparing or cleaning the chapel for convocations, Music, Gettysburg! concerts, or other events not part of the worship life of the seminary.

Adopted by the Worship Committee, 4/2/01

**r) TEACHING/RESEARCH ASSISTANTS (AS NEEDED)**

- Teaching/research assistants are utilized primarily to improve instruction in courses by providing help related directly to the teaching and research responsibilities of the faculty. Such help may show itself in a variety of ways: assisting in bibliographic research, grading of tests, tutoring course participants, in providing technological support for course design and other technological enhancements of teaching. Moreover, serving as a teaching/research assistant should provide an opportunity for enhanced learning in a mentoring relationship with a supervising teacher.
- Funds are available each semester for three teaching/research assistant positions at up to \$500 stipend per position, to be used equitably among the faculty.
- Faculty members may apply for the services of a teaching/research assistant by submitting written statements outlining the expectations of the assistance desired to the faculty. Following the faculty's approval, the written statements of expectations for the teaching/research assistant should be posted. Applicants may respond directly to the faculty who have posted the statement of expectations. The faculty member or members shall select the teaching/research assistant on the basis of qualifications meeting the expectations outlined in the position.
- Faculty shall provide their assistants with a written statement which specifies the expectations of the position. Any needed training shall be provided by the faculty member. Each faculty member is expected to meet regularly with his or her assistant to review their work.



- At a semester's beginning faculty shall discuss with their assistants the anticipated time demand and the mechanics for recording their work hours. Student assistants should complete a signed time sheet, submit it to the faculty member monthly, who approves and signs it, and sends it to the Financial Services Office.
- Faculty shall not expect assistants to perform the kinds of secretarial duties normally handled by the seminary staff.
- Faculty shall avoid any appearance of favoritism or preferential treatment in their relations with teaching/research assistants.
- Teaching/research assistants shall maintain appropriate confidentiality.
- Faculty supervisors and teaching/research assistants shall become familiar with the seminary's "Policy on Sexual Harassment" and conform to it.
- Unpaid assistantships designed as tutorial or independent study arrangements are prohibited.
- The evaluation of the teaching/research assistant's performance is the responsibility of the faculty member. If the assistant's performance is unsatisfactory, the faculty member, in consultation with the dean, may terminate the assistant's employment. The student may appeal this decision by requesting a conference with the dean, the supervising faculty member, and the student's advisor or another faculty member chosen by the student. The decision made at that conference shall be final.
- Students who are serving as teaching/research assistants for a particular course normally will have completed all the core course requirements in that disciplinary area of study.
- Normally a teaching/research assistant will not serve in a leadership role within a classroom unless that student has appropriate vocational experience or academic qualifications that demonstrate a clear mastery in the subject matter of the course at hand.

Approved by Faculty, 3/8/99, 8/2014

## HOUSING SERVICES

Beginning January 1, 2015 the following formula will be used to determine arrival and departure rental fees.

### Arrivals

1<sup>st</sup> – 5<sup>th</sup> pay full month rent

6<sup>th</sup> – 30<sup>th</sup> pay ½ month rent plus prorated daily rate for 6<sup>th</sup> – 14<sup>th</sup>

15<sup>th</sup> – 20<sup>th</sup> pay ½ month rent

20<sup>th</sup> – 30<sup>th</sup> pay full month rent

21<sup>st</sup> – 30<sup>th</sup> prorated

### Departure

1<sup>st</sup> – 15<sup>th</sup> pay prorated daily rate

16<sup>th</sup> – 20<sup>th</sup> pay ½ month rent

21<sup>st</sup> – 30<sup>th</sup> pay ½ month rent plus prorated daily rate for 21<sup>st</sup> - end of month

#### a) **DORMITORY HOUSING**

- Students have the option of living on campus but are not required to do so.
- Requests for housing are due to the Events and Housing Coordinator on or about March 31<sup>st</sup>.
- Notification of assignment will be made before April 30<sup>th</sup>.
- All dormitory students must buy the lunch meal plan at the dining hall.
- (All rooms are furnished--student must supply towels, bed linens, blankets and pillows.)

#### b) **APARTMENT HOUSING**

- Three-bedroom apartments are normally limited to families with a maximum of six (6) people.
- Two-bedroom apartments are normally limited to families with a maximum of five (5) people.
- One-bedroom apartments are normally limited to families with no more than three (3) people.

- Apartments will be rented on a lease contract basis with leases expiring at the end of the academic year. Range and refrigerators are furnished in all apartments. Lamps, towels, bed linens, blankets and pillows are not furnished in any apartments. Most apartment buildings have individual storage areas.
- All requests for on-campus apartment housing must be received by the Events and Housing Coordinator on or about March 31<sup>st</sup>. The assignment process will be held in mid-April. Notification of assignment will be made to students mid to late April.

- ***The Apartment Assignment Process***

- All first professional theological degree students (M.Div., M.A.M.S., M.A.R.) applying for on-campus apartment housing must enter the apartment assignment process each year.
- The assignment process will be conducted by the Housing Committee.
- Each application is pulled within the category established by the priority list. Choice of apartment size, furnished or unfurnished, and specific housing unit is granted where possible on the basis of each category's draw.
- The family members named in the following priority list must be dependents and/or spouse and must be the ones who live on campus. Family members living off campus such as dependent children away at college will be counted as one-half for purpose of the assignment process. Students will register for the assignment process using this criteria.
- For purposes of determining priority of assigning apartments, a single student with dependent children living on campus will have a factor of one added to the family size.
- The priority for awarding of apartments in the assignment process is as follows:

- 1<sup>st</sup> - Family of 6 or more
- 2<sup>nd</sup> - Family of 5
- 3<sup>rd</sup> - Family of 4
- 4<sup>th</sup> - Family of 3
- 5<sup>th</sup> - Family of 2
- 6<sup>th</sup> - Single student

- In the assignment of seminary owned apartments, those who choose to retain the apartment that they are presently occupying will receive priority within their family category except as noted in item "i" below. Those who choose to retain the apartment they are presently occupying must enter the assignment process, but will receive highest priority within their family size category. Decisions about comparability will be decided by the student housing committee.
- Unassigned or vacated apartments may be assigned by the Assistant to the President or the Events and Housing Coordinator utilizing the same priority criteria and standing in the draw from before.

- All seniors, including those living in campus housing during their internship year, will enter the housing process. They will be assigned as new applicants within their family size category.

#### c) **APARTMENT REGULATIONS**

Certain rules and regulations are established to cover the apartments owned and operated by the Seminary for the benefit of all the occupants and for the care and protection of the Church's property. Regulations which were established when leases were processed are restated in this manual.

The following regulations apply to Baughman Hall (1<sup>st</sup> and 2<sup>nd</sup> floors), Heiges Hall, North Hall, Richard House, Hay Street Townhouses, Hay Street Garden Apartments and Stuempfle Hall:

- Rental of apartments begins at the time of occupancy or the time a student's personal items are moved into the apartment.
- Increases to apartment rental rates are normally made on the first day of July.
- When apartments are occupied for any period of time from the first through the fifteenth of the month, the occupant will be charged for one-half the monthly rental rate, or if the apartment is occupied beyond the fifteenth of the month, the monthly rental will be charged. Rents are thereby charged in one half month increments.
- No painting or renovation is allowed unless permission is granted in writing by the Assistant to the President.
- Screws and nails shall not be used on walls and ceilings. A \$10.00 fine per nail and/or screw will be charged.
- Each occupant is responsible for the care and condition of any Seminary-owned appliances and furnishings, and all items must be accounted for when occupant vacates apartment. This includes any window treatments where provided.
- No furniture or furnishings are to be repaired, refinished, or reupholstered without clearance from the Assistant to the President.
- All entrances and hallways must be kept clear at all times for the safety and protection of all occupants. Bicycles and carriages are not to be stored in these areas.
- Garbage and refuse must be placed in outside containers provided. Recycling containers are for co-mingled bottles, cans and plastic food containers. (Federal regulations prohibit residents from placing hazardous materials, including flammable materials, in the trash.)
- Locks must not be changed. Installation of chain locks or any other type of locking device is prohibited without clearance from the Assistant to the President.

- All personal belongings must be stored within the apartment or the assigned storage area. Storage areas are to be vacated and an inspection made upon the termination of the individual's residency. Security deposits will be withheld if storage areas and apartments are not fully vacated. After a period of thirty days and with proper notification, (written letter to the individual) authorized personnel may consider any stored items as abandoned, and remove them. Students in violation by using other than their assigned storage spaces and not removing storage items, upon written notification, shall, within 30 days, also have these items considered to be abandoned and subject to removal by authorized personnel. Residents occupying apartments in Stuempfle and Heiges Halls must use the cages on the third floor of the building.
- Cooperation is necessary in the use of laundry facilities. Rules are posted.
- All vehicles must be parked on the approved parking lots provided, and residents and guests must observe "no parking" areas as designated. Parking passes are required and can be obtained on the seminary webpage.
- All residents are cautioned to take extreme care regarding the hazard of fire. Fire alarms and extinguishers are clearly marked. Please acquaint yourself with the location of the alarms and extinguishers. In case of fire call 911 immediately to notify the Gettysburg Fire Department through the Quick Call service. If using a hall phone, please dial 9-911 for emergency. Alarms throughout buildings are for local resident warnings only.
- Please help conserve electricity by turning off lights and air conditioners whenever possible.
- For your own protection keep apartments locked when not occupied.
- Living quarters shall be kept neat and clean at all times, and each occupant is responsible for the care and condition of the apartment.
- Foreign matter such as sanitary napkins and other waste should not be flushed down toilets. This is extremely important as this practice can impair the entire sewage system.
- Authorized Seminary personnel have right of access to all student housing rooms and apartments in case of emergency.
- If an emergency should arise after business hours, please contact maintenance personnel. Names and phone numbers are posted in each building. If you lock yourself out of your room and need your room unlocked after hours, a \$20.00 fee will be assessed.
- Smoking is prohibited in apartments. The seminary can terminate a lease if smoking regulations are violated.

- The possession, carrying, and use of firearms (including pistols, rifles, shotguns, BB guns, pellet guns, ammunition and any federal or state prohibited offensive weapons) are prohibited in student residence halls and student apartments/houses, and are prohibited throughout the seminary campus by students, families of students and guests of students.

July 1990, May 1992, May 1995, June 1996, June 1997, May 1998, May 1999, May 2000, May 2001, May 2003, July 2005, Aug. 06

#### d) **DORMITORY REGULATIONS**

Students have the option of living on campus but are not required to do so. All room assignments to students are made by the housing office. Students who desire to change their rooms after assignments have been made must secure the permission of the Events and Housing Coordinator.

Basic information on living quarters appears in the Catalog and LTSG's website. Attention of students is called to the following regulations governing dormitory rooms.

- Rental of dormitory rooms begins at the time of occupancy or at the time a student's personal items are moved into the room.
- Increases in dormitory room rental rates are normally made on the first day of July.
- All dormitory rooms are occupied and charged on a semester basis. Dormitory rooms are usually occupied during the summer by groups and are not available to students.
- All quarters will be inspected by the housing staff prior to occupancy and when they are vacated. Costs of repairs, painting, and cleaning shall be taken from the room deposit if such is necessary and noted upon vacancy. All personal belongings must be removed from storage areas upon vacancy of dorm rooms.
- Living quarters should be kept neat and clean at all times.
- Seminary furnishings are not to be moved from room to room.
- There should be no painting or repairing of rooms, and wall coverings such as wallpaper or contact paper shall not be applied. Screws and nails shall not be used on walls and ceilings.
- Please help to conserve electricity by turning off lights, computers and radios when leaving rooms.
- For your own protection keep dormitory rooms locked.
- For non-resident and commuter students, the maximum contract will be for three nights weekly at reasonable rates. Anything over two nights will require a dedicated room with full semester charges, as well as participation in the "Refectory lunch meal plan".
- Do not leave towels, clothing, toilet articles, etc. in the wash rooms. Clean wash bowls after using. Do not put garbage or other refuse in toilets.

- Use waste containers provided. Please use recycling bins for bottles, cans, plastic containers, etc. Federal regulations prohibit students from placing hazardous material, including flammable materials, in the trash.
- Personal room trash is not to be emptied into the common area trash containers. It is to be placed directly in the dumpster outside of the building.
- Pets are not permitted
- If an event such as a party or covered dish is held in the dorm, the trash is to be removed immediately and placed in the dumpster outside of the building.
- Fire is always a danger. Smoking and burning of candles in dormitory rooms is prohibited. Large accumulations of waste paper in rooms should be avoided. In case of fire, call 911 immediately to notify the Gettysburg Fire Department through the Quick Call service. If using a hall phone, dial 9-911 for emergency. Alarms throughout buildings are for local resident warning only.
- Keep CDs, TV, radio and other noises to a minimum, especially after 10:00 p.m.
- Keep hallways in all living areas free of personal items such as boots, shoes, etc. Besides making our halls unsightly and difficult to clean, such practices are a hazard to our safety.
- A student who withdraws from the school is no longer eligible for residence and is to vacate immediately.
- Each resident is responsible for his/her own personal property as the Seminary is not responsible or liable for loss or damage to any resident's personal property.
- Authorized Seminary personnel have right of access to all student housing rooms and apartments in case of emergency.
- If an emergency should arise after business office hours, please contact maintenance personnel. If you lock yourself out of your room and need your room unlocked after business hours, a \$20.00 fee will be assessed.
- Smoking is prohibited in dormitory rooms.

July 1990, Updated May 1995, Updated June 1996, Updated June 1997, Updated May 1998, Updated May 2001, Updated June 2005

**e) COMMUTER STUDENTS PART-TIME HOUSING “CRASH ROOM” POLICY**

- The maximum contract will be for three nights weekly. Anything over three nights will require a dedicated room with full semester charges, as well as participation in a Refectory lunch meal plan.
- To request a campus “crash room” for the semester, applications are available from the housing office and the seminary webpage. However, assignments will not be made until after all full-time students have been assigned permanent housing. Notification of assignments will be done a few

weeks prior to each semester. **A “signed agreement” must be received in order to be considered for a “crash room”. This will be done on a first applied basis.**

- Prepayment for the full term’s rental will be due upon the first week of occupancy. Payment will be made either by check or by application of a charge to the student account. There will be no refunds for nights the room is not occupied. Check-in time will be after 12:00 noon and check-out time will be on or before 10:00 a.m.
- Keys will be issued the first day of occupancy of the semester and **must be returned the end of each semester**. Commuters may not occupy the room on any other nights other than those covered by a “signed agreement” unless arrangements are made with the housing office. The rooms will be used for other persons/groups on various occasions as needed.
- Commuters must provide their own linens and towels.
- All rules and regulations included on the “signed agreement” are considered a part of this policy.
- ***Single Night Use of a Dormitory Room Policy***
- To request a campus dorm room for **one night**, not on a regular basis, **24 hours, advanced notice is required in order for rooms to be set up.**
- Pre-payment is required at a rate of \$25, per student, per night. **Check-in time after 4:00 pm; check-out time no later than 10:00 a.m.**
- Two nights maximum allowable weekly.
- Keys will be issued from the housing office upon check-in and must be returned upon check-out.
- Bed Linens, towel and wash cloth will be provided. There is no available storage.

5/27/01, 2/6/02, 2/19/03, 6/22/05, 8/06, 8/16

**f) OFF CAMPUS HOUSING INFORMATION**

A file of off campus housing information will be maintained based on information submitted to the housing office.

Approved by the SFRC 1990, May 1994, 1995, May 1996, May 1997, May 1998, Approved by CLC; May 2000, May 2001, July 2005, Aug. 06



g) **PET POLICY**

The following regulations will be strictly enforced:

Normally, pets are only permitted in the following housing units: Baughman Hall, Hay St. townhouses, Heiges Hall, North Hall, Richard House, and Stuempfle. They are not permitted in other Seminary buildings e.g. Valentine Hall, the A.R.Wentz Library, Refectory or the Chapel. Normally, no visiting pets are permitted in seminary housing.

Pet application forms must be filled out and returned to the housing coordinator as soon as the pet becomes a member of a seminary family. A new pet application must be submitted each year for each pet even if a form had been submitted from a previous year of residence. For students continuing to live in campus housing, if their pet(s) shots and licenses are up-to-date from the previous year, you need to complete and sign only the top portion of a new application and return the form to the events/housing office where it will be attached to the veterinarian information from the previous year. It is the responsibility of the pet owner to have all shots up-to-date at all times.

Pets include, dog, cat, rabbit, fish, birds, turtle, snake, hamster, gerbil, guinea pig, etc.

There will be a yearly fee of \$200, per academic year, for each pet except for pets that are permanently confined with terraria or aquaria. See the fee schedule for these pets. This annual fee, as approved by the Board of Directors, provides for extra wear and tear inflicted by pets and extra, necessary cleaning but does not cover damages which are the responsibility of the pet owner.

**Fee Schedule**

Terraria or aquaria	\$100 security deposit per cage/tank (this deposit may be carried over to succeeding years).
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Dogs and Cats	\$250 security deposit per pet (this deposit may be carried over to succeeding years).
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\$200 pet fee per pet to be paid each year

There is a limit of not more than two pets per family. Approval for pets will be authorized at the discretion of the housing coordinator.

Pet owners are responsible for the discipline of their pets. Pets are never to be left unattended or tethered outside the owner's apartment or other seminary buildings. (The only exception is, pets may be tethered outside of Valentine Hall, by the mailroom entrance for no more than 15 minutes for mail pick-up). Barking dogs that annoy other residents need to be controlled by their owners.

Complaints or instances of violation of regulations shall be reported, in writing, to the housing coordinator. A staff person shall investigate the situation and, where appropriate, issue a written warning to the pet owner. If the situation is not rectified within two weeks, the housing coordinator may require the removal of the pet. Owners who fail to comply will be subject to termination of lease. An appeal of a decision can be made to the Student Housing Committee. Verbal complaints or rumors will not be acted upon.

Failure to comply with the directives of this policy statement or discovery of unauthorized, unregistered pets will result in a \$100 fine plus charges for the yearly fees of \$200 per pet, and possible removal of the pet and possible termination of lease.

The housing office reserves the right to inspect apartments for possible pet damage upon giving reasonable notification to the pet owner.

### **Security Deposit Refund**

When you vacate your campus housing and turn-in your keys to the events/housing office, housing personnel will then arrange to inspect your apartment. Damage, if any and the amount of refund will be determined from this inspection.

If approved, a credit will be placed on the student account following vacancy of the apartment, and will be refunded following the normal procedures for account refunds.

Criteria for dogs and cats:

### **Dogs**

Proof of the following vaccinations is required: rabies, parvovirus, and distemper. These are required as a safeguard against health problems which could impact the Seminary community.

Verification of a current valid dog license. Local ordinances require that dog owners obtain a local license.

Large dog breeds are discouraged and may not be approved. This size restriction is due to the limited living areas of apartments.

All dogs must be house-trained for obvious health reasons and no vicious dogs will be approved.

All dogs must be accompanied and on a leash when outside.

Gettysburg Borough has an ordinance indicating that all dog litter must be cleaned up promptly from all properties.

### **Cats**

All cats must have proof of being spayed and neutered.

2/20/02, r 3/14/03, r 6/23/05, r. 8/23/06, r. 4/24/08, 12/15/08, r. 1/10, 8/2014

## **FOOD SERVICE**

### **a) REFECTORY FOOD SERVICE**

All dormitory students are required to purchase the lunch meal plan as determined by the fees.

Anyone not required may also purchase the lunch meal plan. This includes lunch Monday through Friday, when classes are in session.

The walk-in price for lunch during the normal academic year is \$5.00 for those with a seminary I.D. and \$8.00 for all others. A ten-meal lunch ticket is available at 11 lunches for the price of 10 (\$6.00 per lunch).

### **b) COMMUNITY MEALS**

In addition to serving meals to those students on the meal plan, the refectory also serves meals for other members of the community. Since space is limited and the Seminary pays for all meals prepared, a sign up sheet is made available in advance for community meals to enable an accurate meal count. A community meal is generally in the refectory and is open to all members of the community including students, faculty and staff and their families. Although the food is provided, it is necessary that the clean-up will be shared by members of the community. These community meals are often held in conjunction with the monthly Eucharist in the evenings and are a wonderful gathering time to fellowship together before worship.

There is a community life fee charged to students which helps cover the community meals and the fixed costs of the refectory, in addition to other community activities.

May, 1995; Updated June, 1996; Updated June 1997; Updated June 1998; Updated June 1999, Updated May 2000, Updated May 2001, June 2005

## **RECREATION**

### **a) YWCA GROUP PLAN AGREEMENT 2016-17**

The Lutheran Theological Seminary at Gettysburg has a special group plan with the YWCA of Gettysburg & Adams County. The YWCA, which is located on the Seminary grounds, has a wonderful facility available to members of the Seminary Community.

The Seminary will provide Recreation Passes for all faculty, staff and students at a considerable discount (see rates below). Applications can be obtained in the Bookstore. These applications are then taken to the YWCA service desk to obtain a recreation pass. If you choose to get a Family pass, you may pay the fee directly to the YWCA. All "Y" passes are good from Sept. 1 to Aug. 31 each year.

Adult Full year membership	\$40.00
Adult ½ year membership	\$20.00
Family	\$119.00
Single parent family	\$50.00

Those wanting a family pass will pay for their Adult pass at the LTSG Bookstore. Once you have your Adult pass, take it to the YWCA to upgrade and pay for the family rate.

8/16

## **FACILITY INFORMATION**

### **a) ATHLETIC EQUIPMENT AND FACILITIES**

All athletic equipment will be supervised and controlled by the Student Association Athletic Committee. All programs, equipment and facilities are for the Seminary family and all are encouraged to use them. Observe good sportsmanship and courtesy in the use and sharing of same.

### **b) GROUNDS**

Your Seminary is located on 52 acres of beautiful grounds. We ask all to cooperate in keeping them presentable and beautiful. Place papers, trash and refuse in containers provided. Confine walking to sidewalks and roadways as much as possible. Adequate areas are provided for recreation and athletics.

Reserved parking spaces are to be used only by designated personnel. Visitor spaces are reserved for visitors that are not current faculty, staff or students. Observe the "No Parking" areas on Seminary Ridge marked by the National Park as well as other areas designated by the Seminary.

All safety rules in driving must be strictly adhered to. There are many guests, children and tourists on the campus as well as Seminary personnel. So extreme caution must be observed.

**c) GUEST ACCOMMODATIONS**

If space is available in apartments that are not assigned to students, they can be made available to guests for a daily fee. Reservations for such use must be made through the Events and Housing Coordinator as early as possible prior to the date desired and payment must be made at the time of reservation.

**d) COFFEE SHOP**

The coffee shop and facilities are for use by all members of the "Seminary family," and not open to the general public. Requests for use must be made through the Events and Housing Coordinator.

**e) THE USE OF THE SEMINARY CHAPEL FOR WEDDINGS**

The Church of the Abiding Presence has for half a century sheltered and nurtured the worship life of the Lutheran Theological Seminary at Gettysburg. The generosity of congregations, alumni and other friends of the Seminary have provided a place of classical beauty and instruments well suited to singing the praise of God.

The Seminary tries to be a good steward of this gift by sharing it, when possible, with other congregations in the area. We hope this building helps you to hear the Word of God and to sing God's praises, as it has long helped us.

We only ask that you remember that this is a house of worship and treat the chapel and its furnishings with the same respect with which you treat your own church building.

**Conditions for Use**

*Conditions for Use must be followed in order to be reimbursed your security deposit*

**Scheduling**

1. Seminary related events shall always be given first priority in scheduling the use of the chapel. **The Seminary maintains the right to cancel your reservation for a Seminary event up to six months prior to your wedding date. In the unfortunate event of major damage to the chapel, cancellation may occur at any time. Under such circumstances, all fees will be refunded.**

2. Permission to use the chapel is restricted to couples where at least one member fulfills either of the following criteria:
  - a. Is a member of the Seminary community, e.g., an enrolled student, a present or past member of the faculty or staff, or an alumnus/nae of the Seminary.
  - b. Is a member of a congregation whose governing board makes a formal, written request to the Seminary for the hosting of the official act of the congregation to the Seminary chapel.
3. No wedding shall be scheduled for the Seminary chapel without written approval from the office of the President of the Seminary. This procedure is managed by the Seminary Events Coordinator.
4. Submission for approval will not be granted until both the completed application and letter from home congregation are received.
5. Wedding reservations will not be accepted more than one year in advance.
6. No more than one wedding service shall be scheduled for any specific date.
7. The time and date for the rehearsal and the wedding are tentative until six months prior to the wedding date, because of the priority given to the scheduling of Seminary events.
8. A bride, groom or a family member is required to arrange for a tour of the Chapel with the Events Coordinator prior to the wedding.

### **Rice and Confetti Restrictions**

Because the Seminary is located in the midst of National Park Service property and the street in front of the chapel is the property of the National Park Service, the National Park Service has **absolutely prohibited** the throwing of rice, confetti, bird seed, and other such material both inside the Chapel and on the premises surrounding the Chapel. **This restriction must be stated clearly in the wedding bulletin.**

### **Parking**

During weddings and rehearsals, parking is restricted to the parking lots and to Springs Ave. There is to be **no parking on either side of Seminary Ridge** at any time by order of the National Park Service. The parking lot adjacent to Krauth House is reserved for Krauth House tenants. **Do not use this lot.**

### **Fees**

A fee schedule shall be provided to couples who schedule the Chapel for a wedding. All fees are payable to the Events Office at the time that final confirmation is given for the use of the Chapel (i.e. six months prior to the date of the wedding).

### Chapel Regulations

1. **No** decorations of any kind (flowers, candles, etc.) are to be placed on the altar.
2. **No** decorations of any kind are to be placed on the columns in the sanctuary. Floral arrangements may be placed elsewhere in the chancel area (front of the church).
3. Candles may be placed **only** in the chancel area.
4. The floor-standing candelabras are for Seminary use only. They **may not** be used. (Candelabras may be obtained through local rental agencies/florists – **to be placed in chancel area only**).
5. None of the basic Chapel furnishings shall be moved.
6. Bows may be placed on pews reserved for family.
7. Following the service you are responsible to arrange for all doors and windows to be shut, all candles extinguished, all decorations, flowers, and any other items brought in to be removed, and all light turned off.
8. If desired, you may have the chapel bells rung to announce the beginning of the service, and provide a peal (extended ringing of the three bells) as the wedding party leaves the church.

### Procedures for Reserving the Chapel

1. Complete the Application for Use of the Seminary Chapel and return to:

Events Office  
Lutheran Theological Seminary at Gettysburg  
61 Seminary Ridge  
Gettysburg, PA 17325

Your reservation is for 1-4 hours. Please specify the block of time on your application. Each additional hour will be charged at \$50.00 per hour.

2. At the same time as you are completing your application, have your **Church Council** (not the pastor who will perform your service), send a written request to the Seminary for the transfer of this official act of the congregation to the Seminary chapel.
3. Upon receipt of the completed application and letter from church council, your wedding request will be submitted to the Administrative Assistant to the President of the Seminary for tentative approval. The wedding and rehearsal dates and times will be

tentatively placed on the Seminary's master calendar. A copy of the approved application will be sent to you.

4. The time and date for the rehearsal and the wedding are tentative until six months prior to the wedding date. At that time you will receive a confirmation form to be completed and signed. All fees will be due at the time of confirmation. ***Do not send any money before the confirmation date.***
5. The Public Address System and Eucharist are optional services. Availability of these services is not guaranteed from May 15 to September 15.
6. A rice and confetti prohibited form will be sent with the wedding reservation confirmation form. Sign and return with the confirmation to the attention of the Events Office.
7. Organists are permitted to have practice time at no additional cost. They must contact the Events Office to reserve the Chapel.
8. At the time of the rehearsal and wedding the chapel will be open. Keys are not needed.
9. If all Conditions for Use and Procedures for Use of the Chapel are followed \$200 security fee will be returned.

*Rev. 8/14, 9/15*

#### **f) USE OF THE CHAPEL FOR MEMORIAL SERVICES**

The Church of the Abiding Presence has sheltered and nurtured the worship life of Gettysburg Seminary for more than half a century. The generosity of congregations, alumni/ae, and other friends of the Seminary have provided a place of classical beauty and instruments well suited to singing the praise of God.

The Seminary tries to be a good steward of this gift by sharing it with others for varied occasions, and is glad to share it with alumni/ae and other constituents who wish to use it for their own memorial services.

A memorial service is one at which the body is not present or at which only the ashes of the deceased are present. Because of scheduling pressures, the chapel is not normally available for funerals, when the body is present.

Use of the chapel for memorial services must be approved by the President of the Seminary, and seminary-related events must always be given first priority in scheduling the use of the chapel.

The policy does not refer to committal services in the memorial garden, which can be arranged with the Dean of the Chapel. Nor does it apply to members of the immediate seminary community; funerals and memorial services for students, faculty and staff (both active and emeriti) and their immediate families would be part of the regular worship life of the Seminary.



**g) ACCESS TO THE CHAPEL**

The chapel is unlocked from about 7 AM to about 9 PM every day the seminary is in session. The door immediately outside of the prayer chapel is secured with a keypad entry device. If you would like to be able to access the chapel when it is locked, please consult one of the Sacristans or the Dean of the Chapel for the combination to the keypad. This combination should only be given to other members of the seminary community, and will be changed occasionally; any change during the school year will be announced in the *Daily Redactor*.

Rev. June 1989, Rev. June 1992, Rev. May 1995, Rev. June 1996, Rev. June 1997, Rev. June 1998, Rev. July 2011

**h) LTSG FLEET ADMINISTRATION POLICY**

Any student whose duties may require him/her to operate an institution vehicle will meet the same criteria as an employee driver. Specifically, the student will:

1. Possess a current driver's license appropriate to the class of vehicle to be operated.
2. Have 25% or less of the points needed for license suspension in the state in which the vehicles are to be operated.
3. Sign the safe-driving commitment and Driving History form annually.

**Driver Evaluation and Training**

- A. Training will be the Alert Driving online courses.
- B. The individual or office administering the evaluation will be qualified to administer and evaluate safe driving performance.
- C. All employees and students training will automatically be documented upon completion of the EIIA Safe Driving Course.
- D. Safe Driving course will be completed once during a three year driving contract. Annually, all employees and student drivers will complete and sign a "Driving History" form.

Students attending consortium classes or other seminary related travel are expected to use the seminary van. Normally, the van may not be used if there are fewer than four passengers, including the driver. If a student chooses to use his/her own vehicle for transportation to/from Consortium classes, no travel reimbursement will be provided. Parking information for Consortium schools can be found at the following links:

<http://www.american.edu/finance/publicsafety/parking/>

<http://auxiliary.howard.edu/parking--trnsp.html>

It is the responsibility of the student driver to find and park in appropriate areas. Parking tickets and fines assessed during travel will **not** be paid by LTSG.

Contact the Fleet Manager to view the entire Fleet policy.

Rev. 9/10, 8/2014; 7/2015

i) **MAINTENANCE**

In Case of Maintenance concerns please complete a Maintenance Repair request form which can be obtained outside the mailroom. In case of Emergency Maintenance concerns during normal office hours, contact the following:

Maintenance	334-6286 ext. 2146
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In Case of Emergency Maintenance contact:

Dave Reeher	cell phone 717-752-5139
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Dave Davies	cell phone 717-752-5138
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After hours on call contact: 717-357-2420

In case of medical, security or other emergency, please call 911. Many of our campus phones require dialing a "9" to get an outside line. You then need to dial 9-911 for emergency purposes.

Many of our doors lock behind you; please try not to lock yourself out of your room. There is a \$20 room unlock fee.

8/3/06; 7/24/08, 7/12

# EMERGENCY INFORMATION

FIRST CALL: In case of danger to persons or property

Outside line from seminary phones.....	9
Fire, Ambulance, and Police.....	(9) 911
Penn Poison Center.....	800-222-1222
Child Abuse Hotline.....	800-932-0313
Domestic Violence.....	800-777-1960
Crisis Intervention (Mental Health).....	334-9111 (after hours) 334-2121

## LTSG STAFF EMERGENCY CALL LIST

LTSG Main Switchboard.....	334-6286
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## MAINTENANCE RELATED EMERGENCIES

Dave Reeher -Dorms and Apartments.....	337-9953; 752-5139
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## OTHER EMERGENCY SITUATIONS

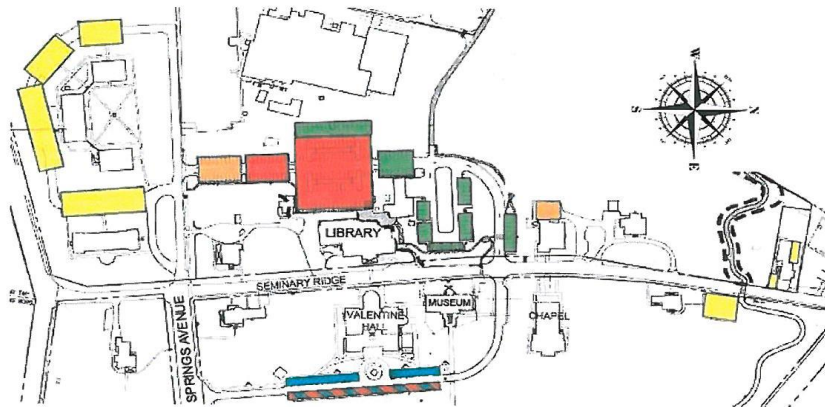
John Spangler, Exec. Assistant to the President.....	338-3010 (after hours) 717-253-0199
Marty Stevens, Registrar and Instructor.....	338-3006 (after hours) 717-398-6254
Michael Cooper-White, President.....	338-3000 x. 2136 (after hours) 215-280-5833
Kristin Johnston Largen, Interim Dean.....	338-3007 (after hours) 717-476-0984

## k) CAMPUS MAP



## I) PARKING

### Parking at LTSG



#### Valentine Lot

**East Side:** Reserved during business hours for LTSG Faculty, Staff and visitors to Valentine Hall, Must have red or blue hang tag. Available evening and weekends for events and museum (Except reserved spaces which are reserved 24/7).

**West Side:** During business hours visitors and handicapped parking as marked. Available evening and weekends for events and museum (Except reserved spaces which are reserved 24/7). Visitors should get blue temporary hang tag from Valentine Hall reception desk during business hours.

#### Library Lots

**Green Lot:** Museum and event parking for public. No LTSG tagged vehicles

**Red Lot:** Reserved during business hours for LTSG staff and commuter students with red hang tags, blue temporary hang tags also permitted.

**Orange Lot:** Special parking. Must have an LTSG issued orange hang tag. Available evening and weekends for Events and Museum.

#### Refectory

**Refectory Lot:** Reserved parking 24/7 for Refectory staff, no LTSG staff, student or public parking.

#### Student Housing Lots

**Southwest Quad:** Reserved 24/7 for yellow hang tags and blue temporary tags. During major events this area may be utilized for staff and commuter parking (Red hang tags) if so instructed.

**Krauth House and North Hall Lots:** Reserved for residents and guests of Krauth House and North Hall with LTSG hang tags.

Students and Staff may request permanent hang tags on-line at: <http://www.ltsg.edu/parkingpasses>

Blue Temporary Tags are available at the Reception Desk and in the Housing/Events Office.

Updated 7/22/2013

## APPENDIX

### a) CONSTITUTION

- **MISSION STATEMENT**

Bearing witness to the gospel at the crossroads of history and hope, Gettysburg Seminary forms public leaders for the church and the world.

- **VISION STATEMENT**

Gettysburg Seminary is a leading graduate and professional theological school; we are a rich and diverse community of faith. Grounded in the Lutheran tradition, the Seminary is broadly ecumenical, enriched by the perspectives of other religions. Primarily oriented toward equipping persons whose calling is leadership in the church, the Seminary also serves those who pursue theological education to more fully live out their baptismal vocation in a wide variety of occupations.

## LUTHERAN THEOLOGICAL SEMINARY

### GETTYSBURG, PENNSYLVANIA

#### III. CONSTITUTION

#### CONSTITUTION

##### Article I

Section 1. The name of this institution shall be, "Lutheran Theological Seminary at Gettysburg, Pennsylvania" (hereinafter, and in the Bylaws, the "Seminary").

2. This Seminary, which is a Pennsylvania corporation, is the legal and historic successor of "The Theological Seminary of the General Synod of the Evangelical Lutheran Church in the United States, or the United Lutheran Church in America, or the Lutheran Church in America.

3. This Seminary is related to the designated synods of the Evangelical Lutheran Church in America, in accordance with the Constitution of the Evangelical Lutheran Church in America.

4. The objectives of the Seminary are:

a. To prepare men and women for the rostered ministry, especially in the Evangelical Lutheran Church in America.

- b. To encourage and assist in the continuing education of pastors, persons on the lay rosters of the church, synodically authorized worship leaders, laity, and members of rosters in other churches.
  - c. To aid in the theological preparation of the laity for Christian responsibility.
  - d. To maintain a program of advanced study.
5. The principal office of the corporation shall be located on the campus of the Seminary in the Borough of Gettysburg, Adams County, Pennsylvania.
6. The official seal of the corporation, an insigne, is maintained in the office of the president of the Seminary.
7. In the event that this Corporation shall be dissolved or cease to function as a seminary for the purposes set forth in Section 4 of this Article, then all the assets of this Corporation, real, personal or mixed, shall become the property of the designated supporting synods of this seminary in accordance with the Constitution of the Evangelical Lutheran Church in America, the share of each synod or its successor, in such assets to be in the same proportion as the aggregate financial support of that synod, or its successor, to this Corporation during the seven-year period immediately preceding the dissolution or cessation of the functions of this Corporation bears to the aggregate financial support of the synods, or their successors, to this Corporation during such seven-year period, subject however to whatever rights or interests, if any, which may exist in such assets in favor of any party other than said synod, or their successors, upon the dissolution or cessation of the functions of this Corporation, and provided that such synods and such organizations to which such disposition of the entire net assets of this Corporation shall be made, shall be organizations exempt from taxation under Section 501(c) (3) of the Internal Revenue Code as it now exists or may hereafter be amended.

## ARTICLE II

### Doctrinal Basis

The program of this seminary shall be in harmony with the Confession of Faith of the Evangelical Lutheran Church in America, which is as follows:

Section 1. This church confesses the Triune God: Father, Son, and Holy Spirit.

2. This church confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.

a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.

b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in

Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

3. This church accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.

4. This church accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this church.

5. This church accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.

6. This church accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.

7. This church confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

### ARTICLE III

#### Board of Directors

##### Section 1.

a. The governance of this seminary shall be vested in a Board of Directors. Twenty voting directors shall be elected by the synods of Region VIII of the Evangelical Lutheran Church in America. The Church Council of the Evangelical Lutheran Church in America shall appoint six voting directors. The bishops of Region VIII shall appoint two of their number as voting directors. The membership of the Board of Directors shall, as far as possible, fulfill the representative principles established by the Evangelical Lutheran Church in America.

b. The president, the dean, those vice-presidents designated by the chair with the consent of the president, and the treasurer of this Seminary shall be advisory members with seat and voice.

c. An appropriate officer or staff member of the Evangelical Lutheran Church in America or his/her designee shall be an advisory member with seat and voice.

d. The president of the Student Association of this seminary and the presidents of the three resident classes of the student body shall be advisory members with seat and voice.

e. The president of the Alumnae/i Council of this seminary and the president of the Friends of the Seminary at Gettysburg shall be advisory members with seat and voice.

f. The faculty of the seminary shall appoint two of their number in addition to the president and the dean as advisory members with seat and voice.



2. The term of office of a director shall be four years except as otherwise provided in this constitution. A director shall serve until a successor is elected; provided, however, that a director may be removed and his or her office shall be declared vacant by action of the Board upon recommendation of the Executive Committee for good cause shown which shall include, without limitation, being absent from two consecutive meetings without reasonable excuse.

a. Directors shall be elected in such manner that the term of office of approximately one-fourth of them shall expire each year.

b. The number of directors allocated to each synod of Region VIII shall be determined by the Board of Directors in proportion to the total number of confirmed members on the active roll of the supporting constituency.

c. No elected member of the Board may succeed her/himself for a fourth consecutive full term.

d. Vacancies in the Board of Directors shall be filled by the Synod Council of the involved synod or the appointing entity, as the case may be.

e. Directors of this seminary shall be confirmed members on the active roll of a congregation of the Evangelical Lutheran Church in America.

3. A majority of the elected and appointed voting members of the Board shall constitute a quorum.

4. Meetings:

a. The Board of Directors shall hold at least two regular meetings each year, one of which shall be the annual meeting, and such other meetings as may be determined by the Board or Executive Committee. Written notice of all meetings shall be mailed to all Board members, no less than 10 days before the meeting.

b. The annual meeting of the Board shall be the first meeting following the annual assemblies of the supporting synods.

c. Meetings shall be held at the Seminary at Gettysburg, unless otherwise designated by the Board or Executive Committee.

5. Duties and Powers of the Board:

a. To adopt and establish policies for the Seminary, and to ensure that the programs of the Seminary are consistent with the objectives of the Seminary stated in Article I, Section 4 hereof.

b. To elect and employ the president of the Seminary in consultation with the faculty and the presiding bishop and other appropriate officers or staff of the Evangelical Lutheran Church in America; to elect and employ its faculty and officers in consultation with the president; and to discipline, suspend or discharge them, in accordance with the provisions of the Bylaws.

c. To support the president of the Seminary in management of the Seminary and in furtherance thereof to provide such advice and counsel as the president shall reasonably request.

- d. To grant such degrees as are properly awarded by the Seminary upon recommendation by the faculty.
- e. To elect officers of the Seminary as required from time to time and annually at its spring meeting.
- f. To support the Seminary and its objectives by acting at all times as a Board and as individual directors in the best interests of the Seminary; praying regularly for the Seminary, its students, faculty and mission and the Church which it serves; representing and advocating for the Seminary among the other expressions and institutions of the Evangelical Lutheran Church in America, and contributing to the Seminary through regular stewardship and special giving.

6. Officers:

a. The Officers of the Seminary shall be (i) a Chair and a Vice-Chair who shall be chosen from the voting members of the Board; (ii) a Secretary and a Treasurer who may but need not be chosen from the elected members of the Board; (iii) such Vice Presidents who shall be employees of the Seminary as the Board shall elect upon the recommendation of the president; and (iv) such Assistant Secretaries and Assistant Treasurers who shall be employees of the Seminary and to whom the Secretary and Treasurer may, with the consent of the president of the Seminary, delegate duties and responsibilities, as shall be recommended by the president.

7. Committees:

a. Executive Committee: There shall be an Executive Committee as provided in the Bylaws which shall act on behalf of the Board between its meetings.

b. Standing Committees.

The Board may establish or dissolve such standing committees as it deems prudent. The Board shall define the composition, scope, and powers of each such standing committee.

Directors shall be appointed to committees annually by the Board chair with one director being designated as the committee chair. Non-director committee members may be appointed by the Board chair in consultation with the committee chair.

c. Special Committees: There may be such special committees as shall be appointed by the chair of the Board, with the approval of the Executive Committee, for such purposes and with such delegated powers as shall be specified by the chair. The chair and a majority of a special committee shall be members of the Board.

d. Subcommittees: A chair of a standing committee may, with the approval of the chair of the Board, appoint subcommittees of said standing committee for such purposes and with such delegated powers as shall be specified by the chair standing. The chair of a subcommittee shall be a voting member of the Board.

e. Non-Board Members: Persons appointed to standing committees, special committees and subcommittees who are not voting members of the Board shall have, seat and voice.

f. Appointment; Removal: The chair of the Board shall appoint members of standing committees, special committees and subcommittees in consultation with the chair of the relevant committee(s) and the president for terms not to exceed two years and may, also in consultation with relevant committee chairs(s) and the president, remove any such member.

#### ARTICLE IV

##### Administration

###### Section 1.

a. The president shall exercise general oversight of the Seminary community and its spiritual life, and shall administer its corporate affairs as chief executive officer. The president shall have faculty status.

b. The president shall be a member of the Evangelical Lutheran Church in America. A two-thirds vote by written ballot of those present and voting shall be necessary for election. Following election, the president shall be duly installed in office, and at that time shall subscribe to the doctrinal basis of this Seminary.

c. The president shall, subject to the oversight of the Board, its continuing resolutions, this Constitution, the Bylaws of the Seminary and applicable law, manage all Seminary property and assets; purchase, acquire, sell and convey, mortgage, pledge and otherwise dispose of real estate and all other property of whatsoever nature on behalf of the Seminary; receive gifts and bequests on behalf of the Seminary; establish salaries for faculty, officers and other employees of the Seminary; provide for the financial resources and fiscal contracts required to operate the Seminary and, in furtherance thereof, do or have done, including through delegation to subordinate officers or employees of the Seminary, all such acts, things, deeds and undertakings as are consistent with the foregoing resolution and the best interests of the Seminary.

2. The Board shall elect a dean of the Seminary, if the program of this seminary requires such action. The dean shall have faculty rank and status and shall also be an officer of the Seminary equivalent in rank of office to a vice president. Provisions for the election and dismissal of faculty members shall apply.

#### ARTICLE V

##### Faculty

Section 1. The Board of Directors shall elect and employ tenured and tenure track members of the faculty and determine their academic rank and status upon recommendation of the president after consultation with the faculty, the dean and the Academic Affairs Committee. A two-thirds vote of those present and voting, by written ballot, shall be necessary for election.

2. The faculty shall consist of the president, the dean, professors, associate and assistant professors and others, as set forth in the Faculty Handbook of the Seminary, as amended from time to time.

- a. When professors and associate professors are inducted into tenure status, they shall, if members of the Lutheran Church, subscribe to the doctrinal basis of this Seminary.
- b. A majority of professors and associate professors shall be ordained members of the Lutheran Church.
- c. A professor or associate professor who is not a member of the Lutheran church, while not required to subscribe to the doctrinal basis of this Seminary, will be required to affirm the faith to which the Scriptures and the ecumenical creeds bear witness and to pledge to teach in conformity with that faith.

## ARTICLE VI

### Students

Section 1. This seminary shall be open to such students as meet the established qualifications for entrance and agree to the regulations of this seminary.

Section 2. A student may be suspended or dismissed by the faculty:

- a. For failure to maintain required minimum academic standing.
- b. For any egregiously offensive or criminal behavior which in the judgment of the faculty (which may consult with the student leadership) violates Christian principles and precludes continuance in the Seminary community.
- c. For violation of academic integrity which in the judgment of the faculty does not justify continuance in the Seminary.

## ARTICLE VII

### Amendments

This constitution may be amended at any regular meeting of the Board of Directors by a two-thirds affirmative vote of the members of the Board present and voting, provided that the proposed amendment first has been submitted in writing at a previous regular or special meeting of the Board, at least three months prior to the intended date of its adoption, and provided also that a copy of the proposed amendment be mailed to each member of the Board accompanying the notice of the meeting at which it is proposed to be adopted.

## BYLAWS

### ARTICLE I

#### Board of Directors

##### Section 1. Manner of Acting:

###### a. Majority:

The act of a majority of the voting directors present at any meeting at which a quorum is present shall be the act of the Board of Directors or of any Committee of the Board of Directors, unless the act of a greater number is required by law, the Constitution or by these Bylaws. Any member of the Board or any Committee may participate in and take action at a meeting by telephonic conference call so long as each person may hear and be heard by each other person participating in such telephonic meeting. Consistent with applicable law, the Board or any Committee may take action by written consent, including written consents transmitted by electronic means.

###### b. Signatures Required:

Subject to due authorization, the president of the Seminary, the dean of the Seminary and the treasurer of the Seminary, are authorized to act in the name and on behalf of the Seminary by executing documents and otherwise. Any two of those listed above shall be required for signing of documents involving transactions having a value in excess of \$100,000.00, a term of more than three years or interests in real property.

###### c. Rules of Order:

Except where specifically stated in the Seminary's constitution or bylaws, Robert's Rules of Order, latest edition, shall determine the parliamentary procedures for all meetings.

##### Section 2. Officers and Duties:

###### a. Tenure and Manner of Election:

The officers of the Seminary shall each serve for a term of one year or until their successors are duly elected. Notwithstanding any other provision of this Constitution to the contrary, the chair, vice chair and secretary of the Seminary shall each serve for a term of two years or until their successors are duly elected, and shall be eligible for election for not more than three consecutive full terms.

The chair shall appoint a nominating committee prior to each election of the chair, vice chair and secretary, which shall present not more than two nominations for each officer to be elected. Additional nominations from the floor shall be in order.

###### b. Removal:

Any officer elected by the Board may be removed by the Board in its discretion.

c. Chair of the Board:

The chair of the Board shall call all regular meetings of the Board and of the Executive Committee. The chair or the president may call special meetings of the Board and shall call such meetings upon the request of the Executive Committee or upon the written request of any seven members of the Board. The chair shall preside at all meetings of the Board and of the Executive Committee, and shall annually appoint the standing committees. The chair shall perform such other duties incident to the office of chair of the Board and such other duties as may be prescribed by the Board of Directors from time to time.

d. Vice-Chair:

In the absence of the chair or in the event of the chair's inability to act, the vice-chair shall perform the duties of the chair of the Board, and when so acting, shall have all of the powers and duties conferred upon the chair. The vice-chair shall also perform such other duties as may from time to time be assigned by the chair, the Executive Committee, or by the Board of Directors.

e. Secretary:

The secretary shall keep the minutes of the meetings of the Board of Directors and of the Executive Committee, shall receive and file for record reports of committees of the Board, see that all notices are duly given in accordance with the provisions of the Constitution and these Bylaws, be custodian of the corporate records and of the seal of the corporation, see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation is duly authorized in accordance with the provisions of the Constitution or these Bylaws, keep a register of the post office address of each member of the Board, and in general perform all duties incident to the office of secretary and such other duties as may from time to time be assigned by the chair or by the Board of Directors.

f. Treasurer:

The treasurer shall give bond for the faithful discharge of all duties in such sum and with such surety or sureties, as the Board of Directors shall determine. The treasurer shall present to the Board at the end of each fiscal year, and when otherwise requested by the Board, a full statement of the financial condition of the Corporation. The treasurer shall have custody of and be responsible for the safe keeping of all funds and securities of the corporation, receive and give receipt for monies due and payable to the corporation from any source whatever, and deposit such monies in the name of the corporation in such banks or other depositories as shall be selected by the Board of Directors; and in general shall perform all the duties incident to the office of treasurer and such other duties as may from time to time be assigned by the president.

g. Employees as Board Officers:

Any employee of the Seminary who is also elected as an officer of the Seminary by the Board shall, in the execution of his or her elected office, be subject to the authority and supervision of the president of the Seminary; shall perform such other duties as may from time to time be assigned by the president and shall be assigned other duties from time to time by the chair or the Board of Directors only with the prior consent of the president.

## ARTICLE II

### COMMITTEES, SPECIAL INTEREST INSTITUTES AND

### OFF-CAMPUS CENTERS OF LEARNING

#### Section 1. Executive Committee

The Executive Committee shall consist of the chair, the vice chair, the secretary, the treasurer, the chair of each standing committee, and two additional voting members of the Board, selected by the Board chair. At least one member of the Executive Committee shall be a synod bishop. In the event that the chair of a standing committee cannot be present for an Executive Committee meeting, the vice-chair of the standing committee, or, when the vice-chair cannot be present, the secretary of the standing committee, shall substitute for the chair of the standing committee. Care shall be taken to ensure that at least one-third of the supporting synods are represented on the Executive Committee. The president of the Seminary, the dean, and such other persons designated by the Board chair shall be advisory members with seat and voice. Between meetings of the Board, the Executive Committee shall act for the Board in all matters except those in Bylaws, Article I, Section 2, b, and the Committee shall not rescind or contravene earlier actions of the Board. It may receive reports from all standing and special committees, and direct the action of said committees until the next Board meeting. It shall consult with and assist the president of the Seminary. It shall review the proposed agenda for the next meeting of the Board of Directors.

#### Section 2. Special Interest Institutes and Off-Campus Centers of Learning

- a. From time to time the Seminary may, by action of the Board of Directors, establish an institute or center, which offers special resources in a particular area beyond those of the regular curriculum. Normally, an institute or center will have a director who is a member of the faculty.
- b. Establishment of an advisory council shall be authorized by the Board of Directors, with membership determined by presidential appointment.
- c. The purpose of an advisory committee is to offer input and recommendations to the director and seminary administration regarding programmatic directions and emphases.
- d. The director of an institute or center reports administratively to the president or the dean.
- e. Each advisory council shall prepare for the Board of Directors its own operational guidelines for the Board's approval and in all things, shall be subject to the rulings of the Board of Directors of this Seminary.
- f. The budget for the institute or center may be provided by the regular seminary budget and/or through designated gifts and endowment. Annual expenditures shall be approved by the president and monitored by the treasurer. All financial matters of a center or institute shall be included in the annual seminary audit.
- g. Each advisory council shall submit at least an annual report at the annual meeting of the Board of Directors and may report more frequently with recommendations.

## ARTICLE III

### Administration

#### Section 1. President of the Seminary

Among the duties of the president shall be the following:

- a. To serve as chief executive officer of this Seminary;
- b. To serve as chair of the Faculty;
- c. To promote the objectives of this Seminary and its ideals of scholarship;
- d. To encourage Christian fellowship and concord in the Seminary community;
- e. To foster living relationships between this Seminary, its supporting synods, the Evangelical Lutheran Church in America, and the Eastern Cluster of Lutheran Seminaries;
- f. To give attention to the devotional and worship life of the faculty and students;
- g. To provide leadership for and participation in the Seminary's program of advancement and development;
- h. To exercise such disciplinary power as is hereinafter prescribed or granted through policies of the Seminary;
- i. To appoint faculty committees; and
- j. To present to the Board an annual written report on the state of the Seminary.

#### Section 2. Vacancy in the Office of President:

- a. Upon the death or permanent disability (as determined by the president or the Board), resignation or removal of the president of the Seminary, the office shall be vacant.
- b. During a period of temporary disability (as determined by the president or the Board) or when the office of president becomes vacant, the Executive Committee may appoint an interim president to serve until an acting president is appointed. The Board of Directors shall consult with the faculty and promptly appoint an acting president, who shall, during the period of the vacancy, have all the duties and powers of president.

#### Section 3. Removal of the President

- a. The Board of Directors may remove the president by the affirmative vote of two-thirds of the voting members of the entire Board. The president shall have reasonable opportunity to speak to the motion to remove.
- b. If there are allegations of false doctrine or un-Christian conduct by a president with clerical status, the matter shall be referred to the synod of which the president is a rostered member.



#### Section 4. Dean of the Seminary:

a. The dean shall be a teaching member of the faculty. The teaching load of the dean may vary with the particular needs of both the office and the dean's academic discipline.

b. The dean shall be an officer of the Seminary responsible to the president for academic matters and shall be in that capacity a vice-president of the Seminary. The dean shall oversee and enable the academic processes of this seminary relating both to faculty and students.

The dean shall function in all the academic affairs of the Seminary executing the policies of the faculty and its committees. The dean shall be a member, ex officio, of all faculty committees and provide them the staff assistance of the office of the dean as appropriate. The dean shall act for the president in the president's absence and seek the president's concurrence before making decisions.

c. In order that academic affairs remain not only the uppermost concern of this office but also receive consistent attention, the job description of this office shall not be overburdened with the general administration of the Seminary.

d. The dean shall be elected to a five-year term by the Board of Directors upon nomination by the president following consultations with the faculty and Academic Affairs Committee of the Board of Directors. Normally, the number of terms for which any one person shall be eligible to serve in this office shall be limited to two successive terms. These term limitations, however, do not apply to the teaching component of the dean's responsibility since that involves a faculty position that is governed by Faculty Handbook provisions, which apply to all faculty positions.

e. At least six months prior to the conclusion of a term, the dean shall be evaluated according to Seminary policy. The president shall consider the report from this evaluation and shall consult with the faculty and the Academic Affairs Committee of the Board regarding re-election of the dean. The Academic Affairs Committee of the Board shall make the recommendation regarding re-election to the Board for final action. If the dean is not re-elected, the process outlined in paragraph d above shall be followed.

f. In the event of the dean's sabbatical or temporary disability (as determined by the dean or the president), an acting dean shall be appointed by the Board upon recommendation of the president after consultation with the faculty.

#### ARTICLE IV

##### Faculty

#### Section 1. Meetings:

The faculty shall determine the time, place, and manner of holding its meetings, elect its own secretary, and keep proper records. A majority shall constitute a quorum.

#### Section 2. Duties and Powers:

In addition to its teaching responsibilities, the duties and powers of the faculty shall be:

- a. to establish academic aims and policies;
- b. to determine the basic curriculum subject to the approval of the Board;
- c. to determine and maintain academic standards and grading policies;
- d. to establish the time and manner of examinations;
- e. to admit students according to established policies and procedures;
- f. to recommend to the Board candidates for academic degrees;
- g. to make recommendations to ELCA candidacy committees and other denominational credentialing or endorsing entities;
- h. to suspend or dismiss students for cause;
- i. to determine the academic year; and
- j. to perform such other duties consistent with their status as employed faculty of the Seminary as may from time to time be assigned by the president or the dean.

#### Section 3. Tenure:

Tenure shall be reserved for a member of the faculty who is granted the rank of associate professor or professor. The Board shall take action on promotions in academic rank and tenure status upon recommendations by the president of the Seminary (after his/her consultation with the faculty, the dean and the Academic Affairs Committee) and the Academic Affairs Committee. A two-thirds affirmative vote of those present and voting shall be required for promotion.

#### Section 4. Leaves:

Sabbatical or other leaves for a faculty member shall be provided upon the recommendation of the president and in accordance with policies governing faculty evaluation and sabbatical leaves as stated in the Faculty Handbook of the Seminary.

#### Section 5. Removal of Faculty Members:

If definite charges of inappropriate conduct, neglect of duty, incompetence, false doctrine, or un-Christian conduct be preferred against any member of the faculty and if these charges are presented in writing to the president of the Seminary by one or more responsible persons, the president shall bring a copy of the charges to the person concerned privately. If the president finds that further action is required, it shall be the president's duty to assure an orderly consideration of the charges in accordance with policies established by the Board which shall guarantee reasonable due process protections for the faculty member including at least a written statement of the charges, adequate notice, access to all primary information and documents, peer review, a record of the proceedings, access to an advocate of the faculty member's choice, the opportunity to question and cross-examine those preferring charges, exclusion of persons from decision-making with a conflict of interest, and the right of appeal.

The findings from these considerations shall be conveyed to the Board of Directors for disposition. The Board shall consider the charges and recommendations in a manner protecting the human and civil rights of all parties and take whatever action it deems appropriate from dismissal of charges to removal of the faculty member upon a two-thirds vote of the members of the Board present and voting. No less than fourteen directors present and voting shall be required to censure, suspend, or remove a member of the faculty from office.

If the charges involve false doctrine or un-Christian conduct by an ecclesiastically rostered member of the faculty, the Bishop of the faculty member's Synod (or other appropriate ecclesiastical authority) shall be consulted prior to referral of the matter to the Board of Directors.

## ARTICLE V

### Indemnification

1. Subject to the limitations hereinafter set forth, the Seminary shall indemnify each director, officer, employee or agent of the Seminary, and his/her heirs, executors or administrators, to the full extent permitted by law, against all judgments, fines, liabilities, and reasonable expenses (including, but not limited to, court costs, attorneys' fees and any amount paid in any settlement), which judgments, fines, liabilities and expenses were incurred or expended in connection with any claim, suit, action or proceeding, whether civil, criminal, administrative or investigative, and whether or not the indemnified liability arises or arose from any action by or in the right of the Seminary, in which he/she was involved because of anything he/she may have done or omitted to do as a director, officer, employee or agent of the Seminary or of any organization that he/she may have served as a director, officer, employee or agent at the request of the Seminary, but such indemnification can be made only if a determination is made as hereinafter provided that such indemnification should be made. Such indemnification shall not impair any other right any such person may have.

Said indemnification can be made only if a determination has been made, with the advice of Counsel for the Seminary, by members of the Board not involved in the claim or proceeding, or by a disinterested person or persons named by said members of the Board not involved in the claim or proceeding, or by independent legal counsel in a written opinion: (a) that the director, officer, employee or agent acted or failed to act, and in either case, in good faith, and in a manner he/she reasonably believed to be in, or not opposed to, the best interests of the Seminary, and with respect to any criminal action or proceeding, had no reasonable cause to believe his/her conduct was unlawful, and (b) that the amount of the proposed indemnification is reasonable, and (c) that the proposed indemnification is just and proper and can be legally made by the Seminary under then existing law, and (d) that the indemnification shall be made by the Seminary in an amount stated in the determination; provided, however, that the indemnification provided for herein shall not be available if the act or failure to act giving rise to the claim for indemnification has been determined by a court to have constituted willful misconduct or recklessness.

2. Expenses incurred by an officer, director, employee or agent in defending a civil or criminal action, suit or proceeding may be paid by the Seminary in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it shall ultimately be determined that the person is not entitled to be indemnified by the Seminary.

3. The Seminary shall have the power to buy and maintain insurance and to establish and fund a self-insurance indemnification reserve fund on behalf of the director, officers and employees and agents of the Seminary and persons serving at the request of the Seminary as a director, officer, employee or agent of another organization, against liability incurred in any such capacity, or arising out of his/her status as such.

4. The invalidity of any portion of this ARTICLE V shall not affect the validity of the remainder hereof.

## Article VI

### Amendments

These bylaws and any subsequent amendments may be amended by a two-thirds vote of the members of the Board of Directors present and voting at any meeting of the Board, provided, however, that notice of the proposed change in the Bylaws shall have been mailed to each member of the Board, together with a copy of the proposed changes, within the same time and in the same manner as notices of meetings are required to be given in the Constitution or these bylaws.

### Constitution and Bylaws

Adopted May 5, 1964

Amended May 10, 1966; May 6, 1969; October 20, 1971; April 30, 1975; April 26, 1978; October 18, 1978; October 17, 1979; January 13, 1982; April 21, 1982, April 21, 1988, April 18, 1991, April 15, 1993, September 30, 1993, October 20, 1998, October 21, 1999, January 27, 2000, May 2, 2001, October 17, 2001, January 22, 2003, January 18, 2006, October 18, 2006, January 13, 2010

## **b) STUDENT ASSOCIATION CONSTITUTION**

### **ARTICLE I**

1.1. The name of this organization shall be the Student Association (SA) of the Lutheran Theological Seminary at Gettysburg (LTSG), Pennsylvania.

1.2. Athletic colors for all Student Association activities are Maroon and Old White

1.3. Logo, mascot, and motto will be selected by a 3/4 vote of the Student Association Council after an SA Assembly dedicated for that purpose.

### **ARTICLE II – ROSA STATEMENT**

#### **2.1 Rationale:**

Believing that students have a valuable role to play in their own development as future church leaders and trusting in the movement of the Holy Spirit and the integrity of its members, this Association pledges itself to serve the interests of the student body in its life within the community of LTSG. This “life in community” includes issues of formation, communication, and support.

#### **2.2 Objectives**

2.2.1. Serve as an advocate for the students at LTSG.

2.2.2. Minister to the holistic needs of the student body, including spiritual, emotional, psychological, physical, social, intellectual, and vocational well-being.

2.2.3. Foster experiential learning, communication and community between students, faculty and administration.

2.2.4. Promote social and spiritual outreach from the student body to the immediate community, the nation, and the world.

#### **2.3 Strategies**

In order to fulfill the above objectives, the following committees will be established.

2.3.1. Executive Committee which will have primary responsibility for Objective 2.2.1 and to provide general guidance to all other committees between meetings of the Student Association.

2.3.2. Wellness Committee which will have primary responsibility for Objective 2.2.2.

2.3.3. Experiential Learning Committee which will have primary responsibility for Objective 2.2.3.

2.3.4. Social Outreach Committee which will have primary responsibility for Objective 2.2.4.

#### **2.4 Assessment**

The SA Council shall, at least once per academic year, assess its achievement of the objectives by means of a written or electronic survey of the Association and by such other methods as the Council believes are reasonable and effective.

### **ARTICLE III - Qualifications of Membership**

3.1. Membership in the Student Association includes all first theological degree students pursuing studies on the Gettysburg campus, through cross-registration partners, or at the Washington Consortium.

3.1.1. Students who are participating in an internship are members of the Student Association based upon their payment of appropriate internship fees.

3.1.2. All “advanced degree” students, e.g. S.T.M. or D.Min. are not members of the Student Association and do not pay dues.

3.1.2.1 These students may become a part of the Student Association by sending a letter stating their desire to become a member and upon receipt of dues shall be a member of the Student Association.

#### ARTICLE IV - Class Designations

##### 4.1. Designations of Classes for Student Association Activities

4.1.1. Any student who enters in the fall of an academic year and who has completed less than the equivalent of 27 credits of seminary study shall be called a first year student and shall be a member of the Junior class caucus.

4.1.2. Any student who enters in the fall of an academic year and who has completed between 27 credits and 57 credits of seminary study shall be called a second year student and shall participate in the Middler class caucus. The only exception to this is when the degree program is a two-year program in which case the student shall be called a Senior year student and shall participate in the Senior class caucus.

4.1.3. Any student who enters in the fall of an academic year and who has not yet completed internship and has completed at least 57 credits of seminary study shall be a member of the Internship class caucus.

4.1.4. Any student who enters in the fall of an academic year and who is to have a degree conferred in the spring of that academic year shall be called a Senior class student and shall participate in the Senior class caucus.

4.1.5. Any student who enters in the January or Spring term and who has completed less than the equivalent of 27 credits of seminary study shall be called a first year student and shall be a member of the Junior class caucus.

4.1.6. Any student who enters in the January or spring term and who has completed between 27 credits and 57 credits of seminary study shall be called a second year student and shall participate in the Middler class caucus. The only exception to this is when the degree program is a two-year program in which case the student shall be called a Senior class student and will participate in the Senior class caucus.

4.1.7. Any student who enters in the January or spring term and who has not yet completed internship but has completed at least 57 credits of seminary study shall be a member of the Internship class caucus.

4.1.8. Any student who enters in the January or spring term and who is to have a degree conferred in the spring of that academic year shall be called a Senior class student and shall participate in the Senior class caucus.

4.1.9. In the fall of an academic year the SA president or vice-president shall have conversation with all students who entered in the previous mid-year and shall ask each student to choose which caucus they would like to be a member of for the new academic year. The SA president or vice president will then give each class president a list of those students who entered mid-year and who will be a member of their respective class caucus.

4.1.10. In the case in which a student who enters mid-year and who selects a certain class caucus wishes to transfer to a different class caucus, the student must petition the SA council in writing and upon an affirmative vote of two-thirds of the council shall be transferred to another caucus.

#### ARTICLE V - Officers

5.1. The executive officers of the SA shall be a president, a vice president, a secretary, and a treasurer and together will constitute the Executive Committee.

5.1.1. The SA executive officers shall be members of the SA at the time of their election and shall maintain their membership in the SA throughout their term of office.

5.1.2. The SA executive officers shall be elected at least one month prior to the end of the second semester and shall assume office at commencement, serving a one year term.

5.1.3. Election shall be by a plurality of votes cast by the SA membership.

5.2. Class caucus executive officers shall be limited to a class president and a secretary/treasurer.

5.2.1. The class caucus executive officers shall be members of the SA at the time of their election and shall maintain their membership throughout their term of office. They shall also be members of the class caucus which they serve by virtue of assignment by this constitution.

##### 5.2.2. Terms of Office

5.2.2.1. The Junior (first year) Class caucus executive officers shall be elected within one week of the beginning of the first semester and shall assume office immediately, serving until the following commencement.

5.2.2.2. The Middler (second year) Class caucus executive officers shall be elected at least two weeks before the end of the second semester and shall assume office at the following commencement, serving a one-year term.

5.2.2.3. The Intern (third year) Class caucus executive officers shall be elected at least two weeks before the end of the second semester and shall assume office at the following of commencement, serving until the Senior Class caucus executive officers are elected.

5.2.2.4. The Senior (senior year) Class caucus executive officers shall be elected within one week of the beginning of the first semester and shall assume office immediately, serving until the following commencement.

5.2.3. Election shall be by plurality ballot of the respective class caucus.

5.3. In addition to the aforementioned executive officers, each class caucus shall elect three trustees.

5.3.1. The class trustees shall be members of the SA at the time of their election and shall maintain their membership throughout their term of office. They shall also be members of the class caucus which they serve by virtue of assignment by this constitution.

5.3.2. The class trustees shall be elected immediately after the election of the class executive officers.

5.3.3. Election shall be by plurality ballot of the respective class caucus.

5.4. The SA shall appoint additional officers, representatives, and agents as dictated by the BYLAWS and the circumstances of the SA in order to fulfill the purposes of the SA.

5.5. In the event that any of the aforementioned offices is declared vacant, the presiding executive officer of the constituency from which the office is elected shall organize an election for replacement within two weeks of the declaration of vacancy.

5.5.1. The eligibility criteria of the office shall apply unless otherwise specified by the CONSTITUTION or BYLAWS.

5.5.2. Should an SA executive office become vacant within the last two months of the academic year, the successor shall complete the unexpired term and succeeding term.

5.6. Any elected and/or appointed representative of the SA may be recalled in the following manner:

5.6.1. A petition requesting a recall election shall be submitted to the presiding executive officer (i.e., president or class president) of the electoral constituency (i.e., SA, class, or SA Council) from which the representative in question was elected. The petition shall be signed by at least one-fourth (25%) of the membership of that electoral constituency.

5.6.2. The presiding executive officer shall organize the recall election among the electoral constituency of the representative in question. A recall election shall be valid only if at least one-half of the membership of electoral constituency in question participates.

5.6.3. If a 2/3 majority of the votes cast is in favor of recalling the representative in question, the presiding executive officer shall declare the office vacant.

#### ARTICLE VI - Instruments of Government

##### 6.1. The SA Council

6.1.1. The SA Council shall have authority to act and speak on behalf of the SA in all matters not otherwise provided for in the CONSTITUTION and BYLAWS.

6.1.2. The SA Council shall consist of the following:

6.1.2.1. The SA president who shall serve as chair of the council, voting only in case of ties;

6.1.2.2 The SA vice-president, the SA secretary, the SA treasurer, the president of each class, the secretary/treasurer of each class, and the trustees of each class who shall have voice and vote.

6.1.2.3. No member shall occupy multiple seats on the SA Council.

6.1.3. The SA Council may recognize special caucuses and extend to their representatives and/or agents limited voice, but no vote, or full privilege of both voice and vote.

6.1.4. A majority of voting members of the SA Council who are to be present shall constitute a quorum.

6.2. The SA Assembly is a deliberative body designed to finalize the wording for Student Association referendums and/or to allow Student Association-wide discussions on issues of greater community interest. (Note: see Article VII for additional information regarding amendments and referendums)

6.2.1. The SA Assembly shall have the authority to act and speak on behalf of the SA.

6.2.2. The SA Assembly shall be an assembly of SA members gathered for the purpose of disposing of specific business, with all members having voice and vote.



6.2.2.1 Representatives holding opposing views will be granted comparable time during SA Assembly deliberations.

6.2.2.2 The Assembly Chair will appoint individuals (or groups where variations arise), who were present for the debate, to write short paragraphs (less than 150 words) to summarize the major points of voter interest from each perspective. These short paragraphs, both for and against, will accompany any associated SA referendum ballot. These paragraphs will extend SA Assembly deliberation information to those who could not attend SA Assembly deliberations (e.g. intern class caucus).

6.2.3. SA Assembly referendums outrank the decisions of all other SA organs, but they must be integrated into the CONSTITUTION or BYLAWS in order to be binding beyond that academic year

6.2.4. The SA Assembly shall meet under special orders when called by the following:

6.2.4.1. The SA president may call for a SA Assembly;

6.2.4.2. The SA Council may call for a SA Assembly;

6.2.4.3. The SA president is obligated to call for a SA Assembly meeting when he/she receives a written petition signed by ten per cent (10%) of the SA membership.

6.2.5. The majority of the voting members of the SA Assembly who are to be present shall constitute a quorum.

6.2.6. The SA may engage in a binding referendum to fulfill the purposes of the SA.

6.2.6.1. The SA Council may call a referendum by a majority of votes cast.

6.2.6.2. The SA Council must call a referendum within 30 days following the SA President's receipt of a petition signed by at least ten percent (10%) of the SA Membership.

6.2.6.3. The SA president shall organize the referendum. Public notice of the referendum shall be made at least one week prior to the referendum. The referendum shall be valid only if at least twenty-five percent (25%) of the SA membership participates.

6.2.6.4. The criteria for passage of the referendum shall be determined by the nature of the referendum according to the parliamentary standards of the SA.

6.2.7. SA Assembly minutes must be posted on the SA bulletin board and SA homepage, with notice of posting being made in the Redactor or other such "news" system, at least seven days prior to a referendum to ensure the community awareness of all assembly raised referendum issues. Minutes of SA assembly minutes will be maintained by the SA Secretary with a copy being presented to the Library Archivist for long-term documentation.

### 6.3. SA Committees

6.3.1. The Committees of SA shall be those that are named in the Strategies section of Article II and shall conduct themselves in accordance with the bylaws.

6.3.2. The SA president, the SA Council, or the committee chairs may appoint from the SA membership additional members to a committee who shall have voice; the SA Council may extend voting privileges as it deems appropriate.

6.3.3. A majority of voting members of a committee shall constitute a quorum.

6.4. The SA Council may establish task forces as the Council believes to be reasonably necessary to fulfill the objectives of SA.

#### 6.5. Class Caucuses

6.5.1. Each of the four classes (i.e., the Junior, Middler, Intern and Senior classes) shall form a class caucus which shall have authority to act on behalf of the membership of each respective class.

6.5.2. Membership in the class caucus shall be by virtue of assignment by the LTSG Registrar unless specified otherwise in Article #4 of the CONSTITUTION with each member having voice and vote.

6.5.3. Attendance of twenty-five per cent (25%) of the class membership shall constitute a quorum.

6.5.4. Regular (non-emergency) class meetings are to be announced at least seven (7) days prior to their occurrence. A tentative agenda shall be posted at least three days before the date of the scheduled class meeting. Emergency meetings may be called at any time.

#### 6.6. The SA Interim Council

6.6.1. The SA Interim Council shall consist of the SA executive officers.

6.6.2. The SA Interim Council may meet as necessary during the interim period from commencement until the first meeting of the newly established SA Council the following year. Upon the first meeting of the newly established SA Council, the SA Interim Council disbands.

6.6.3. The SA Interim Council may act on behalf of the SA and the SA Council for the purposes of addressing crisis situations that may arise during the interim and preparing for pre-session activities.

6.6.4. The SA Interim Council shall submit a written report to the SA Council of its interim activities.

6.6.5. A majority of SA Interim Council members constitutes a quorum.

### ARTICLE VII - Amendments

This constitution may be amended by an affirmative vote of two-thirds of those members voting in a referendum on the amendment. Notice of the proposed amendment shall be posted at least two weeks prior to the referendum, and an SA assembly shall be held as an opportunity for discussion and revision of the amendment prior to the referendum. The referendum shall be valid only if at least one-fourth of the members of the SA participate. Any validly enacted amendment shall be effective as of the date specified therein, but in no event shall such effective date be sooner than two weeks following enactment.

Adopted: 24 April 1992; Revised: 10 April 1997, 9 April 1998, 13 April 1999, June 2005, April 2008, July 2011, April 2014

### STUDENT ASSOCIATION BY LAWS

#### ARTICLE I - Duties of Officers

##### Section 1. SA President

Item 1. The president shall prepare agendas for and preside over regular and special meetings of the SA Assembly and the SA Council. The president shall also serve as chair of the SA Interim Council.

Item 2. The president, in cooperation with the Executive Committee, shall act as the primary representative of the SA to the Seminary Board of Directors, Administration, Faculty, Staff, Alumni Association (and Council), and the Friends of the Seminary.

Item 3. The president, in cooperation with the Executive Committee, shall act as the primary representative of the SA outside of the seminary community in functions deemed necessary by the SA Council.

Item 4. The president shall work with class, Seminary, and Washington Theological Consortium officials to ensure all student elected/appointed positions are filled with qualified volunteers.

Item 5. The president shall appoint a parliamentarian from among the SA membership as required in Article 6, Section 3 of the BYLAWS.

Item 6. The president shall be an ex-officio member of all committees.

Item 7. The president shall submit a report of SA activities to the SA Council each month.

Item 8. Upon leaving office, the president shall submit a written summary report of his/her activities to the incoming president.

## Section 2. Vice President

Item 1. The vice president shall assume responsibility for assisting with the administration of the business of the SA Assembly and the SA Council in cooperation with the SA President.

Item 2. The vice president shall organize SA self-assessment evaluations in accordance with Student Association CONSTITUTION provision #2.5

Item 3. The vice president shall ensure compliance with Student Association CONSTITUTION provision #4.1.9. regarding the integration of the previous mid-year start students into class caucuses.

Item 4. The vice president shall sit as a voting member of the SA Council.

Item 5. The vice president shall submit a written report of his/her activities to the incoming vice president upon leaving office.

## Section 3. Secretary

Item 1. The secretary shall keep neat and accurate records of all SA Assembly and SA Council meetings. The recording secretary shall also receive all written reports and other pertinent matter from standing committees, classes, joint-committees, ad hoc committees and other SA agencies. The secretary shall also maintain the permanent records (archives) of the SA. Within three days of any SA Assembly or SA Council meeting, the recording secretary shall communicate to the vice president a complete summary of the minutes. By the November SA Council meeting of each year the SA Executive Committee shall release to class caucus officers a class caucus membership list.

Item 2. The secretary shall be responsible for incoming and outgoing correspondence of the SA, SA Council, SA Executive Committee, and other SA agencies as directed by the president. The SA secretary shall also publish the minutes of all SA Assembly and SA Council meetings within one week of the SA Council meeting. The secretary shall assume responsibility for all public and private notices of SA Assembly and SA Council meetings. The secretary will oversee and/or manage the content and accuracy of the SA's official Webpage.

Item 3. The Secretary shall ensure the release of a Seminary community list as required in Art III, Sec 2.01 of this document

Item 4. The secretary shall sit as a voting member of the SA Council.

Item 5. The secretary shall submit a written report of his/her activities to the incoming recording secretary upon leaving office.

#### Section 4. Treasurer

Item 1. The treasurer shall receive and deposit all monies received by the SA.

Item 2. The treasurer shall disburse such funds as are authorized by the budget of the SA.

Item 3. The treasurer shall keep an accurate record of all monies of the SA.

Item 4. The treasurer shall make a report of monies received and disbursed not later than two days prior to each regular meeting of the SA Council.

Item 5. The treasurer shall sit as a voting member of the SA Council.

Item 6. The treasurer shall assist the SA Council in the preparation of a budget.

Item 7. The treasurer shall submit a written report of his/her activities to the incoming treasurer upon leaving office.

#### Section 5. Vacancies

Item 1. Shall the office of Student Association President be declared vacant due to resignation, dismissal, impeachment, death or illness this following line of succession shall be followed: Vice President, Secretary, Treasurer, Senior Class President, Intern Class President, Middler Class President, Junior Class President, until a special election is conducted.

Item 2. Shall the office of Vice President, Secretary, or Treasurer be declared vacant, the S.A. Council will appoint someone from the membership of SA to fill the vacant position.

### ARTICLE II - Duties of the SA Council

Section 1. The SA Council shall have authority to act on behalf of the entire SA in all matters not provided for in the CONSTITUTION and BYLAWS.

Section 2. The SA Council shall meet at least once a month to discuss and dispose of issues of interest to the SA, air problems and complaints, coordinate the activities of the SA, oversee the committees and other SA agencies, and perform its other duties as dictated by the CONSTITUTION and BYLAWS.

Section 3. The SA Council may request a change in SA dues by referendum after consultation with the LTSG Chief Financial Officer or President. Any approved referendum will be submitted to the LTSG Board of Directors for consideration and action.

Section 4. The SA Council shall appoint from the SA membership the officers, representatives, and agents dictated by and according to the BYLAWS Article IV.

Section 5. The SA Council shall be responsible for the oversight of the Committees and other SA agencies and shall require regular reports of their activities.

Section 6. In the event that no members of SA council represent MAR/MAMS students, the SA Council on behalf of SA shall seek to appoint an officer to represent MAR/MAMS students. In the event that no members of SA council represent Commuter students, the SA Council on behalf of SA shall seek to appoint an officer to represent Commuter students. In the event that no members of SA council represent International Students, the SA Council on behalf of SA shall seek to appoint an officer to represent International Students. In the event that no members of SA council represent a population of students that SA Council believes should be represented, the SA Council on behalf of SA shall seek to appoint an officer to represent this student population (for example, resident STM students and students from other Christian traditions).

#### ARTICLE III - Duties of SA Committees

Section 1. Create and execute a ROSA Statement which will be approved at the first SA Council Meeting of the academic year.

Item 1.01. Each Committee shall be responsible for the objectives designated in Article II of the Student Association's CONSTITUTION and shall report to the SA Council on at least a monthly basis.

Section 2. Each committee chair shall submit a roster of members of their division to the SA secretary by the October meeting of the SA Council

Item 2.01. By the November SA Council meeting of each year the SA Executive Committee shall release to the Seminary community a list of all SA Council Members, Committee chairs and members, and SA representatives for committees.

Section 3. Each committee shall be comprised of members of the Student Association and chaired by a class trustee, or at the discretion of the SA Council another member of the Student Association willing to meet the needs of the position of committee chair, appointed to the position by the SA Council and assuming duties immediately.

Item 3.01. The SA Council may appoint an interim committee chair for each committee who will assume office immediately after commencement and will serve until a committee chair is appointed. The interim chair may be appointed as chair by the succeeding SA Council.

Item 3.02. Interim chairs are responsible for securing the aid of students, faculty, and staff to assist them in fulfilling their duties during the interim period.

#### ARTICLE IV – Joint, Faculty Committees, and Washington Theological Consortium Representatives

Section 1. The three educational program committees shall have the following student composition:

Item 1.01. M Div. - Three M.Div. students including one from each class. They shall be elected by majority ballot at their particular class caucus.

Item 1.02. M.A.M.S/M.A.R. - Two students elected by majority ballot by M.A.M.S./M.A.R. students

Item 1.03. Graduate Studies - Two S.T.M. students elected by majority ballot by S.T.M. students

Section 2. Faculty committees shall have student representation according to the appropriate governing documents and agreements between the SA and the Faculty. One student member of each of the following faculty committees shall report non-confidential matters regularly to the SA Council. Unless specified otherwise by the aforementioned governing documents and agreements, student representation shall consist of the following:

Item 2.01. "The Admissions, Financial Aid, Field Education Committee" shall have three students including one from each class. They shall be elected by majority ballot at their particular class caucus.

Item 2.02. "The Special Events and Lifelong Learning Committee" shall have three students including one from each class. They shall be elected by majority ballot at their particular class caucus.

Item 2.03. Leadership Academy shall have two student members elected by majority ballot from the SA membership by the SA council.

Item 2.04. "The Worship, Music, Fine Arts and Community Life committee" shall have three students including one from each class. They shall be elected by majority ballot at their particular class caucus.

Section 3. The SA can appoint students to serve as school representatives to the Washington Theological Consortium's (WTC) Student Board of Directors. SA may appoint as many representatives as desired, but only two votes may be cast per school regardless of the number of approved representatives. For continuity purposes, it is suggested that at least one Middler/Senior and one Junior class member be appointed as LTSG representatives.

Section 4. The presiding executive officer of the respective electoral constituency shall accomplish the election of each of the positions mentioned in this article within the first month of the first semester.

Section 5. Should any student office on a joint committee or faculty committee be declared vacant, the appropriate executive officer shall ensure replacement according to CONSTITUTION Article V, Section 5.

#### ARTICLE V - Procedure for Disbursement of SA Funds

Section 1. The SA treasurer is responsible for disbursing funds according to BYLAWS Article I, Section 4.

Section 2. At the first regular SA Council meeting of the year the following proposal for distribution of SA dues shall be made: General Fund 10%, Senior Class 20%, Intern Class 10%, Middler Class 10%, Junior Class 10%, and the remaining 40% divided among the committees as deemed appropriate by the SA Council.

Section 3. Prior to the receipt of Fall semester funds from the business office, the SA Council may receive a motion to allocate or release funds from the General Fund to classes or committees as needed to cover pending expenses as long as they do not exceed 50% of the anticipated yearly committee or class allocation. Upon receipt of dues from the Business office the SA Treasurer will disperse funds so the total monies disbursed follow the voted upon schedule for the year.

Section 4. Once a budget has been approved by the SA Council, each committee chair, class president, and executive officer of an SA organ may authorize--without SA Council approval--the disbursement of funds up to and including their respective budgeted amounts.

Section 5. The SA Council must approve any disbursement of funds in excess of the specific budgeted amounts.

Section 6. Committees, classes, and other SA agencies may not maintain a savings account, checking account, or cash fund without first consulting the treasurer and receiving the authorization of the SA Council.

Section 7. All money raised by committees, class caucuses, or other SA organs is to be used for the event for which the money was raised. Excess cash shall be returned to the SA treasurer for deposit.

Section 8. SA funds are to be spent for activities and events which benefit the entire Seminary community. Notwithstanding the foregoing, if money is budgeted for each class or if money is requested and approved, class officials may utilize funds for class activities.

Section 9. SA budgeted funds allocated to a class and not distributed at the close of an academic year shall remain in the account of the class to which it was assigned until the following academic year and/or until graduation. At graduation, the senior class shall decide how to distribute the funds. If graduated senior class caucus funds remain undistributed by the beginning of the next academic year, all such funds shall be reallocated into the SA General Fund.

Item 9.01: The outgoing SA Council shall designate the redistribution of all non-class funds that have not been spent by commencement. The outgoing Council may designate up to 10% of the surplus non-class funds (excluding reserve funds) as a charitable contribution, Article V Section 8 notwithstanding.

Item 9.02: In the case of an emergency during the interim period between budgets, upon the decision of a majority of the SA Interim Council, the new treasurer shall use any non-class funds, including reserve funds if necessary, to ensure the successful conduct of SA business. The new treasurer shall report such use at the first meeting of the new SA Council.

#### ARTICLE VI - Parliamentary Standards

Section 1. Robert's Rules of Order, most current, "Newly Revised" edition, shall be the parliamentary authority in all matters not already provided for within the SA CONSTITUTION, BYLAWS, and RULES OF ORDER.

Item 1. SA approves the use of telephonic, digital, and/or electronic means for internship class member participation and voting. Any suggested telephonic, digital and/or electronic voting process must be reviewed and approved by the LTSG Information Technology department to ensure the integrity of the vote.

Section 2. The SA Council shall have the authority to establish rules of order to facilitate the fulfillment of the purposes of the SA.

Item 1. Rules of order shall be codified in the document titled "RULES OF ORDER."

Item 2. The SA Council may adopt and/or amend rules of order by a 2/3 majority of members voting. Notice of the proposed rule of order shall be given at least three days prior to consideration.

Section 3. The SA president shall appoint a parliamentarian from among the SA membership.

#### ARTICLE VII - Organizations of the Student Association

Section 1. An organization of the Student Association shall meet the following criteria in order to be classified as an organization of and receive funding from the Student Association.

Item 1. It must have a ROSA Statement.

Item 2. It must be affirmed as a Student Association organization by a 2/3 majority of the Student Association Council

Item 3. It must in some way benefit the seminary community.

## ARTICLE VIII - Amendments

BYLAWS may be amended by 2/3 majority vote of the SA Council at a duly called regular or special meeting of the SA Council.

Adopted: 24 April 1992; Revised: 25 April 1993, 14 May 1994, 10 April 1997, 9 April 1998, 13, April 1999, June 2005, July 2011, April 2014

## RULES OF ORDER

### CHAPTER I - Concerning Elections

1. The President or his/her designate shall serve as the Elections Officer.

1.1. The Elections Officer may not be a candidate.

1.2. The Elections Officer shall supervise the elections process in all its aspects, ensuring that all SA policies and procedures are observed.

2. Timing of the Spring Election of SA Executive Officers:

2.1. The SA executive officers shall be elected at least one month prior to the end of the second semester.

2.2. Balloting for elections shall be conducted on Tuesday, Wednesday, and Thursday at times and places announced by the Elections Officer at the time of the ballot posting.

2.3. Nominations shall close two weeks prior to the first day of balloting.

2.4. The ballot shall be posted/published one week prior to the first day of balloting.

2.5. Election results shall be posted/published the Friday immediately following balloting.

2.6. In the event that a run-off election becomes necessary, balloting shall be conducted the following week on Tuesday, Wednesday, and Thursday at times and places announced by the Elections Officer.

3. Nominations for SA Executive Officers may be made orally on the floor of the SA Assembly or SA Council or in writing to the SA Council or the Elections Officer.

3.1. The nominee must accept the nomination prior to the posting/publishing of the ballot in order for his/her name to be placed on the ballot.

3.2 A person may run for only one position. If nominated for multiple seats he or she shall choose which to run for prior to the closing of nominations and notify the officer of elections of her/his choice to be placed on the ballot.

4. Balloting for the Spring Election of SA Executive Officers shall be by secret ballot.

4.1. The first ballot shall provide a line for a write-in vote for each office.

4.2. In the case of a tie, a run-off election shall be conducted containing only the names of the two candidates receiving the two greatest number of votes on the first ballot.

4.2.1. If the run-off election also results in a tie, the Elections Officer shall determine by lot which candidate involved in the tie shall be elected.



## 5. Class Caucus Elections:

5.1. The Elections Officer shall conduct in order the election of each Class's president, secretary/treasurer, trustees, and all other caucus specific officers, representatives, and agents.

5.2. Upon unanimous consent, voting by ballot may be suspended in favor of any voting procedure acceptable to the assembly.

5.3. The Elections Officer may take nominations from the floor or in writing.

5.3.1. Nominees need not be present nor accept the nomination, but a nominee may decline the nomination from the floor.

5.4. Caucus members may cast as many votes as there are seats to be elected.

## CHAPTER II - Concerning Communications

1. No individual student or group of students acting outside of the organ and instruments of the SA shall claim either explicitly or implicitly to speak authoritatively on behalf of the student community; hence, all unauthorized petitions or similar correspondence shall include the following disclaimer: "This petition (or correspondence) reflects solely the opinion of the undersigned, and is not to be construed as an official expression of the entire LTSG student community."

2. The SA Secretary when publishing the unapproved minutes of SA Assembly or SA Council meetings shall make notation on the published document that said minutes are "Unofficial--Pending Approval."

3. It will be the responsibility of the SA President, and the Presidents of the Junior, Middler, Intern, and Senior Classes, to maintain the spaces assigned to them on the Bulletin Board placed in the hallway of Valentine Hall, Ground Floor and/or on the SA web site. The Presidents or their designees must keep their assigned area clean and presentable. Items should be removed once they are no longer needed."

Adopted 20 April 1994, Amended April 2008, Revised May 2014

c) **THE ADVANCEMENT OFFICE**

The Advancement Office coordinates the Seminary's ongoing relationships with alumni and other constituencies, seeks to develop resources, and cultivates funding for the Seminary's operations and to help subsidize the cost of attending Seminary. This team of professionals seeks the support of our many constituencies to meet today's financial challenges in theological education. Churchwide and synodical expressions of the church provide partial funding, which supports less than twenty percent of the Seminary's budget. The rest comes from a combination of direct gifts from individuals, alumni, faculty, staff, students, congregations and others, grants from foundations and corporations, and income from endowment and other investments.

The Seminary relies greatly on the support of students. You play a vital role in the Advancement Office's overall efforts. There is no better voice than yours to bear witness to the importance, commitment, and power of theological education. Students assist by calling prospective donors, hosting guests on campus, conducting tours of the Seminary, and participating in a variety of outreach programs.

Please feel free to stop by the Advancement Office at any time. We heartily welcome volunteers and will surely appreciate any participation on your part.

d) **HOSPITALITY**

Extending hospitality to a wide range of campus visitors is a privilege and responsibility shared by the entire Seminary community. In any given week, our guests may include a mix of alumni, prospective students, continuing education participants, youth groups, bishops, and global as well as local church leaders—along with the generally curious. Please, reach out to our visiting friends and offer any assistance possible! You are our most effective “public relations” person. Watch the *Redactor* and other campus communications for notice of visiting groups, and extend the warmest of Gettysburg welcomes.

e) **OFFICE OF COMMUNICATIONS**

The Communication Office (CO) works in partnership with the Seminary President, the departments, and faculty, staff and students to assist in communicating the mission and the news of the Seminary and the role of theological education. The CO promotes understanding of the seminary among constituent groups, including the seminary community, the church, prospective students, and the general public. The CO attempts to foster healthy communication within the community and assist in the Seminary's commitment to hospitality.

The CO facilitates the Seminary's web presence, electronic and print publications, public relationships, news and information. Current students and alumni/ae receive complimentary copies of *Seminary Ridge Review*, the biannual scholarly print journal. Within the campus community focus, this office publishes the *DAILY REDACTOR* (web) and the occasional *INTER NOS* (print) providing calendar and community news respectively.

The Executive Assistant to the President for Communication and the Associate Director of Communications encourage students (and faculty, staff and alumni/ae) to share news and

information about their activities and achievements with communication staff. The CO invites students who have experience and talent in photography and graphic arts to identify themselves to staff.

The communication office offers student services specifically for the following:

- student identification cards upon entry
- senior photos and group photo of graduating students
- student profiles and features of notable student activity to be placed in public media and published in seminary publications.
- General Communication and policy issues (Students needing assistance with seminary technology i.e software, hardware and network questions} should contact the staff of Information Technology directly at ext. 3037).
- Fine Arts Council activity

The CO reminds students that the image, purpose and mission of the Seminary are exemplified in the faculty, staff, and students who preach and lead and represent the Seminary in public and across the church. Located on Valentine Hall's 2<sup>nd</sup> floor, the communication staff is available to advise students who have questions about representing the Seminary in congregational, synodical, and other public settings.

#### Report of Crime Statistics, Past 3 Years

As required by the federal and state governments, we are required to report crimes that occurred on campus property or public property adjacent to the campus during the last three calendar years. For information regarding crime statistics for campus and surrounding areas, visit <http://ucr.psp.state.pa.us/UCR/Reporting/RptMain.asp>.

To deter crime on campus, it is recommended that every resident lock their doors at all times. This includes car doors, dorm rooms, and apartments. Often we are lulled into a false sense of security because acts of crime are so rare. PLEASE BE CAUTIOUS! Whenever a crime occurs or you suspect a crime may be occurring or will be occurring, please contact the police. Calling 911 (or 9-911 from a hall phone) and describing your location will enable the dispatcher to notify the appropriate police authorities. Part of the seminary (Stuempfle Hall) is in Cumberland Township although most of the seminary is in the Borough of Gettysburg. After you have reported a crime to the police and they have investigated, please fill out an LTSG Crime Report form. This form can be obtained in the Financial Services office. Copies are also available in the mailroom lobby. We want a safe community and will do all we can to help keep it that way.