

The Lutheran Theological Seminary at Philadelphia

MISSION STATEMENT

“Centered in the Gospel of Jesus Christ,
The Lutheran Theological Seminary at Philadelphia
seeks to educate and form public leaders
who are committed to developing and nurturing
individual believers and communities of faith
for engagement in the world.”

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Lutheran Theological Seminary at Philadelphia

ACADEMIC CALENDAR

The 149th Academic Year - 2012-2013

<i>FALL SEMESTER</i>			
AUGUST	20-24	Various	PhD Comprehensive exams and PhD orientation
	25	Saturday	Residence Hall opens for studio residents
	27	Monday	Begin regular Fall Semester classes
SEPTEMBER	3	Monday	Labor Day (Seminary closed)
	4	Wednesday	Fall Registration Change (Drop/Add) Deadline
OCTOBER	14-21	Sun–Sun	Fall Reading/Prep Break (no regular classes through 10/23)
	15-19	Mon–Fri	5-Day Fall Intensive Session
	22	Monday	Midpoint of Fall Semester (withdrawal deadline)
NOVEMBER	15	Tuesday	Annual UTI Lecture and Evening Worship Celebration
	18-25	Sun–Sun	Thanksgiving vacation
DECEMBER	2	Sunday	Advent Vespers
	14	Friday	Registration deadline for Jan/Spring, all programs (tentative)
	17	Monday	Last day for regular sessions of semester-long classes
	18-22	Tues–Sat	Make-up/Examination Period
	22	Saturday	End of Fall Semester
	23	Sunday	Christmas Vacation (through 1/6)
<i>JANUARY TERM</i>			
JANUARY	7	Monday	Begin January Term (evening classes only)
	7-11	Mon–Fri	Intensive Session 1
	14-18	Mon–Fri	Intensive Session 2
	15	Tuesday	Deadline for PhD applications for 2013–14 admission
	21	Monday	Martin Luther King, Jr. Day (reduced class schedule)
	21-25	Mon–Fri	Intensive Session 3
	25	Friday	End of January Term

<i>SPRING TERM</i>			
JANUARY	28	Monday	Spring Semester classes begin
FEBRUARY	1	Friday	STM Thesis/DMin Project Deadline
	4	Monday	Spring Registration Change (Drop/Add) Deadline
MARCH	10-14	Sun–Thurs	Preaching with Power (tentative)
	16	Saturday	Midpoint of Spring Semester (withdrawal deadline)
	24-Apr 2	Sun-Tues	Easter Break
MAY	14	Tuesday	Last day for regular sessions of semester-long classes
	15-16	Wed-Thurs	Make-up days for Spring classes, as needed
	17	Friday	Registration Deadline (Sum/Fall, all programs) (tentative)
	17-21	Fri–Tues	Spring Reading/Examination Period
	21	Tuesday	End of Spring Semester
	22	Wednesday	Commencement
	22-24	Wed–Fri	Internship Team-Building Workshop (tentative)
<i>SUMMER TERM</i>			
JUNE	3	Monday	Begin Summer Term Classes
	3-7	Mon–Fri	Intensive Session 1
	10-14	Mon-Fri	Intensive Session 2
	17-20	Mon–Thurs	DMin Colloquia I and 2
	17-21	Mon-Fri	Intensive Session 3
	24-28	Mon-Fri	Intensive Session 4
	28	Friday	End of Summer Session

TELEPHONE SYSTEM AND KEY NUMBERS

DIRECTORY

Faculty

(Office phone extension is prefixed 215-248- if dialed from outside the Seminary's phone system)

	<u>Extension</u>
BORSCH, Frederick fborsch@ltsp.edu	7309
CARVALHAES, Claudio ccarvalhaes@ltsp.edu	6378
CROFT, Wayne wcroft@ltsp.edu	7380
DAY, Katie kday@ltsp.edu	6345
GAFNEY, Wil wgafney@ltsp.edu	7310
GRAFTON, David dgrifton@ltsp.edu	6347
HEEN, Erik heen@ltsp.edu	6374
HOFFMEYER, John jhoffmeyer@ltsp.edu	6346
KREY, Philip pkrey@ltsp.edu	6310
KRUEGER, Karl kkrueger@ltsp.edu	6330
LEONARD, Charles cleonard@ltsp.edu	6340
MATTISON, Robin rmattison@ltsp.edu	6375
PAHL, Jon jpahl@ltsp.edu	6342
RAJASHEKAR, J. Paul rajashekar@ltsp.edu	
RIVERA, Nelson nrivera@ltsp.edu	6376
ROBINSON, Robert rrobinson@ltsp.edu	6341
SEBASTIAN, Jayakiran jsebastian@ltsp.edu	7378
SWAIN, Storm sswain@ltspl.edu	7375
WENGERT, Timothy twengert@ltsp.edu	6377
WISEMAN, Karyn kwiseman@ltsp.edu	7326

For a full listing of the Faculty with names, academic area, and degrees, please consult **The Catalog** at ltsp.edu.

Faculty Officers

Chair of the Faculty	Philip D. W. Krey	6310
Dean	Jayakiran Sebastian	6379

Business Office

Human Resources Manager	Lisa Hutchinson.....	6393
Business Office Manager.....	Martin Schwab.....	7311
Hospitality Coordinator	Rita Faison	7339

Chapel

Chaplain	Nelson Rivera.....	6376
Director of Music Ministries & Seminary Cantor	Michael Krentz.....	7386

Contextual Education Office

Director of Contextual Education	Charles R. Leonard	6340
Administrative Assistant	Lyn Jackson	6381

Dean's Office

Dean	Jayakiran Sebastian	6379
Administrative Assistant to the Dean	Diana Downey.....	6306
Faculty Administrative Assistant		7382

Enrollment Services Office

Director of Admissions	Louise Johnson.....	6321
Associate Director of Admissions	Matthew O'Rear.....	6304
Coordinator of Student Services	Heidi Rodrick-Schnaath.....	6312
Registrar	René Diemer	6305
Director of Financial Aid	Elizabeth Brunton	6301
Administrative Assistant for Enrollment Services	Alice Popovic.....	6302
Administrative Assistant for Admissions		7302
Coordinator for Student Housing	Sara Calderon	7384
Director of the Urban Theological Institute	Quintin Robertson.....	7324

Facilities

Maintenance		7381
Grounds Supervisor	Andrew DeGothseir	

Graduate School

Director of Graduate Studies	David Grafton	6347
Administrative Assistant	Sara Calderón.....	7384

Information Systems

Director of Information Systems	Kyle Barger	6325
User Support Technician	Bob Hensil	6387

TELEPHONE SYSTEM AND KEY NUMBERS

Krauth Memorial Library

Director	Karl Krueger	6330
Public Services Assistant	Sharon Baker	6335
Interlibrary Loan & Acquisitions Assistant	Ronald Townsend	6334

Office of Philanthropy

Vice President for Advancement	John V. Puotinen	7304
Senior Philanthropic Advisor	Larry House	7390
Philanthropic Advisor	Thomas Henderson	6315
Manager of Administration	James Walker	7308
Director of Donor Services	Kathie Afflerbach	6324
Director of Communication	Merri Brown	6323
Administrative Assistant	Yvonne Lembo	6318

President's Office

President	Philip D. W. Krey	6310
Administrative Assistant to the President	Carrie Schwab	6309

Program Concentrations

Urban Theological Institute Director	Quintin Robertson
Latino Concentration Director	Nelson Rivera
Metro-Urban Concentration Director	Katie Day
Multicultural Mission Resource Center Director	Jayakiran Sebastian
Interfaith Concentration Director	J. Paul Rajashekar

Safety and Security

Safety and Security Chief	Vince Ferguson	7502
Brossman Post		7503
Emergency Mobile Unit		215.248.4665

TELEPHONE SYSTEM

Establishing Phone Service

Student apartments in the Wiedemann Center are supplied with telephone service. The local service is billed through the Seminary's Business Office. For technical questions, contact the Help Desk at 215-248-7385; for billing questions about local services only, contact the Business Office at 215-248-7311.

Residents of other in perimeter housing are responsible for arranging their own telephone service. The Verizon customer service number is 800-660-2215 (English) or 800-479-0305 (Spanish).

Key Numbers

Admissions	215-248-7302
Business Office	215-248-7311
Chestnut Hill Hospital	215-248-8200
Dean	215-248-6379, 248-7378
Facilities Management	215-248-7381
Financial Aid	215-248-6301
Fire/Police/Emergency	911
<i>Alarms in Apartments, Weidemann, Hagan, Library, Refectory, the Chapel and Brossman will summon the Fire Department.</i>	
Help Desk (technology issues)	215-248-7385
Library Circulation Desk	215-248-6334
Mailroom.....	215-248-6303
Registrar	215-248-6305
Security	215-248-4665
<i>24-hr security station & mobile phone</i>	
Security Chief's Office	215-248-6270
Campus Switchboard	215-248-4616

School Closing Information (snow, emergencies)

In case of severe weather (e.g. snow, ice) or other emergencies, the cancellation of classes will be announced on the school closing segments of KYW Radio (1060 AM; www.kyw1060.com). The Seminary's code number is **252** (Philadelphia).

During office hours, information may be obtained by dialing the main switchboard number: 215-248-4616. As feasible, messages will also be posted on the Seminary's website. In general, classes will be cancelled only in cases of extreme weather conditions affecting the campus and its immediate area. Students living away from the campus may experience entirely different conditions and should exercise judgment when deciding whether or not to travel to the campus.

ACADEMIC POLICIES

SYNOPSIS OF ACADEMIC POLICIES

Course Load

Duration of Study: The normal duration of study for traditional MDiv students is three years (four years for ELCA and other students doing internship). The normal length of study for traditional MAR and MAPL students is two years.

Normal Course Load: The expected course load for a full-time MDiv or MAR student wishing to graduate within the normal duration of his/her program (see above) is a minimum of ten course units per academic year (eight units per year for MAPL). Normally, the student takes between four and five units per full semester and one to two units during the January or Summer Terms. Students must take at least 4.0 units per semester (August/Fall and January/Spring) or 8.0 units per academic year (August through May, excluding Summer Term) to be considered full-time for financial aid purposes. Students whose cumulative GPA is 2.75 or lower are strongly advised, and may be required by their advisors and/or the Faculty, to carry lighter course loads.

Overloads: Students seeking to take more than five course units in a semester, or two units in a short term, would generally be construed to be carrying an overload, and both students and advisors should be aware of that fact. Because the database system cannot distinguish the August Term from the Fall Semester or the January Term from the Spring Semester, however, such fine definitions cannot be accommodated. Consequently, the system will generally block a student from registering for more than six total units in a conflated (August-plus-Fall or January-plus-Spring) term. Ordinarily, registrations for more than six total units in a semester (including its related short term) will require that the student have a cumulative GPA of at least 3.5 along with permission of the advisor and Faculty (or the Dean on behalf of the Faculty). Any student carrying an extension ("incomplete") from a prior term is ineligible to register for such an overload and may be required by their advisor or by the Faculty to take a reduced load in the subsequent term.

Student Status

For purposes of classification, all students, whether full-time or part-time, may need to be categorized according to "year of program." For these purposes first-professional students may be classified as follows:

- Juniors—MDiv and MAR students who have completed fewer than 10 units for credit toward the degree; MAPL students who have completed fewer than 8 units for credit toward the degree; traditional students in their first year of study.
- Middlers—MDiv students who have completed at least 10 units but fewer than 20 units for credit toward the degree; traditional MDiv students in their second year of study.
- Third-Years—MDiv students completing an internship for denominational candidacy purposes in the third academic year and nontraditional first-professional students judged to be in the next-to-last year of degree study
- Seniors—MDiv students who have completed 20 or more units for credit toward the degree; MAR students who have completed 10 or more units; MAPL students who have completed 8 or more units. Note that some upper-level or advanced-level courses open to

seniors may specify that the student be a “final-semester senior,” one who has four or fewer units remaining in their MDiv/MAR degree program.

Leave of Absence

A student in good standing whose student account balance is clear may request the Faculty through the Dean and the Registrar to grant a leave of absence from study. When approved, a leave is normally for the balance of the then-current academic year with the option to request renewal for not more than one additional year. If the student decides not to resume the program upon the expiration of the leave, he/she has the option to withdraw voluntarily; otherwise, he/she is removed from the roll.

If a student who has been removed from the roll is later readmitted, he/she will be subject to the graduation requirements in effect at the time of readmission.

Students should be aware that they are ineligible for deferral of any student loans owed during a leave of absence from study. The limit for deferral of federal loans is 180 days, assuming the one-time grace period has not already been used.

Withdrawal from Courses

After the registration change deadline (see Registration below), there is no withdrawal from class (and no refund of tuition) for auditing students.

If a student should find it necessary to withdraw from a course (or to drop out of Seminary) after the registration change (drop/add) deadline, it is the student’s responsibility to notify the Registrar’s Office in writing. The student may withdraw from a course without prejudice up to the midpoint of any semester or term. A withdrawal by the midpoint is recorded on the transcript as a “W” and is not included in calculation of the grade point average.

A withdrawal from a course after the midpoint of a semester or term shall be recorded as an “F” (failure). In the case of an elective course, a withdrawal after the midpoint of any semester or term shall be recorded as an “F” (failure) unless the student has a “passing” record in that course and the Dean permits the course to be recorded as an “audit.”

Any student on the roll who accrues a critical sum (3.0) of failing grades (“F” or “fail”, valued at 1.0 per course unit) and/or withdrawals (“W”, valued at 0.5 per course unit), regardless of grade point average, shall be dismissed by reason of academic deficiency. A total of 3.0 course units graded “W” in any one semester shall result in mandatory review by the Dean for recommendation to the faculty concerning retention or dismissal.

Voluntary Withdrawal from the Seminary: A student in good standing may voluntarily withdraw from the seminary at any time upon written notification to the Faculty through the Dean and the Registrar. The effective date of withdrawal for refund and loan deferral purposes is that of receipt of the request by the Dean and Registrar. Before taking such action, the student is encouraged to confer with the Dean, his/her faculty advisor, and appropriate ecclesiastical officials. If a withdrawn student is later readmitted, he/she will be subject to the degree and graduation requirements in effect at the time of readmission.

Inactive Status, Removal from the Roll: A first-professional student who has completed no courses for credit in three consecutive semesters or the intervening short terms is presumed inactive and removed from the roll. An advanced-level student on financial hold who has not taken courses or otherwise been active for two academic years shall be removed from the roll.

ACADEMIC POLICIES

Such students may subsequently apply for readmission and will be subject to the degree requirements in effect at the time of their readmission.

Registration

Registration materials and course schedules are available on the LTSP website; registration is done on-line via the Henry Online Student Information System (<https://henry.ltsp.edu>). Tentative registration deadlines are shown in the academic calendar. While announcement of the opening of registration for any semester will be made by email to students, it is the student's responsibility to check the seminary's website for registration materials if he/she sees that the tentatively scheduled registration deadline is approaching.

Advisor Approval: Every student admitted to an academic program at LTSP is assigned an academic advisor. The advisor's role is to guide the student's progress toward completion of their program in a way that best meets the student's educational and vocational needs. It is intended that the student have the same faculty advisor throughout their academic program. If the faculty advisor is on sabbatical leave, a temporary advisor (in most cases this person is the Dean) will be assigned by the Coordinator of Student Services. Requests to change advisors, except for programmatic purposes, will generally not be honored.

All continuing first-professional (MDiv/MAR/MAPL/Certificate/Special) students are required to consult their academic advisors and obtain the advisor's approval of course selections prior to registering. Advisors will register approval by providing the student a PIN to use in registering on Henry. Continuing first-professional students who lack advisor PINs will find themselves unable to register.

Business Office Clearance: Registration is blocked in Henry for any student with a registration hold imposed by the Business Office. Students seeking to register who encounter such a hold should contact the Business Office to resolve the issue and obtain clearance to register. If clearance is not obtained until after the registration deadline, the late registration fee will apply.

Other Online Registration Processing Issues: Some courses cannot be registered online. These include courses for audit, independent studies (which are registered as individual "sections"), cross-registrations, and courses at partner institutions. A Special Course Registration Form or Request for External Study should be used as appropriate to register for such courses.

Registration for some courses may be held as "pending" if the database does not recognize the student as having fulfilled course pre-requisites. Students who feel they have fulfilled the pre-requisites or have unique interest/background to take the course should contact the registrar, who can either process the registration or refer the student to the proper instructor for permissions.

Other registrations will be held as pending if the course requires instructor permission, instructor approval, or special invitation or if the student has exceeded the maximum course units normally permitted per semester. Students whose registrations appear as pending for any of these or other reasons should contact the registrar, who can advise the student as to whether registration may be possible and if there are any additional steps the student need take.

Registration Changes and Late Registration: Once an initial registration has been filed, the student may add or change courses (or switch between credit and audit) at any time through the

published Late Registration (drop/add) Deadline (see below) without penalty. The student may drop a course (if not adding another) through the Late Registration Deadline with payment of a **\$20 cancellation fee**. Most registration changes may be made by returning to the registration screens in Henry. For registration changes that cannot be accomplished in Henry, the student should send notification to the Registrar's Office **in writing** via fax, mail, email, or the Change of Registration form available from Enrollment Services or the Registrar's homepage (<http://Ltsp.edu/registration>).

The 2012-13 registration change/late registration (drop/add) deadlines are as follows:

Fall Semester..... Tuesday, September 4
 January Term Prior to the second session of any course
 Spring Semester Monday, February 4
 Summer Term Prior to the second session of any course

Dropping a course after the drop/add deadline is subject to the Withdrawal Policy (see Withdrawal from Courses above).

Credit by Examination ("Test Out"): Students seeking credit-by-examination will file a request with the appropriate instructor using the Application for Credit by Examination form available on the registrar home page (<http://ltsp.edu/registration>). The registrar will enter the transaction as a special registration and forward a copy of the form to the instructor. If the instructor, at his/her discretion, is willing to offer the opportunity of credit-by-examination, the instructor will set the date and time for the examination and notify the student. The test-out fee is published annually in the fee schedule. It is equal to approximately 20 percent of the tuition for the unit value of the course.

The sequence of the process is not date specific, except that:

- In the case of attempts to test out of courses being offered in the term current to the test-out, the examination must occur no later than the end of the first week of the term, if the student wishes to pay only the test-out fee and not full tuition.
- No student will be permitted to seek credit-by-examination for a course in which the student had been registered in a prior term, whether that registration had been for credit or audit.
- After adjudication of the examination, the instructor will report the results on the registration form and forward that report to the Registrar. Competency is established by work assessed as commensurate with a grade of "B" or higher. Instructors may report a grade for these examinations for information to the student, but the transcript entry will read only "credit." If test-out is successful, the report will serve as confirmation of assessment of the fee; if the test-out is unsuccessful, the assessed test-out fee will be reduced to \$25 owed as an administrative fee.

Taking Courses at Other Institutions

It is the expectation that MAPL students will take at least four courses at partner institutions, currently Temple University's Fox Business School and School of Social Work. MAPL students should consult the program director, Dr. Jon Pahl (jpahl@ltsp.edu), for instructions as to whom to contact at Temple for registration guidance. Students should then use the Special Course

ACADEMIC POLICIES

Registration Form, available on the registration web page, to notify LTSP's registrar of the Temple course(s) being taken.

MDiv and MAR students may seek the permission of the Dean to take courses offered by other fully ATS-accredited seminaries, divinity schools, and graduate schools of religion. Courses at Palmer (electives only), Temple Department of Religion, LaSalle – Graduate Religion, and Reconstructionist Rabbinical College are often eligible for cross-registration through LTSP. Exchange programs are available with the other Eastern Lutheran Cluster schools (LTSG and LTSS), as well as with Yale Divinity School (contact the Dean for information). Students may also take courses as non-matriculants at other institutions for transfer to LTSP.

Interested students should contact the Registrar's Office at the particular institution for information on courses they may be eligible to take. Permission to take the course must then be sought from the Dean via the Request for External Course of Study form found on the registrar home page of the LTSP website.

Such external courses should normally be free electives or denominational polity courses not available at LTSP. Required courses under the LTSP curriculum are not normally transferable from other institutions. Students must have the prior permission of both the Dean and the regular LTSP faculty member to take a course elsewhere to fulfill a degree requirement.

All courses to be offered via distance education require the prior written approval of the Dean.

Not more than 20 units in the MDiv program or 10 units in the MAR program may be fulfilled through transfer credits.

Grading Practices

The standard for grades in the Seminary is the evaluation of competence with respect to knowledge, ability, and methodology. Therefore, it is imperative that an instructor clearly explains to students their understanding of competence with respect to each particular course.

Evaluations and Grading: Written evaluations shall be used for all courses of instruction (credit and non-credit).

Each instructor shall evaluate the competence, strengths and weaknesses of all students in his/her course. The written evaluation (i.e., final grade) shall be submitted no later than three weeks following the close of the examination period in each semester. The registrar shall promptly forward these evaluations to the students, with copies placed in their files. Peer-evaluation and/or critical self-reflection is encouraged in order to further a student's self-examination in conjunction with the course work.

The competence of students attained in courses where letter grades are not used shall be indicated on a "pass/fail" basis.

The following letter grades shall be given in all other credit courses:

- "A" designates a superior understanding of course material; outstanding ability to analyze and synthesize course-related readings and/or discussions; sound technique in research and scholarship; solid oral and written communication skills; constructive imagination in relating course material to experience, ministry, and other areas of intellectual investigation—Outstanding

- “B” designates a solid understanding of course material; competence in utilizing course content and drawing insightful implications; competence in research and scholarship; good oral and written communication skills; sustained interest in the course and ability to articulate its central ideas and concepts—Good
- “C” designates a basic understanding of course material; the general lack of errors in fact and judgment in presenting course content; an understanding of the techniques of research and scholarship; adequate oral and/or written communication skills; satisfactory participation in and completion of most aspects of the course, including all minimum requirements—Adequate
- “D” designates that a passable but inconsistent understanding of course material; frequent minor or one or more major errors in fact or judgment in presenting course content; flawed technique in or insufficient attention to research and scholarship; inability to communicate course content clearly orally or in writing; meeting only the minimal standards of the instructor—Poor
- “F” designates a failure to understand course material; substantial errors in fact or judgment when relating course content; inability or failure to use satisfactory research techniques; poor oral or written communication skills; inability or unwillingness to meet the minimal requirements of the course—Failure. A grade of “F” requires repetition of the course in the case of required courses or the taking of equivalent course work in the case of elective courses.
- “I” indicates that the student has been granted an official extension of time for the completion of work in a particular course—Incomplete
- “W” indicates that the student withdrew from the course prior to the midpoint of the term—Withdrawal

The following quality points are assigned per course unit for each letter grade, as shown on the student's permanent transcript:

A.....	outstanding in all aspects	4.0
A-	superior in virtually all respects	3.7
B+.....	very good	3.3
B.....	good.....	3.0
B-.....	rather good in some respects.....	2.7
C+.....	somewhat above general requirements.....	2.3
C.....	meets requirements.....	2.0
C-.....	adequate but fails in some aspect	1.7
D+	seriously flawed in several aspects	1.3
D.....	barely passable	1.0
F	failure	0.0

Note: The grades of “pass”, “fail”, “W”, and “I” bear no quality points and are not calculated in grade point average.

ACADEMIC POLICIES

All grades shall be submitted to the Registrar no later than three weeks following the close of the examination period in each semester/term.

When an extension has been granted to the student, the designation “I” shall be used in place of a grade. If the student fails to submit the extended assignment(s) by the date(s) set by the instructor, the Registrar may record a grade calculated by the instructor on the basis of any other coursework completed (calculating missing work as “0”); otherwise, the Registrar shall record an “F.”

The cumulative grade point average shall appear on the student’s transcript. The student’s class standing shall normally be regarded as privileged information available only to the Faculty for internal usage. Distribution of that information may be authorized as an exception by the student and the Faculty to meet the request of responsible academic or other agencies.

A student in the first-professional program whose cumulative grade point average falls below 2.0 prior to his/her having completed 12 units for credit toward the degree/certificate shall be placed on academic probation. The student is expected to consult regularly with their academic advisor, who may counsel with the student concerning the limitation of their extracurricular activities, the limitation of their academic workload, and the possible extension of their program beyond the normal term of studies. Probation shall continue until the cumulative average rises to 2.0 or the student is dismissed (see below).

No student in the first-professional program shall remain in good standing if his/her cumulative grade-point average falls below 1.60 at a point when 4.0 or more graded units have been attempted, below 1.80 when 8.0 graded units or more have been attempted, or below 2.00 when 12.0 or more graded units have been attempted. Whenever a student ceases to be in good standing, the student shall promptly be interviewed by the Dean, and their records shall be reviewed by the Faculty. Such a student shall normally be dismissed from the Seminary. After consideration of all extenuating circumstances, the Faculty may either encourage the dismissed student to apply for readmission after at least one year has passed or to engage in other pursuits.

Any student on the roll of the Seminary who accrues a critical sum of failing grades (“F,” “fail”) and/or withdrawals (“W”), regardless of grade point average, shall be dismissed by reason of academic deficiency. The critical sum is defined as a cumulative index of three (3.0) as determined by the following point values:

- Failing grade = 1.0 point per course unit with grade of “F” or “fail”
- Withdrawal = 0.5 point per course unit with grade of “W”

Additional provision is made that a total of 3.0 course units graded “W” in any one semester shall result in mandatory review by the Dean for recommendation to the Faculty concerning retention or dismissal.

Any student dismissed for academic or disciplinary reasons shall not be considered for readmission until a full academic year has passed since the conclusion of the term in which dismissal occurred. The Director of Admissions will determine which elements of the admission application are required to be submitted. Readmission requires the approval of the Faculty. If a previously dismissed student is readmitted, they will be subject to the graduation requirements in effect at the time of readmission.

No student shall begin an internship if she or he has a cumulative grade point average below 2.00. Also, no student shall begin an internship if he/she has failed to complete satisfactorily all required courses included in the first and second years of the curriculum. When an "F" or "W" occurs in a required course in the semester or term immediately preceding the internship, then the Dean in consultation with the Director of Internships shall determine whether the internship shall be terminated, continued, or revised in its nature (e.g., changed to a part-time internship). When an "I" occurs in a semester immediately preceding the internship, the deficiency shall be removed within six weeks of the conclusion of the semester or the internship shall be terminated, continued, or revised as in the case of an "F" or "W."

When in any semester/term a student receives grades of "I", indicating extensions beyond the limits of that semester/term, in more than two courses, except for valid medical reasons made previously known to the Dean, the student shall not be allowed to register for courses in the following semester/term except with the express permission of the Dean.

Class Attendance

Students enrolled in courses are expected to attend class. When absences occur, as in the case of illness or other legitimate extenuating circumstances, students should share the reasons for these absences with their professors. When possible, these reasons should be shared in advance.

In courses for credit, unexplained and/or illegitimate absences from class will be taken into account in the determination of course grades. Chronic absence from class will constitute a sufficient basis for failure in a course. Professors should clarify expectations concerning class attendance at the beginning of each academic term.

It is also important that expectations regarding class attendance and participation be established at the beginning of the academic term for students taking courses on an audit basis. This is particularly important in instances when the student seeks Continuing Education Units (instances in which professors must certify satisfactory participation).

This policy will be administered by professors in their courses.

Graduation Requirements and Commencement

A student who expects to graduate is to register with the Registrar's Office (Application for Graduation form, available at the registrar's home page) no later than January 3 of the year in which he/she plans to graduate. All students will be required to have completed all requirements for their respective programs by May 15, 2012, in order to be eligible for graduation and to participate in the Commencement ceremony. Note that, in order for instructors to submit final grades by May 15, the student may be required to submit final coursework well before that date. Students should be sure to check with their instructor(s) as to when coursework needs to be completed and submitted in order that they can be certified for graduation.

The degree of Master of Divinity, Master of Arts in Religion, or Master of Arts in Public Leadership degree shall be granted to students who have completed all degree requirements, including submission of all required transcripts or other documents and compliance with any required assessment processes, and who have attained a cumulative grade point average of 2.00 or above.

First-Professional Students without Bachelor's Degrees: A baccalaureate degree or its equivalent from an accredited college or university is required for study at LTSP. In extraordinary cases, a student lacking a bachelor's degree but having the equivalent of an

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associate's degree, support of their denominational judicatory, and demonstrated master's-level academic ability may be admitted as a special student and, upon successful completion of all requirements with a grade point average of at least 3.5, may be awarded the MDiv or MAR degree at the discretion of and by unanimous vote of the Faculty.

Maximum length of first-professional degree programs: Degree requirements for the Master of Divinity, Master of Arts in Religion, and Master of Arts in Public Leadership degrees shall be completed within ten years from the onset of the first course at LTSP that is applied to the degree program. Upon receipt of a written request from the student, the Faculty at its discretion may grant program extensions on an annual basis, either with or without credit for courses taken more than ten years previously. Any student granted such a program extension shall pay an extension fee of \$200 for each year of extension in order to remain in the program. The ten-year program limit shall apply to all students whose MDiv/MAR/MAPL studies began in 2004-05 or later.

A student who transfers from one degree program to another is nonetheless bound to a limit of ten years from inception of the first course taken in the original program that contributes to the final degree program, owing to the expiration of courses after ten years.

Introduction to Public Theology and Satisfactory Progress

In order to remain in good standing as making satisfactory progress, a full-time student in the MDiv, MAPL, or MAR programs must complete Introduction to Public Theology (formerly known as Prologue) prior to the Fall Semester of his/her second year of study. A part-time student must complete Introduction to Public Theology before continuing beyond 10 units of study. A student who fails to complete IPT in a timely fashion will be ineligible to continue studies until IPT requirements have been completed.

Global Immersion Travel Seminars

Participation in courses related to global immersion trips will be graded on a pass/fail basis. Faculty leaders will determine in advance, based on the content and duration of the trip, which degree requirements (global, ecumenical, and/or interfaith) may be met in conjunction with the particular trip. Students participating in an LTSP-sponsored trip may register for up to one unit of corresponding course credit and will receive a 50-percent tuition reduction for that course credit.

Students who participate in trips sponsored by other ELCA seminaries are eligible to transfer any course credit earned, but no LTSP tuition reduction or Seminary aid is available to offset expenses. Students participating in approved trips by outside agencies for which academic credit is not available may gain credit by doing an independent study at full tuition under the guidance of the Director of the Multicultural Mission Resource Center or a designated substitute faculty member.

Transfer of Credits/Advanced Standing

A student who has attended another fully ATS-accredited seminary within the preceding ten years may request the transfer of credits to his/her LTSP degree program, except that courses will not ordinarily be accepted for transfer to the MAPL program. Courses taken at the

baccalaureate level or at an unaccredited institution are not transferable but may provide sufficient evidence to warrant a requirement's being waived (without award of academic credit).

To be eligible for transfer toward the MDiv or MAR degree, a course completed at another school shall meet the following requirements:

- The course was taken at a fully ATS-accredited seminary or other graduate institution.
- The course was taken at the graduate or first-professional level.
- The student had completed a baccalaureate degree before taking the course. Courses shown on an undergraduate transcript, even if taken at a post-baccalaureate level, are not eligible for transfer.
- The course is clearly relevant to the student's seminary degree program.
- The course was taken within ten years prior to the student's admission to the seminary degree program.
- The course was not previously credited toward another master's degree, either received or anticipated.
- The student received a grade equivalent to a C or better ("pass" in the case of a pass/fail course).

Requests that LTSP degree requirements (including option requirements, as opposed to free electives) be satisfied by either waiver or transfer of prior credits must be made via the "Application for Program Credit by Course Transfer or Waiver" form, available from the Registrar's Office or on the registrar's home page. The student should be prepared to submit a course description, syllabus, bibliography, and/or sample coursework upon request. The instructor and/or area may grant credit toward a core or option requirement while requiring that the student take additional work in that field.

Student Learning Assessment

A student in the MDiv/MAR/MAPL is to complete learning assessment at specified points in time during his/her study. An MDiv student must complete the first stage of assessment after earning 8–12 units of study, and the second stage after earning 18–24 units. An MAR student goes through the assessment process after completing 12 units of study. An MAPL student may do so after completing 10 units. The submission of a theological essay as required by the assessment plan (available at LTSP website, under 'Current Students') is a pre-requisite for completing the assessment form of an MDiv/ MAR student. A MAPL student follows a different scheme of assessment that takes into account a fieldwork component and collaboration with other institutions.

The Director of Student Assessment will notify a student from time to time regarding his/her assessment status. However, it is the responsibility of the student to ensure that all assessment requirements are fulfilled in a timely manner during the course of his/her study.

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Process for Redress

Any student who believes these standards, definitions, and/or practices have done him/her an injustice in a particular circumstance may pursue his/her grievance by following the steps stated in the “Student Complaint and Grievance Procedure” policy.

Submission and Return of Coursework

Submission of Papers and Coursework Outside of Class: Class papers and other student-instructor correspondence that are not given directly into the instructor’s hand should be left with the Faculty Assistant, Carrie Schwab, or with one of the staff persons in the Enrollment Services Office on the second floor of The Brossman Center. Papers will be date stamped, initialed and recorded by the staff person. Papers are not to be left with any other person; students submitting coursework to any other person do so at their own risk.

Late Submission of Coursework: Except where the student has received permission in advance to submit coursework after the announced deadline, coursework that an instructor agrees to receive late will ordinarily be penalized with grade reductions at the rate of one-third letter grade for each two days of lateness. That is, work that would receive a grade of A will be reduced to an A- after the initial deadline, to a B+ after two days, to a B after four days, etc., being reduced to an F after 18 days. It is up to each instructor whether or not to accept late submissions of coursework at all.

Electronic Submission of Coursework: The following policy applies to electronically submitted papers for credit:

- Faculty in their syllabi for courses will note whether they will or will not accept electronically submitted papers. It is a faculty decision to choose and state in their course outlines whether they are willing to have online submissions of assignments or papers, or whether they require hard copy.
- Students who submit papers by email may receive comments from the professor by email. The Seminary will not be responsible for printing a hard copy of the paper on which to write comments. Students who want comments written on the paper must submit a hard copy.
- It is the responsibility of the student to submit any work on time and in a form readable by the faculty member. If a paper does not arrive or the professor cannot read it in the form submitted, unless an extension has been granted, the paper will be considered late and the grade will be reduced according to the grading practices statement.
- Students are responsible for submitting required coursework in the format(s) specified by their instructors. Instructors will provide information about their policies and requirements for submitting work electronically and/or on paper in the syllabus for each course.

Return of Student Papers: Students desiring return of course papers other than to a campus mailbox are to provide the instructor with a stamped, self-addressed envelope. It is not otherwise the responsibility of the instructor or the Seminary to return papers to students.

Extensions (Incompletes): Completion and timely submission of coursework is an indicator of a student’s ability to manage time and work under pressure, both critical ministry skills.

Consequently, requests for extensions of time in which to complete coursework should generally be requested only in extreme cases related to serious illness or a birth or death in the immediate family.

Policy on First-Professional Extensions (Incompletes)

An instructor may grant extensions (or not) at his/her discretion but not to extend beyond two weeks after the end of the term. A student must submit an extension request in writing to the instructor prior to the end of the term, and the instructor must approve it in writing, specifying the exact date by which the work is to be submitted. Failure of the instructor to respond in writing to a request for extension is to be interpreted by the student as a denial of the request.

A student who anticipates needing an extension of more than two weeks must submit a Request for Extension Form to the instructor no later than three days prior to the end of the term, specifying the date by which he/she intends to submit the coursework. Such date may not be more than three months after the end of the term, except in cases of prolonged medical leave. Late requests for extensions will not be accepted. The request, if approved by the instructor, requires the review and approval of the Dean. Normally, a grade reduction will be imposed, per below.

Except in cases such as the birth or death of an immediate family member or if the student suffers a serious illness confirmed by a professional, a student seeking an extension beyond two weeks after the end of term is to accept a grade reduction penalty of one-third letter grade (A to A-, A- to B+, etc.) or more per month of extension.

A student with approved extensions per bullet (1) or (2) above who fails to complete the work within the time allowed will receive a grade based upon work already completed and turned in during the term, factoring in missing coursework as an "0" (zero).

A student who fails to seek an extension per bullet (1) or (2) above or whose request for extension is denied is obligated to submit all coursework by the originally prescribed dates. If the student fails to do so, and if the instructor is willing to accept late submission of assignments, grade reductions will be imposed at the rate of one-third letter grade (A to A-, A- to B+, etc.) per two days of lateness or fraction thereof. Work that would have earned a grade of "A" will be reduced to "F" after 18 days.

A student with more than one outstanding extension may not register for a subsequent term. A student with any outstanding extensions may not begin an internship.

A student on academic probation may not seek an extension.

During January and Summer Terms the end of the term for a particular course is defined as the date by which the instructor expects all coursework to be completed. In no case may that date be beyond the end of the following semester (Fall or Spring).

(Effective January 3, 2005)

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Student Employment

Seminary students are expected to participate fully in the courses for which they register and to keep up on all assignments. To this end, it is generally assumed that full-time students (i.e., ≥ 4 units/semester) will not work more than 15-20 hours per week while taking classes and that such students will therefore be able to avail themselves of the full range of Seminary courses, both weekday, evening, and Saturday. Students who work full-time and cannot take weekday courses recognize that courses will not always be available when they wish or need to take them, and this may lengthen their time of study.

A student's advisor may, on the basis of cumulative GPA, repeated extensions ("incompletes"), and/or other evidence, require the student to choose between reducing employment and reducing his/her course load. A student may appeal the advisor's decision in writing to the Dean, who, after consulting the advisor, can validate or overrule the decision or place it before the faculty for a decision.

Full-time students whose required reduction in course load negatively impacts their financial aid eligibility may petition the Financial Aid Committee to extend the student's eligibility for aid beyond the normal 6 semesters to a maximum of 8 semesters. If the petition is approved, the total amount of aid the student would have received for one semester or one year may be distributed to the student over two semesters or two years.

Inclusive Language

The Evangelical Lutheran Church in America (ELCA) has issued guidelines for the use of inclusive language throughout the communications and publications of the ELCA.

This Seminary, as a Seminary of the ELCA, commits itself to the use of language that does not exclude people on the basis of gender, age, race, ability, sexual orientation or class. Sometimes this is referred to as "bias-free language," language which does not create prejudice, or "inclusive language." The use of proper language is an ethical dimension of scholarship and teaching. The use of inclusive language is an aid to opposing discrimination of all kinds.

Language reflects our thinking and our values. It is not a neutral or innocuous system of signs but can be a bearer of corrupt and degrading ideas. Recognition of the full humanity of all people should prompt an attempt to speak and think in ways which include all human beings and degrade none. When the words and expressions we use are no longer congruent with the way in which we value other people, it is inevitable that we will change our language. To continue to use language that denotes the superiority of one group of people implies that such an attitude is acceptable. The use of inclusive language is thus a justice issue and cannot be dismissed as a passing fashion or a concern of a radical few.

The Christian story is a story of change and liberation; a story of upholding the rights of those who are oppressed and excluded. Scriptures and the Christian story call us to language which includes, which makes visible the invisible.

Inclusive language is not limited to the words we use to describe people. Inclusive language also includes the words we use about God. The words we use to speak to and about God affect how we understand all of life. Our language about God should reflect our understanding that we are all created in God's image.

We may not intentionally use language that excludes, but if the effect of our language is that others are excluded, then our language is not inclusive. Language that includes is language with dignity. It can help us both widen and deepen our understanding of one another, our faith and our world. Members of the LTSP community are expected to use and to encourage the use of appropriate language in spoken and written expressions.

Guidelines for using inclusive language and examples thereof are published in Guidelines for Inclusive Use of the English Language for Speakers, Writers and Editors issued by the ELCA Office of the Secretary, Commission on Communication (Chicago, 1989). [Endorsed by the faculty on June 7, 2000]

Plagiarism

God's good creation is constituted by richly interdependent diversity (Gen. 1). God's creatures praise their maker precisely in lifting up their diverse voices (Ps. 150). As witness to the eschatological ingathering of all God's people, the church depends upon the diverse gifts that the Spirit apportions to the different members of the community

(1 Cor. 12). The recognition and cultivation of these gifts is essential to the health of the community.

Plagiarism injures the community by inhibiting the recognition and cultivation of gifts imparted by the Spirit. Clearly the unattributed use of the words and/or ideas of others fails to give appreciative recognition of their gifts. But this illegitimate appropriation of the gifts of others also blocks the recognition and cultivation of the actual gifts of the person engaged in plagiarism.

Plagiarism creates an atmosphere of falsehood in the community's discernment and cultivation of gifts, both within the Christian community and in God's larger creation. Since freedom comes only by way of truth (Jn. 8:32), such falsehood can only result in captivity and therefore has no place in the Christian community.

On this basis, the Seminary adheres to the following general requirements for the acknowledgement of sources of academic work. These requirements apply to both print and electronic media.

- **Quotations**—Any sentence or phrase that a student uses from another source must be placed in quotation marks or, in the case of longer quotations, clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a note) by a precise indication of the source.
- **Paraphrasing**—Any material that is paraphrased or summarized must also be specifically acknowledged in a note or in the text.
- **Ideas**—Specific ideas that are borrowed should be acknowledged in a note or in the text, even if the idea has been further elaborated by the student.
- **Bibliography**—All the sources consulted in the preparation of an essay or report should be listed in a bibliography.
- **Citation of e-Book Sources**—There are a number of electronic book sources now available for general use and some materials only exist in that format. When citing an electronic book of e-Book the reference must contain the actual type or model of e-Book

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being used (Amazon Kindle, Microsoft, Sony, etc.) and the location number of the quote (since actual page numbers are not created). For example:

D. Brent Laytham, ed., *God Does Not...: Entertain, Play Matchmaker, Hurry, Demand Blood, Cure Every Illness* (Grand Rapids: Brazos Press, 2008), Kindle e- book, locations 552–53.

In addition students must be aware that a professor may request to see the device and examine the quotation and that the student must be able to comply with this request.

In addition to plagiarism, the following related practices are also unacceptable compromises of the truth requisite to a free community.

- **Multiple submission:** Failure to obtain prior written permission of the relevant instructors to submit work which has been submitted in identical or similar form in fulfillment of any other academic requirement at any institution.
- **False citation:** The deliberate attribution to, or citation of, a source from which the material in question was not, in fact, obtained.
- **Submission of work done by someone else,** either with or without that person's knowledge.

Neither ignorance of the regulations concerning academic violations nor personal extenuating circumstances are an adequate defense against charges of plagiarism.

Should an instructor ascertain that plagiarism has been committed, the instructor will first consult with the student and the Dean before making a determination of the penalty. The first offense of plagiarism will be penalized either by the failure of the assignment (in the case of a minor assignment) or by the failure of the course (in the case of a major assignment). In addition, in the case of plagiarism on a major assignment, the failure of the course will also lead to the student being placed on academic probation for the next semester of study. A second offense will normally be penalized by dismissal from the Seminary.

[Adopted June 1999, revised April 2004, LTSP faculty. Significant portions of the above descriptions of aspects of plagiarism and related offenses against the community are taken from Princeton University Rights, Rules, Responsibilities 1990 Edition (Princeton University, Princeton, New Jersey). The final paragraph is taken from the Wartburg Theological Seminary Student Handbook. Acknowledgment is gratefully made to Princeton University and Wartburg Theological Seminary for permission to use this material.]

Professional Ethics Workshop

Rationale

Sexual misconduct (that includes sexual harassment, abuse and exploitation) has been identified in recent years as a serious problem affecting the integrity of ministry and the capacity of the church to be a safe place for all people. Research studies have estimated that up to 20 percent of clergy have violated sexual boundaries with parishioners (a higher percentage than any other professional group). The problem, once cloaked in secrecy, is now being addressed in healthy ways by church denominations and by individuals and groups within the church who are committed to promoting positive professional ethics and models of self-care, boundaries and wellness among church workers. Appropriate screening and training of candidates for ministry

are essential tools for prevention of boundary violations. They also prepare clergy to respond effectively when they are called to pastor a traumatized congregation and when victims come to them for help. The ELCA in its 1992 "Strategy for Responding to Sexual Abuse in the Church" has therefore called for "every pastor and every Seminarian to receive education aimed at the prevention of sexual abuse in the church" (p. 5). The Seminary recognizes that such education is an integral part of our mission of preparing and forming our students for ordained ministry and rostered lay leadership in the church.

Theological statement

As a community of faith, the church is shaped by the Word of God. Our faith is focused in the incarnation in Jesus Christ, his death and resurrection. Jesus is the revelation that makes clear that law and gospel implicit in the Hebrew Bible and explicit in the New Testament literature. 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.

Source: An ELCA Strategy for Responding to Sexual Abuse in the Church

Training Requirements

A total of eight hours of training shall be required of all first-professional students, faculty and staff effective July 1, 2001, to cover areas of clergy sexual ethics, boundaries and wellness. In 2011 the workshop training is offered as part of Introduction to Public Theology in August. It shall include up-to-date information about the following topics:

- Definitions of various forms of sexual misconduct, including sexual harassment, sexual exploitation and sexual abuse.
- Ethical issues (power dynamics, boundaries, dealing with sexual feelings in ministry)
- Theological considerations re: prevention, interventions and healing.
- Dynamics, prevention and intervention re: sexual exploitation of adults.
- Prevention, interventions and reporting requirements re: child abuse in congregational settings.
- Legal and ecclesiastical policy including the sexual harassment policies of Seminary, denominational and interdenominational resources (policies, where to turn for help, literature and organizations.)
- Issues for "after-pastors" serving traumatized congregations and responding to victims.
- Self-care, peer and professional consultation, and clergy wellness.

Certification of Training

The Seminary will provide a certificate to each participant upon completion of the full eight hours of training. This certificate may, in many cases, be used to show fulfillment of training requirements of synods, dioceses, church insurance companies, congregations or other judicatory bodies. A duplicate copy will be kept on file at the Seminary. An individual may fulfill the training requirement of this policy by providing certification of equivalent training specifically

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addressing sexual misconduct in the context of the church's ministry from another qualified training institution within the past three years. All individuals, regardless of prior training, are however, encouraged to refresh and update their knowledge by attending the training offered by this Seminary.

Follow-Up Pastoral Care

Recognizing that the information in this training may be disturbing to some individuals, particularly those who themselves may have been victims of sexual abuse or exploitation, participants are encouraged to seek support for themselves from the various pastoral care resources of the Seminary and/or off-campus resources.

[Adopted by Board of Trustees, March 27, 2001].

Anti-Racism Workshop

In recent years the Church has realized that the taint of racism permeates every part of our life as a culture and an institution. The Seminary has, thus, committed itself to the work of faithful anti-racism learning and activity to both heal its own life and to model for our students how they might engage this work in their ministries.

A common misunderstanding of racism is that it can be reduced to acts or attitudes of bigotry. While it is true that active prejudice is the public face of racism, the work of racism is most pernicious in its unseen forms—common language, cultural practices and social commonsense. The work of anti-racism is, therefore, significantly focused on uncovering the aspects of our common life which act as carriers of unhelpful assumptions and ideas that are based on racial reasoning.

Much like the struggle around inclusive language, anti-racism work involves uncovering the ways that images, language, ideas and customs reinforce the white normativity.

The goal of the work here at the Seminary is to create new ways of understanding our communities, the Christian tradition and our churches that allow all of God's children to be nourished and to thrive in a world that is sadly corrupted by a long history of racial oppression. The anti-racism workshop is an introduction for our students to that work and an invitation to become a part of the important project of anti-racism.

The 8-hour Anti-racism Workshop, endorsed by the LTSP Board of Trustees, is required of all entering, first-professional students. For the 2011–2012 school year, the workshop is offered on Friday, September 23. The session must be completed to fulfill this requirement. Racism and antiracism work are studied and discussed in ongoing dialogue among faculty, staff and students.

Certification of Training

The Seminary will provide a certificate to each participant upon completion of the full eight hours of training. This certificate may, in many cases, be used to show fulfillment of training requirements of synods, dioceses, church insurance companies, congregations or other judicatory bodies. A duplicate copy will be kept on file at the Seminary. An individual may fulfill the training requirement of this policy by providing certification of equivalent training specifically addressing anti-racism in the context of the church's ministry from another qualified training institution within the past three years. All individuals, regardless of prior training, are however, encouraged to refresh and update their knowledge by attending the training offered by this Seminary.

FINANCIAL POLICIES AND INFORMATION

Payment of Tuition, Rent and Other Fees

The cycle of billing and due dates for the 2012-13 academic year is as follows.

<u>Term</u>	<u>Billing</u>	<u>Term Pmt Deadline</u>	<u>Late Reg/ Drop/Add Billing</u>	<u>Reg Change Pmt Deadline</u>
Fall 2011	8/8/11	8/31/11	8/5/11–9/14/11	9/30/11
Spring 2012	1/6/12	1/31/12	1/9/12–2/14/12	2/28/12
Summer 2012	6/4/12	6/30/12	6/5/12–End of term	7/15/12

Charges for tuition, room/board and other fees are payable at registration, but no later than the payment deadlines identified above. Students may make payments anytime prior to the prescribed deadlines; however, unpaid account balances as of the payment deadline dates will be subject to an overdue balance fee of 10% of the outstanding balance, unless the student has previously sought permission to make deferred payments. Students who have been formally admitted to LTSP programs (i.e., who are not studying as non-matriculated or auditing students) may elect to sign up for one of two deferred payment options.

Option 1: A student may request to make payments for each semester's tuition, room and board charges, less any Seminary scholarship and loan proceeds, in three equal installments. All other charges and fees, including a once-per-academic-year \$100 payment plan administration fee, are to be paid by the Term Payment Deadline shown above. The student's account must be at a zero balance from the previous semester to have a payment plan approved. The first payment is to be made by the Term Payment Deadline above. Subsequent payments will be due September 30 and October 31 for the Fall Semester, February 28 and March 31 for the Spring Semester. A \$10 late payment fee will be assessed for any late payment. In addition, any unpaid account balances as of November 1 or April 1 for the Fall and Spring semesters respectively will be subject to a 10% overdue balance fee. This option is not available to students taking courses in the Summer Term.

Option 2: A student who receives financial support from outside sources; such as a church, denomination, military or other organization, is to specify the date by which funds will be received from the designated source(s), normally providing evidence in writing of the source's commitment to pay. The student is required to pay at least 1/3 of total tuition, room and board, less any Seminary scholarship and loan proceeds, by the Term Payment Deadline above, as well as payment for all other charges and fees. Submission of invoices to and collection of payment from third parties is the sole responsibility of the student. Any unpaid account balances as of the date specified by the student will be subject to a 10% overdue balance fee.

Overdue balance fees will not apply on outstanding housing, room and board so long as the student is making prearranged deferred payments on time. However, any other outstanding balances will be subject to the overdue balance fee. Overdue balance fees will be applied each month to all unpaid balances.

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Whatever manner of payment the student selects, a student whose account is not clear at the end of a semester will not be permitted to register for a subsequent term or to receive grades, transcripts, certifications, or diplomas.

Student accounts are maintained in the Business Office. Inquiries should be directed to the staff in that office at extension 7311. All payments are to be mailed or delivered to the Business Office in time to be received by the due dates. Students may also make payments and access their account information through the **Henry Online Student Information System** at <https://henry.ltsp.edu>. (To learn more about Henry, the online student information system, please go to <http://ltsp.edu/henry-student-access>. If you need additional assistance, you can contact The Help Desk , the source for information on using Henry, at helpdesk@ltsp.edu or 215-248-7385.)

Fee Schedule

For Academic Year 2011–2012

Effective July 1, 2012

Programmatic Fees

First-Professional Level (MDiv/MAR/Special)

Tuition per course unit (most students)	\$1,530	
Tuition per course unit (MARPL/MAPL)		
In-State	\$1,700 /\$1,810	
Out-of-State	\$1,930 /\$1,985	
Graduation fee (degrees)	\$250 /\$75	(1)
Test out fee	\$310	
Internship fee (per semester)	\$500	
Seminary services fee (per semester)	\$175	(2)
Student Body dues (per semester)	\$20	

Advanced Level (STM/DMin/General Studies)

Tuition per course unit	\$1,625	
Graduation fee (degrees/certificates)	\$400 /\$75	
STM/DMin Program Continuation (per year)	\$225	
STM/DMin Program Extension	\$300	
STM thesis/DMin. project fees	\$750	
STM oral examination	\$150	
DMin Colloquia fees		
Colloquium I	\$500	
Colloquium II	\$450	
Seminary services fee (per semester)	\$75	(2)

Doctoral Level (PhD)

Tuition per year (full-time students)	\$16,080	
Graduation fee.....	\$400	
Tuition per course unit (non-matriculants)	\$2,490	
Audit tuition per course	\$815	
Continuation fee (per year after second year)	\$315	
Seminary services fee (per semester)	\$75	(2)

General

Application fee	\$40	
Late registration fee (courses for credit)	\$50	
Reinstatement Fee.....	\$40	
Seminary services fee (non-admitted students)	\$75	
Audit fee (per course)	\$600	
Senior citizen/student spouse fee	\$300	
Late audit registration fee	\$15	
Affiliation fee	\$500	
Late affiliation fee	\$750	
Vehicle registration fee (per semester)	\$40	(3)
Payment plan application fee	\$100	

NOTES:

(1) Seminary services fees are levied on **all** matriculated students, **whether or not** they are taking courses that semester.

(2) This fee applies to all students who park a car on campus because of campus residence or participation in courses. The fee accompanies registration of vehicles with Security. Registration grants the privilege to park on campus but does not guarantee a place to park.

(3) This fee applies only to students who have previously been placed in collection, satisfied their indebtedness, and reapplied for admission.

(4) Participation in the Health Plan is mandatory at all ELCA seminaries for all students on internship or enrolled more than half-time (for more than 2.5 units in any semester). Students may waive coverage by providing proof of participation in another group coverage plan.

(5) Added to rent will be a 6% surcharge for utilities. Apartments are unfurnished but include

Returned check fee	\$35	(4)
Collection agency fee	\$250	(3)
Health insurance: Mandatory, see note	\$2,290	(5)

Housing

Jacobs Studio	\$6,463 per year (includes utility surcharge)	
Apartment monthly rents, not including 6% utility surcharge		(6)
One bedroom	\$ 700 - \$925 perimeter; \$850 Bagger	
Two bedrooms	\$ 925 – 1,332 perimeter; \$975 Bagger	
Three bedrooms	\$ 1,010 perimeter; \$1,150 Bagger	

Notes

- (1) Graduation fees are assessed in full, regardless of whether students can attend Commencement or own their own regalia.
- (2) Seminary services fees are levied on all matriculated students, whether or not they are taking courses that semester.
- (3) Fee applies to all students who bring cars onto campus because of campus residence or participation in courses. Fee accompanies registration of vehicles with Security. Registration grants the privilege to park on campus but does not guarantee a place to park.
- (4) Fee applies only to students who have previously been placed in collection, satisfied their indebtedness, and applied for readmission.
- (5) Participation in the Health Plan is mandatory at all ELCA seminaries for all students on internship or enrolled more than half-time (for more than 2.5 units in any semester). Students may waive coverage by providing proof of participation in another group coverage plan.
- (6) Added to rent will be a 6% surcharge for utilities. Apartments are unfurnished but include refrigerator and range.

STUDENT HOUSING POLICIES AND INFORMATION

The primary purpose of campus housing is to foster an environment that promotes and supports a community of learning. All residents of campus housing are therefore expected to demonstrate sensitivity to the needs of others for a peaceful and orderly setting in which to study and learn.

The Seminary reserves the right to dismiss any student from campus housing whose conduct or whose family member's conduct, in the Seminary's judgment, jeopardizes the safety of the LTSP community or exhibits a disregard for the rights or welfare of others in the community.

All campus housing (studios and apartments) have cable television connections. Students may arrange for cable service by contacting Comcast directly at 215-639-5315.

Smoking is not permitted in Seminary buildings, including inside individual student apartments and studios.

Studios

Students who are single, married but without spouse living on campus, or "resident commuters" normally have the opportunity of living in a Seminary studio. Each student studio includes a kitchenette, and each floor of the studio wing offers a full community kitchen. **Studio residents may not remove Seminary furniture from their rooms.**

Apartments

The Seminary also has apartments on campus that are available for students. In addition to the apartments of the Wiedemann Center, 20 units are available in older facilities on the perimeter of the campus, which are former private residences converted to apartments. Apartments are normally not available for students during the internship year.

Termination of Leases/Contracts

Students living in studios are expected to vacate their units at the close of the academic year as specified in the contract unless special arrangements have been made with the Housing Office for summer occupancy. Students living in apartments are expected to vacate apartments by the end of the lease period (usually June 30) unless arrangements have been made with the Housing Office for an extension or renewal of the lease. May graduates, or others having concluded their enrollment, may be able to arrange brief extensions at the convenience of the Seminary, but in no case beyond July 15. Normally, apartments and studios are made available according to a schedule reflecting, as feasible, both the dates the units become vacant and the dates of desired occupancy.

Meningococcal Vaccination

All students living in LTSP housing are required by Pennsylvania state law to provide verification that they have received a one-time meningococcal vaccination or sign a waiver declining the vaccine.

Pets in Student Campus Housing

Wiedemann Apartments and Studios: All pets are forbidden, with the exception of working dogs, e.g., seeing-eye dogs.

Perimeter Apartments: One or two cats are permissible in perimeter apartments, with the following provisions:

- Cats must have been pets of the student's household prior to the student's initial enrollment at the Seminary.
- Cats must be de-clawed, spayed/neutered, and vaccinated (with proof of vaccination). They must be "housecats," without access to Seminary grounds.
- Cats must be registered with the Housing Office at the time the initial lease is executed. The tenant-owner will pay a **non-refundable** pet registration fee of \$250 to address the cost of extra cleaning and servicing upon termination of the lease. Property damages with repair costs beyond the \$250 and the standard security deposit will be the liability of the tenant as provided in the standard lease. The registration and fee are due each time the student executes a new lease, e.g., because of a change in apartments, or upon return to campus from internship or study away. This obligation does not apply when an existing lease is renewed. **This is a non-refundable fee, not a deposit.**

All other pets are forbidden, with the exception of working dogs.

Governance/Administration

The Student Body and the Seminary administration share responsibility for enforcement of this policy. All problems related to student pets in Seminary housing will be referred initially to the Executive Committee of the Student Body. The initial complaint must be submitted in writing; the first response will be conversation by the Executive Committee with the parties involved. If that does not lead to satisfactory resolution and/or there is a second complaint, the Executive Committee of the Student Body will schedule a hearing with the complainant and the pet owner, and will issue a decision in writing. If there is still no satisfactory response from the tenant, the matter will be referred to the Seminary administration for enforced removal of the pet(s) from Seminary property. The following administrative remedies may progress as necessary :

- A written warning
- A fine of \$50 and second written warning for non-compliance if there is no satisfactory response within one week of the first warning.
- A fine of \$100 and third written warning for non-compliance if there is still no satisfactory response. Fines will be charged to the student's fees account; if unpaid, they will result in the same penalties as apply to any unpaid fee; once levied, fines are payable even if correction follows.
- Termination of the lease.

Campus Storage

There is no storage space on campus. Commercial storage is available in the local community.

ADDITIONAL POLICIES

Criminal Background and Child Abuse Checks

- All new first professional students will receive forms and instructions regarding criminal background and child abuse checks at the beginning of their first semester in Seminary.
- New students will not be allowed to register for and/or start classes without these checks.
- The Enrollment Services Department will inform all internship and field education supervisors about the details of this policy and will keep them up-to-date about the status of a student's background checks.

Academic and Social Conduct

The Lutheran Theological Seminary at Philadelphia admits qualified students of any age, sex, race or color, national or ethnic origin, or physical challenge to all the rights, privileges, programs and activities available to students at the seminary. It does not discriminate on the basis of the aforementioned categories in administration of its education policies, admission policies, scholarship and loan programs, and other seminary-administered programs. A statement on "Rights, Responsibilities and Freedoms of Students" is printed in the Student Handbook. The seminary is an equal opportunity employer.

The seminary is in the process of creating a campus that is freely accessible to all staff, students, and guests. Due to age, however, current facilities vary widely as to their accessibility to persons with motor disabilities. Persons for whom this is a concern are encouraged to consult the Admissions Office and visit the campus when applying for admission to LTSP and/or its classes.

Seminary students are citizens of both the academic and general communities. As such, they enjoy freedom of speech, the right to peaceful assembly, and the right to petition.

If the activities of students, whether on or off campus, result in violation of the law, institutional officials will apprise students of sources of legal counsel and other assistance as appropriate. The faculty with its representatives, the Dean and the President, bear the responsibility for taking disciplinary action in the case of academic or social misconduct by students. Prior to consideration of disciplinary action by the faculty and its representatives, members of the Seminary community are expected to follow precisely steps 1-3 under Social Conduct, below. In the event that the issue cannot be resolved in steps 1, 2 or 3 the measures described in step 4 are to be followed.

Should a member of the Seminary community believe a student's behavior to be a breach of community standards of academic or social conduct, that person should first approach the student in question and allow the student the opportunity to clarify or rectify the situation to their mutual satisfaction.

If the issue remains unresolved, the following actions for academic conduct and social conduct are to be taken:

Academic Conduct

ADDITIONAL POLICIES

- The student must first discuss the issue in question with the faculty member for consideration, with the intent to include possible resolution.
- If the issue cannot be resolved to the mutual satisfaction of the student and faculty member, either or both parties may present the issue to the Dean (see Social Conduct, number 3, below)

Social Conduct

- The issue must first be referred to the appropriate representatives or committee of the Student Body for mediation and/or adjudication. If a mutually acceptable resolution is reached or if the representative of the Student Body recommends sanctions within the power of student government, then the issue is closed.
- If the representative or committee of the Student Body judges that the student's conduct warrants discipline beyond the powers of student government, then the issue is presented to the Dean (see below).
- When an instance of alleged student misconduct is presented to the Dean, every effort will be made to resolve the issue without involving other members of the community. If, however, the Dean determines that faculty disciplinary action may be appropriate, any further investigation and review shall be subject to the measures outlined in #4, below.
- Process for students being considered for disciplinary action by the Seminary faculty:
 - The student will be clearly informed in writing of all charges of misconduct.
 - The student will be confronted by all accusers and will have the right to question them.
 - In all hearings at which the student is to be present, the student may be assisted or represented by counsel of personal choice.
 - For the hearings, the Dean will convene a committee that includes the Dean, two faculty representatives chosen by the faculty, and two student representatives chosen by students in accord with student government's established procedures. The hearings will be recorded either by tape or transcript.
 - After hearing and discussing all charges with the student present, the committee of five (Dean, two faculty representatives, and two student representatives) will meet to judge the merits of the charges and, if necessary, to recommend appropriate disciplinary action to the faculty. The faculty will then decide the action to be taken and notify the student in writing.
 - A student who has been judged guilty of misconduct and has been subjected to disciplinary action has the right to appeal the faculty decision to the President and, if requested in writing by the student, through the President to the Executive Committee of the Board of Trustees. The President or the Executive Committee of the Board may lessen the penalty imposed by the faculty but may not impose a penalty more severe than that already prescribed. Any decision by the Executive Committee of the Board of Trustees shall be final.

Student Complaint and Grievance Procedure

The following procedure is to be followed by a student who wishes to formally pursue a complaint against a member of the faculty regarding any matter that adversely affects academic

course work or conditions conducive to learning, unless the complaint is one of sexual harassment, in which case the procedure described in the Seminary's "Policy Concerning Sexual Harassment" shall be followed.

1. It is the intention of the Seminary to resolve grievances informally by consultation, if possible. Therefore the aggrieved student shall first approach the faculty member directly, explain the disagreement, and try to resolve it in a mutually satisfactory way. If the student wishes, he/she may ask another faculty member or a member of the Student Services staff for assistance in arranging such a meeting and facilitating discussion with the faculty member with whom he/she has a complaint. Such assistance may be sought from his/her faculty advisor, unless the faculty advisor is a party to the grievance. However, the student or the faculty member may resort to any other faculty member that he/she may deem helpful.
2. If the dispute cannot be resolved by such informal consultation, the aggrieved student may take the second step of filing a formal written complaint with the Dean. The complaint shall describe both the incident(s) that precipitated the grievance and the unsuccessful attempt to resolve it informally, and shall be filed no later than thirty days after the incident that precipitated the grievance with a copy to the faculty member concerned. If the faculty member in question is the Dean, the complaint shall be filed with the President. The Dean/President shall promptly refer the matter to the Area Chair of the faculty member involved in the dispute (or to a senior professor of the area, if the Area Chair is involved) to arrange a meeting of both parties to review the complaint and examine the relevant information. Such a meeting shall be arranged within ten days of the filing of the formal complaint. The Area Chair/Professor shall attempt to reconcile the dispute in a mutually satisfactory way, or may decide the case in accord with any of the policies stated in the faculty Handbook/Student Handbook or any customary practice that may apply.
3. If no mutually satisfactory resolution is reached, or if the Area Chair/Professor has made a decision, to which either party objects, the student or the faculty member may take the third step of requesting a hearing from the Dean. If the faculty member in question is the Dean, the request shall be filed with the President. The request shall be made in writing and addressed to the Dean/President. The Dean/President shall conduct a hearing involving both parties to resolve the issue or render a decision. The Dean/President may solicit the assistance of professional counselors, mediators or appropriate faculty members in arriving at a decision on the dispute. The decision of the Dean/President, which shall be rendered within ten days of the formal hearing, is final.

[Approved by the faculty December 9, 2003.]

Student Policy Concerning Harassment

The following policy addresses one form of "social conduct" (i.e., harassment) which constitutes a breach of community standards. The intent of this statement is to resolve issues of conflict among and between members of the LTSP Student Body. This statement is to be used, if necessary, to address student-to-student issues. A student is not required to follow this procedure, but, in keeping with its intent and the process therein, the Student Body Executive Council strongly advises that it be used.

ADDITIONAL POLICIES

The Student Body of The Lutheran Theological Seminary at Philadelphia strongly supports the right of all its members to pursue their work in an environment free of harassment. Harassment is incompatible with the Gospel and cannot be tolerated in this community. Furthermore, harassment is behavior incompatible with moral and judicious conduct. Because we are believers in the Gospel of Jesus the Christ, we encourage any person having difficulty with another person to try to reconcile those difficulties between themselves. As the Student Body of this Seminary, we hope that the guidelines set forth in this document need not be used. However, in the event that there are difficulties between members of this community involving possible or alleged harassment, we set forth the following guidelines in the event that reconciliation cannot be reached between the parties themselves. However, as members of a Christian community we must emphasize that our goal should always be reconciliation whenever possible.

Harassment can be defined in various ways and is a subjective as well as an objective matter. This document defines harassment minimally as:

- **Sexual Harassment:** Any unwelcome sexual advance, request for sexual favors, and/or verbal expression or physical conduct of a sexual nature which creates an intimidating, hostile, or offensive academic, working, or living environment. (We refer students wishing for a more exact definition of Sexual Harassment to the "Policy Concerning Sexual Harassment," approved by the faculty of The Lutheran Theological Seminary at Philadelphia, November 14, 2000).
- **Racial Harassment:** Any racist or race-related conduct which creates an intimidating, hostile, or offensive academic, working, or living environment.
- **General Harassment (physical/verbal):** Any conduct which creates an intimidating, hostile, offensive academic, working, or living environment.

A student who believes that she or he has been subjected to harassment by another student should, within 48 hours after the alleged harassment occurs, contact either the Coordinator of Student Services or the Dean to discuss the matter in confidence. If the student is prepared to declare that he or she has been harassed, the Coordinator of Student Services (or the Dean) shall, with the concurrence of the complainant, initiate a conversation among the complainant, the accused, and the Coordinator of Student Services (or the Dean). If all parties freely and fully agree that the issue has been satisfactorily resolved, no further steps need be taken. If one or more of the parties to this conversation do not agree, then the President shall join with the parties in the ongoing conversation. If after the President's involvement the matter is not resolved to the satisfaction of all parties, then the Dean shall immediately establish a hearing (in accordance with #4 under IIB. Social Conduct "A Process for Addressing Problems related to Student Conduct"). This is for the purpose of determining whether or not harassment as defined in this policy has or has not occurred.

Where a student believes that she or he has been subjected to harassment by a faculty member, the initial report should be made to the Dean (or to the President, if the accused party is the Dean). The procedure in the Faculty Handbook will then be followed. Where a student believes that an employee has subjected her or him to harassment the initial report should be made to the employee's supervisor, the Human Resource Director or the President, at the student's option. The procedure in the employee handbook, Personnel Policies for Exempt and Non-Exempt Employees, will then be followed.

The Student Body strongly encourages anyone who feels that he or she has been explicitly or implicitly harassed to seek reconciliation through the guidelines stated herein. The Student Body also encourages that person to seek spiritual support and counsel, as harassment is a de-humanizing and traumatic offense against his/her person.

[On April 4, 2000, the Board of Trustees approved the following motion: That the Board of Trustees authorize the Executive Committee of this board to act for and on behalf of this board as the final appeal forum under any of the faculty, Student Body, or staff grievance or harassment policies.]

Sexual Violence Policy

Sexual Assault and Rape

LTSP is committed to creating and maintaining an environment free of all forms of violence, harassment, exploitation, and intimidation. Every member of the LTSP community should be aware that such behavior is prohibited by law and school policy. LTSP will not tolerate sexual misconduct in any form, including acquaintance or date rape. LTSP will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing rape or sexual assault.

This policy applies: to students currently enrolled at LTSP; faculty; staff and visitors to the campus and facilities. Faculty members should also consult the LTSP Faculty Handbook. For staff members and administrators, provisions contained in the LTSP Employee Handbook prohibit conduct that violates the law and school policy, and provide for disciplinary action for inappropriate conduct.

Definitions

Sexual violence in any form, including sexual assault and rape, is prohibited by Seminary policy. Sexual violence includes a range of behaviors in which an act of a sexual nature is taken against another person without her or his consent or when he or she is unable to consent.

Important definitions appear below. 6.1 Definitions

Sexual assault (including but not limited to rape) is defined as having committed any of the following acts:

- 1) Any physical sexual contact that involves the use or threat of force or violence or any other form of coercion or intimidation;
- 2) Any physical sexual contact with a person who is unable to consent due to incapacity or impairment, mental or physical. "Incapacity" or "impairment" includes but is not limited to being under the influence of alcohol or drugs or being too young to consent.

Rape is defined to include all acts of sexual intercourse assault involving an act of penetration and includes acquaintance rape (assailant and victim know each other.)

involving penetration imposed under the following circumstances:

Where the complaining party is incapable, because of a mental, developmental, or physical disability, of giving legal consent and this fact is known or reasonably should be known to the person committing the act; or where such an act is accomplished against a person's consent by means of force, coercion, duress, violence, or reasonable fear of harm to the complaining party or another; or

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ADDITIONAL POLICIES

~~Where the complaining party is prevented from resisting or giving consent as a result of intoxication, or is unconscious at the time of the act, and this fact is known to the person committing the act.~~

Acquaintance rape is sexual intercourse undertaken by a friend or acquaintance without the consent of the student. Acquaintance rape is also sometimes referred to as date rape.

Non-forcible sex acts include unlawful sex acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent as defined by Pennsylvania law.

~~*Sexual assault is defined as the imposition of non-consensual sexual conduct excluding rape, including but not limited to oral copulation, penetration by a foreign object, caressing, fondling, or touching of a person's genitalia, buttocks, or breasts.*~~

~~*Consent is an affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. Consent may not be inferred from silence, passivity, or lack of resistance alone. Furthermore, consent to one form of sexual activity does not imply consent to other forms of sexual activity and the existence of a current or previous dating, marital, or sexual relationship is not sufficient to constitute consent to additional sexual activity. Assent shall not constitute consent if it is given by a person who because of youth, disability, intoxication or other condition is unable to lawfully give his or her consent. Consent is defined as positive cooperation in act or attitude pursuant to an exercise of free will. The individuals consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. It is a defense to the allegation of non-consent that a defendant held a reasonable and good faith belief that the complainant was consenting. A current or previous dating relationship is not sufficient to constitute consent. The determination regarding the presence or absence of consent should be based on the totality of circumstances, including the context in which the alleged incident occurred. The fact that an individual was under the influence of drugs and/or alcohol at the time may be considered in determining whether that person had consented to the act in question. Students should understand that consent may not be inferred from silence or passivity alone.*~~

In determining whether the alleged conduct violates this policy, consideration will be given to the totality of circumstances, including the nature of the sexual conduct and the context in which the alleged incident occurred.

6.2-Prevention Of Sexual Assault And Rape

LTSP uses a number of means to prevent sexual assault and rape, including:

- Encouraging students to inform themselves about crime prevention techniques, such as those offered by the City of Philadelphia Police Department;
- Encouraging students to make use of the public safety resources, such as escorts provided by the campus Security Department.

6.3-Responding To Sexual Assault And Rape

Since LTSP maintains a Security Department, all violations of the law involving sexual assault or rape should be reported immediately to the department for further investigation by the City of Philadelphia Police Department's rape unit.

Incidents of sexual assault and rape should also be reported to the President, the Dean, the Coordinator of Student Services or the Chief of Campus Security. Students are not required to report incidents to the Police Department or District Attorney, although they are encouraged to do so. LTSP officials will honor requests for confidentiality by the student alleging sexual assault or rape, but shall report anonymous information to the Security Department, so that the incident can be included in LTSP crime statistics.

If an incident is reported to an LTSP official, the official shall inform the student of her or his right to inform the Philadelphia Police Department or District Attorney. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of school officials to assist the student in notifying authorities of the incident, upon the student's request.

Finally, the student shall be informed of counseling, mental health and other services:

- Northwest Victim Services
6301 Germantown Ave, 2nd Floor, Suite 1, Philadelphia
215-438-4410
pcacares.org
- Women Organized Against Rape
One Penn Center, 1617 JFK Blvd., Suite 1100, Philadelphia
24 Hour Hotline: 215-985-3333
woar.org

Victims of sexual assault and rape may request that LTSP change academic and living situations. LTSP will change those situations if it is able to do so and if the changes requested by the victim are reasonably available.

If a student is determined to have committed sexual assault, rape, acquaintance rape, or other forcible or non-forcible sex offense, disciplinary action up to and including dismissal from academic programs may be imposed by LTSP.

6.4 Procedures For Disciplinary Action

When a student reports being sexually assaulted or raped by another student, the Dean shall conduct a timely investigation of the allegations in the case, including interviewing any witnesses as needed. The decision to proceed with charges in a sexual assault or rape case is a joint decision of the Dean and President, with final authority residing with the President.

If formal charges are brought against the accused student by LTSP, the case shall either go to a hearing for adjudication, or be disposed of administratively in a settlement agreement.

The student charged with sexual assault or rape is entitled to due process and will be given notice and full opportunity to respond to the allegations. The student can seek representation, have the same opportunity as the student who reported being assaulted to have a non-participating observer present during the proceedings, and is entitled to information about the school policy on sexual assault and rape, and the procedures that will be followed to address the charges.

If formal charges are brought against the accused student by LTSP, the Dean will notify the accused in a written statement outlining the charges. The student charged will have seven working days to respond in writing. The Dean may then seek a settlement that is mutually agreeable to the person making the allegations and the student charged. The Dean and student(s)

ADDITIONAL POLICIES

involved will have 10 working days after receipt of the charged student's response to negotiate an administrative settlement agreement. If no such agreement is reached after 10 working days, the incident shall proceed to a hearing for adjudication.

If a hearing is required, the Dean shall, within 15 working days, appoint a committee composed of three LTSP Faculty and/or Staff members. The committee will, within 30 days of being appointed, hear evidence presented by the accuser and accused, and/or their representatives, and may interview any witnesses as needed, and review any other available evidence. The committee will vote, with a majority having final authority, on whether to sustain the charges. The committee will notify the Dean, the student bringing charges, and the student charged, of the outcome of its vote within five working days of voting. If the charges are sustained, the committee will recommend disciplinary action, up to and including dismissal from all academic programs at LTSP, to the Dean. The Dean may act on the recommended disciplinary action, or take other action, up to and including dismissal from all academic programs at LTSP. The Dean will inform the student charged of disciplinary action within 10 working days of the committee notification.

The student charged may appeal the outcome of the disciplinary action in writing within 10 working days of being notified. The appeal is to be directed to the President of LTSP, who will review the case. The President will make a decision on the disciplinary action recommended by the Dean within 10 working days and will inform the student charged. The decision of the President is final and no further appeal is allowed.

Policy Against Retaliation

The Seminary expressly prohibits retaliation against faculty, staff, or students who in good faith make reports of violations of this policy. In addition, knowingly and intentionally making a false report of a violation of this policy is prohibited. Members of the LTSP community who take adverse action against someone who reports a violation of this policy, intimidates, threatens or otherwise engages in retaliation is subject to disciplinary action, up to and including termination of their employment or expulsion from the seminary.

Disability Policy

The Lutheran Theological Seminary at Philadelphia is committed to providing an environment in which all students have full access to educational opportunities and community life. In order for the Seminary to provide reasonable and appropriate accommodations to students with either short- or long-term disabilities, documented evidence of the disability and of the required accommodation is needed.

Documentation includes:

- A current assessment of the disability by a qualified professional (in most cases within the past 2 years). The evaluator should include information regarding his/her license or certification and area of specialization.
- The basis for the diagnosis, including information to substantiate the diagnosis
- Evidence of impact on major life activities and learning
- Suggested modifications or accommodations
- A release form signed by the student granting permission for the qualified professional to provide the Seminary with a written report

All expenses incurred for testing and diagnosis are the responsibility of the student. Students who seek academic and/or physical modifications or accommodation need to contact the Coordinator of Student Services at least six weeks prior to the start of the semester. The process will then begin with the student completing the Student Disability Notification Form. The Coordinator of Student Services, in collaboration with the student and the faculty, will determine an appropriate and reasonable accommodation that is supported by the documentation and does not compromise the essential educational requirements of the Seminary.

[Approved by Education Council February 14, 2005.]

Alcoholic Beverages, Drugs and Abusive Substances

Because our society provides for the lawful possession and use of alcoholic beverages, but not of other addictive substances, the following statement addresses alcohol and drugs in separate sections. However, the personal abuse and illegal distribution of alcohol have potential medical and legal consequences no less severe than some of those related to the possession, distribution, or use of legal and illegal drugs.

Addiction is a disease that can manifest itself not only in the use of alcohol and drugs (including tobacco and its addictive ingredient, nicotine), but also in relationship to a wide variety of behaviors and attitudes. It is the Seminary's intent to rehabilitate rather than punish members of the LTSP community who are victims of addiction (as distinct from those who participate in the illegal distribution of addictive substances). Nonetheless, when behavior of an individual is destructive to self, family, or community, and when such an individual refuses assistance, the Seminary will act to protect the well-being of other individuals and the community. In view of this perspective, the following policies and information are presented.

Alcoholic Beverages

- The serving of alcoholic beverages by **off-campus groups** is prohibited.
- **The Seminary Community:** The serving of alcoholic beverages on campus to students is a privilege subject to rules and restrictions. This privilege may be withdrawn whenever the Seminary determines that it is in the best interest of the Seminary community to do so. In granting the privilege, the Seminary acknowledges that its students are adults of legal age and expects them and their invited guests (for whom the students accept responsibility) to act responsibly with regard to the serving and consumption of alcoholic beverages. It is expected that whenever alcoholic beverages are served on campus by any member(s) of the Seminary community, no such beverages will be served to minors and non-alcoholic beverages will be made available in quantities sufficient to provide an equal alternative. Subject to these rules, the privilege is hereby granted, but it should be understood that an abuse of the privilege may be regarded as a breach of community standards of social conduct and may, therefore, invoke the Student Conduct policy.

Non-Prescribed Drugs and Other Substances

This policy does not apply to the possession and use of prescribed drugs and medicines by the person to whom the prescription was issued and for the purpose for which it was issued, nor does it apply to medications which are intended for internal consumption, which are available on retail shelves to all customers, and which are used in a manner consistent with the instructions which accompany the medications.

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- **Health Risks** The specific risks vary according to the specific substance used, its combination with other substances (alcohol included), and personal variables of the users. These risks range from the short-term to long-term to permanent, including death. Among the dangers are: physical and/or psychological dependence, impaired memory, emotional instability, severe depression, psychosis, tremors, weight loss, convulsions, paranoia, anemia, stroke, and damage to major organs and bone marrow.
- **Prevention and Treatment** In cooperation with local agencies, the Seminary has access to alcohol and drug abuse prevention and treatment programs for its faculty, staff and students. For appropriate referral or further information, students may consult the Coordinator of Student Services or may initiate the same process through other members of the faculty or administration.
- **Seminary Standards of Conduct and Sanctions** The Seminary's standards of conduct clearly prohibit the unlawful possession, use or distribution of drugs and alcohol by any member of the community, both on the property of the institution and as a part of any activity of the institution, whether on or off the campus. Violation of this prohibition will subject a student to the disciplinary processes detailed in this handbook, with sanctions that can range from probation to suspension or dismissal, and which may include referral for prosecution under local, state, or federal law (see below). In the case of personal use and abuse, the student's willingness to pursue responsible treatment is a significant consideration in determining the institution's response.
- **Legal Sanctions** Local, state and federal laws provide sanctions for the unlawful possession, use or distribution of illicit drugs and alcohol; membership in the Seminary community or the Church does not provide immunity from this body of criminal law. The sanctions range from probation and lesser fines for lesser infractions to jail terms and heavy fines for more severe violations. Concerning drug violations, there is no crime classified as less than a misdemeanor. The legislation which defines the crimes and punishments is extensive, complex, and frequently amended, and it varies according to jurisdiction (local, state, federal). A detailed summary prepared by Seminary counsel in 1990 is available for consultation. Students would be advised to seek legal counsel should finer distinctions of law be relevant to choices they wish to make.

RIGHTS, RESPONSIBILITIES & FREEDOMS OF STUDENTS

Faculty-Student Relations

The professor in the classroom and in conference should encourage free discussion, responsible inquiry and expression. Academic performance should be evaluated solely on an academic basis, not on opinions or conduct unrelated to academic standards. The Seminary is an academic community composed of Christian adults. As such, it is expected that they will function in a spirit of loving concern for one another, while enjoying a climate in which freedom also prevails. Freedom to teach and to learn are inseparable facets of academic freedom.

Protection of Freedom of Expression

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, they are responsible for meeting the academic requirements of any course of study for which they are enrolled.

Protection Against Improper Academic Evaluation

Through the faculty organization and its committees, students have protection against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Student Records

Over the period of a student's enrollment, the Seminary accumulates considerable academic and personal data of widely divergent natures concerning the student. Some of these data must be retained in the Seminary's permanent files, others are available to the student for a specified period following graduation, withdrawal or dismissal from the Seminary and still others may be subject to destruction upon the termination of the student's enrollment or at any time thereafter.

All decisions made by the Seminary relative to the retention, release and destruction of student records shall reflect primary concern for the best interests of the student and the church. Situations may arise in which these interests require deviation from the guidelines set forth below.

Except as provided in paragraph above, the following procedures shall apply to the handling of all student records:

- The Seminary shall retain all student records for the entire period of a student's enrollment, whether full time, part time or on leave of absence.
- Upon enrollment in the Seminary, each student shall be requested to sign an authorization for release of certain data to appropriate denominational officials. These data shall be the transcript and all academic evaluations and the evaluations received by the Contextual Education Office of the Seminary. It shall be communicated to the denominational offices that these data are released for the exclusive use of the senior official and/or designated staff person relating to those in preparation for the professional leadership of the Church. If a student chooses not to authorize release of these data, the responsibility for communicating required data to the appropriate office rests wholly with the student.
- Procedures for the release of records of students who are not Lutheran to appropriate ecclesiastical officials shall be determined by the student in consultation with the Registrar of the Seminary.

RIGHTS, RESPONSIBILITIES AND FREEDOMS OF STUDENTS

- The following records shall be retained permanently:
 - a. Application for admission
 - b. Academic transcript
 - c. All other academic evaluations
 - d. Biographical Record, including field education placements
- The following documents, which may be subject to destruction, shall be used only in anonymous summary form and shall otherwise be released only upon the explicit written request of the student:
 - a. Complete admissions file, except Application for Admission
 - b. Financial Aid file
 - c. Housing file
 - d. Business Office account

Upon the student's explicit written request, the following documents shall be turned over to him/her upon termination of enrollment; otherwise, they shall be retained subject to release only on the student's explicit written request:

- a. Clinical Pastoral Education files
- b. Internship files
- c. First and Second Year Field Education files.

Counseling records are solely the property of the counselor, who shall not grant access to such records to any party except as provided and permitted by law.

Any records not specifically identified in the above guidelines may be destroyed upon termination of the student's enrollment, following such guidelines as may from time to time be established by the American Association of Collegiate Registrars and Admissions Officers.

Academic records will be provided to other institutions of higher education and to prospective employers on written request of the student. Counseling and disciplinary records shall not be released except on the explicit written request of the student and the release of the Seminary, its faculty and staff.

- Student records will be released to civil authorities upon receipt of explicit written request of the student or of a properly executed and properly served court order, or as required by law.
- Anonymous data from student records will be released to qualified local, state and federal governmental and private agencies and to individual scholars at the discretion of the Seminary.

Student Affairs

Freedom of Association

In Student Affairs, certain standards must be maintained if the freedom of students is to be preserved. Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the Seminary community. They are free to organize and join associations to promote their common interests.

- The membership, policies, and actions of a student organization will be determined by vote of those student members who are currently enrolled in the Seminary.
- Affiliation with an extramural organization will not of itself disqualify a student organization from institutional recognition.
- Student organizations will submit a charter containing statement of purpose, criteria for membership, rules of procedure if any are adopted, and a current list of officers to the Student Body Organization. No organization will be required to submit a membership list as a condition of recognition.
- Campus organizations will be open to all students desiring to join.
- Financial records of all student organizations shall be subject to audit by the Business Office. It is preferred that organizations do not maintain separate checking accounts, but direct cash flow through the Student Body.

Freedom of Inquiry and Expression

- Students and their organizations are free to exercise and discuss all questions of interest to them and to express their opinions publicly or privately, either orally or in print. If Seminary interests are related to said expression, they must make it clear to those inside and outside the Seminary that they speak only for themselves.
- Recognized student organizations are free to invite to their meetings any guests of their choosing. However, they must give notice to the Dean prior to the issuing of any invitation to outside speakers

Student Participation in Institutional Governance

The Seminary administration arranges an orderly means for students to make their views known in the government of the institution. Student membership on faculty committees, attendance by those designated at meetings of the Board of Trustees, and the Student Body Organization are among these means. Students should seek to use those opportunities for the expressions of both the pleasures and the grievances they may have. Students who fail to use these channels of communication must recognize that the Seminary will vigorously resist any action by or policy of students that physically interferes with its educational program or operation. The Seminary holds that there is no justification for an expression of protest that uses physical force or interposes physical barriers to the operation of the Seminary.

Student Publications

Student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration within the Seminary community.

The following are necessary safeguards to this freedom and responsibility:

RIGHTS, RESPONSIBILITIES AND FREEDOMS OF STUDENTS

- Student publications will be free of censorship and advance approval of copy. Their editors and managers are responsible in consultation with their advisors for developing policies and for exercising high journalistic standards within those policies.
- Editors and managers of student publications will be chosen in the same manner that leaders of other student activity groups are chosen, as defined by the Student Body Constitution.
- All student publications shall state on their editorial pages or in another appropriate place in the document that the opinions expressed in them are not necessarily those of the Seminary or the Student Body.

[Adopted by the Board of Trustees April 24, 1980 Section II amended November 11, 1981.]

MEDICAL AND DENTAL CARE

Medical Insurance

Every student enrolled more than half time (> 2.5 units/semester) **must** enroll in the student medical insurance plan of the eight ELCA seminaries. **This coverage is mandatory.** Students can waive coverage if they show proof of comparable coverage or better. Group coverage is defined as that provided by: the former employer of the student or the current or former employer of the student's spouse or parents; an affiliated educational institution of a Seminary; or by Medicare or Medicaid. Individual insurance policies and high-risk, state pooled, health plans do **not** qualify for the waiver.

EIIA offers three plan options: the **Cost Share Plan**, the **Core Plan (Basic)** and the **Enhanced Plan**. The three plans differ in price and benefit structure. Please make sure you read the plan descriptions carefully that are posted on the www.eiiasip.org web site. **All full-time students (including interns) are automatically enrolled and charged** for the Core Plan. Students may waive the plan by providing evidence of comparable coverage by September 15. The on-line waiver system will open in mid-July (usually by the 15th). During the waiver period, students will have to 1) waive coverage or 2) enroll in any of the three plans. **Students that enroll early will receive their ID cards before the September 15th deadline.** Although students will be enrolled for the 12-month academic year, the seminary will bill the premium in two installments: one half of the premium will be billed in the Fall, and the second half of the premium will be billed in the Spring Term.

Waivers must be completed online before the September 15th deadline. On September 15th at 12:00 midnight the online waiver system will close and no additional waivers will be accepted. Students that do not waive will be charged for and enrolled in the Core Student Insurance Plan. No premium credits will be applied after September 15th. If the student fails to waive coverage before the designated deadline the premium is assessed to the student's tuition and fees account. To waive coverage a student must log onto the EIIA website (www.eiiasip.org) and enter information concerning their current coverage. Students will need their student identification in order to log into the system (PLEASE DO NOT USE YOUR SS# AS YOUR STUDENT ID NUMBER). Please Log into Henry or contact Martin Schwab in the Business Office to get this number. Students who have successfully answered all of the questions will receive a confirmation that their waiver has been approved.

Optional coverage for dependents is available, as are optional Major Medical Buy-Ups. Note: "eligibility" for the basic student coverage (based on more than half time enrollment) is a matter of requirement: if you are registered at the level of eligibility, the insurance is required. Students registered below the threshold of eligibility may, by special request to the Health Insurance Administrator, elect the basic coverage; such request must be presented in writing before the tenth day of the Fall or January terms. There is no pro-ration of premium in less than half-year increments.

A student on an approved leave of absence may elect coverage for up to one year at the rate for "out-of-program" coverage.

The basic student premium is assessed in two equal installments in September and February. Dependents' coverage must be paid in full directly to the carrier before the start of the term (students cannot bill dependent coverage to their student accounts). Dependent coverage does not begin until payment is received.

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Most students will have registered for the Fall academic term by the beginning of the August Term, and, for most, eligibility/participation will be unambiguous by that time. **If a student's Fall Term registration load is at all uncertain regarding the 2.50 unit stipulation, it is crucial that she/he communicate with the Health Insurance administrator, Martin Schwab, as early as possible.** If such a student is not on the initial transmittal list in September and subsequently registers for more than 2.50 first-semester units, she/he must pay the full first-term premium. However, coverage will not begin until the date on which the plan administrator receives the supplemental listing from the Seminary.

It is only the basic student coverage that is mandatory; optional basic coverage for dependents and optional Major Medical Buy-Up coverage for student and/or dependents is available. These are contracted directly between the student and the plan administrator, not billed through the Seminary.

Students who have graduated and are awaiting assignment/employment are eligible to enroll in the Core Plan on an annual, semester or monthly basis. If a post-graduate student inadvertently enrolls in a different plan, enrollment will be automatically switched to the Core Plan for both the student and/or his or her dependents. Premium adjustments will be made at the time of review. Coverage is not in effect until the appropriate premium is received.

RETURNING STUDENTS: A new 12-month pre-existing limitation will apply when a student upgrades from their expiring plan. There is no pre-existing limitation when a student downgrades from their expiring plan.

Core Plan: All full-time students and interns are automatically enrolled in this plan. Only post grads waiting assignment qualify for monthly premium payment.

The 2012-13 premium rates

	<u>Annual</u>
Full Time Student/Intern	\$2,290
Spouse	\$4,100
Each Child	\$2,500
 Post Grad waiting assignment	 \$2,519
Spouse	\$4,510
Each Child	\$2,750
 Part-time Student	 \$2,519
Spouse	\$4,510
Each Child	\$2,750

Providers of Medical Services

Selection of a primary care physician or pharmacy is at the discretion of the student. Students needing medical care may select at physician or pharmacy by visiting www.eiiasip.org.

Dental Care

The Medical Plan for Seminarians does not include coverage for dental care; only the charges for the anesthesia and associated hospital or ambulatory facility charges are covered under the plan. Students needing dental care may consult members of the Seminary community for referral to local dentists in

private practice or may consult the yellow pages of the local telephone directory. An alternative available to students at significantly lower cost than that of private dentistry is that of the university clinic described below; be sure to carry your Seminary student identification card with you to an appointment. **NOTE: Payment of these services is the obligation of the student; the Seminary has no institutional relationship with the Dental School.**

The clinic is accessible by public transportation:

Route 23 (bus) to Allegheny Avenue; walk west (to the right) 5 blocks to the corner of Allegheny and Broad, OR Route 23 bus to Broad Street. Walk 1 block south to Erie Avenue, to the Erie stop of the Broad Street Subway. South on the Broad Street Subway one stop to Allegheny Avenue.

The clinic is open 8:30 am–4:30 p.m., weekdays only (and not during school vacations). Fees will range from \$25 to \$55 depending on number of x-rays. The fee for an initial regular visit is normally \$65. Fees must be paid at the time of the visit. Charges for subsequent treatment may be billed, with arrangements for deferred payment, but must be paid in full by completion of treatment. Emergency care: **Clients for emergency care may register after 7:30 am** and will be seen on a first-come/first-served basis (the latest registrants may not be seen until the following day).

PASTORAL CARE RESOURCES

Seminary is often a time of joy, excitement, and challenge as students follow their call and begin to prepare for a vocation in ministry (whether as an ordained pastor or priest, deacon, deaconess, Associate in Ministry, or lay vocation). Times of transition can also be times of stress, doubt, questioning and changes in relationships. Sometimes the study of deep theological and pastoral issues can “hit home” and cause emotional distress. God is usually speaking to us through such pain and change, and sometimes it helps to have someone with whom to talk and discern. Here at LTSP we are committed to helping students find the right pastoral care and spiritual resources to help with such transitions. Some of these resources are on campus, others are in the surrounding communities. All treat personal pastoral matters with confidentiality, care and respect.

Pastoral Care

The Coordinator of Student Services, Rev. Heidi Rodrick-Schnaath, is available to meet with students for short-term pastoral care. If additional professional support is needed, a referral can be

The Temple University Kornberg School of Dentistry - Dental Clinic
Broad Street and Allegheny Avenue Philadelphia, PA
Clinic Appointments (215) 707-2900
Emergency Care (215) 707-4545

given for pastoral counseling, spiritual direction, crisis counseling, or other appropriate counseling for more in-depth services. Pastor Rodrick-Schnaath will endeavor to make a good match between students and a wide network of pastors/counselors/therapists in the community. All pastoral matters will be treated confidentially (with the standard exception of immediate threat of harm to self or to others) and will not be shared in any other context, including faculty meetings or candidacy.

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Pastoral Counseling and Therapy Off Campus

Students may wish to pursue a counseling relationship with a qualified pastoral counselor or psychotherapist in order to receive ongoing support around issues of greater depth or longer standing, or relationship issues. In addition to seeking referral advice from the Coordinator of Student Services, students may seek appointments for pastoral counseling directly by contacting the Council for Relationships at 215-382-6680, or Samaritan Counseling Center Chestnut Hill at 215-247-6077. The Seminary does not pay for counseling services.

Spiritual Direction

If students desire assistance with spiritual and vocational discernment and growth in prayer, the pastoral care team provides a list of spiritual directors, with access to the faculty, staff and graduates of Chestnut Hill College. The cost incurred for the spiritual direction is the responsibility of the student.

Community Support

Students surveyed about pastoral care at Seminary frequently mention the importance of one another, their field education, local pastors, faculty advisors and the entire Seminary community. Chapel, formation group and numerous gatherings of students both formal and informal are sustaining times for spiritual growth and mutual care. Don't forget to care for one another in ways that are appropriate and mature. Remember to observe healthy boundaries and maintain your own self-care. This community is a wonderful resource.

Confidentiality

The faculty and staff of LTSP respect the confidentiality of information that is shared with them by students. However, if a crisis occurs in which a student is in immediate harm or danger or others in the community are in peril, the Seminary staff will respond as necessary.

Pastoral Care: Rev. Heidi Rodrick-Schnaath, Coordinator of Student Services, Brossman Center, Room No. 228, Phone: 215-248-6312

CAMPUS SERVICES

Computer and Information Services

Student Computer Literacy Policy

On the recommendation of the faculty, the Board of Trustees approved the following policy.

- In order to ensure that all students are capable of utilizing the enhanced technologies that are incorporated into many of the Seminary's courses, as well as to facilitate communications with students through email communications and course websites, it is a requirement of students matriculating at LTSP that they have regular access to appropriately equipped computers.
- Therefore, a student who is admitted to a program at LTSP who does not own such equipment is strongly advised to purchase an appropriate computer system [laptop preferred] and appropriate software, according to the suggested guidelines published annually in June by the Technology Staff. The student is invited to include computer hardware and software expenses in his/her cost of attendance for purposes of seeking financial aid and/or federal student loans.

- Students lacking basic computer skills (especially in word processing, email, and internet use) will find on the LTSP Web site: <http://www.Ltsp.edu/studentresources>. Further assistance may need to be found by remedial help in these areas at their own expense. Seminary Help Desk support is limited to the software and hardware specifications issued each June.

We do not recommend any specific computer or computer manufacturer. Students may purchase a PC from any source as long as it meets the required specifications. We do encourage students to shop around for the best deal.

Please contact the help desk at helpdesk@ltsp.edu or 215-248-7385, if you have questions regarding the specifications.

Acceptable Use Policy: Student Housing Network

This policy is intended as a supplement to the existing student conduct policies; in general, any problem concerning a student's use of the LTSP network should be resolved using traditional channels. For example, a case of harassment via email would be dealt with in the same way as any other case of harassment. However, it is necessary to expand and clarify some issues related to responsible use of our network so that everyone is aware of potential problem areas.

Educational Use of Facilities

Your network connection and email account are provided to assist your education at LTSP. While it is accepted that you will inevitably make personal use of your network access (e.g. to send and receive email from family members), the primary use of your network access is for academic work. You may not use your connection and/or email account for any commercial pursuit, or to do anything that will adversely affect the availability of the network for the educational and research use of others. Examples of activities that might cause problems for the functionality of the network include running a high-volume public web server and sending a large volume of email that might overload the mail server.

Email Addresses

Each enrolled or matriculated student will be assigned an email account on the LTSP email system. Students are responsible for receiving mail sent to this address, as it will be listed in the campus directory and will be used to send important notifications from faculty and administrative offices. If you wish, you may forward email from your LTSP account to another email address, so that you do not have to check two addresses. Technical details for forwarding your emails to another email address will be put in your campus mail box along with your account and password information.

Unsolicited/mass email

You should not send unsolicited email to large numbers of people (this is known as "spamming"). It annoys people, and organizations that distribute lots of bulk email often have their email access blocked by other Internet sites.

Password security

Your password is a part of your account security. You should not give your password to anyone, including LTSP staff. The greater the number of people who have access to our systems, the greater our security risk. If you feel your password has been compromised, you should change it immediately.

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Unauthorized access to computers

You should not attempt to access any computer that you do not have permission to use. This includes computers at LTSP as well as systems at other sites. Addressing security incidents is very expensive and time-consuming; network managers generally respond aggressively to attempts at unauthorized access. A consistent pattern of attempts may prompt other sites to block access from LTSP entirely.

Software piracy

Students must abide by the license agreements of any software that they own. Installing copies of software that you do not own (even if a rightful owner gave you the copy) is illegal. Copyright violations may expose the Seminary to legal action in some circumstances. The Seminary may provide students with software that is freely available, or that the Seminary has paid to license for the entire campus. In these cases clear indications will be given as to whether you may provide copies of the software to others.

Objectionable Internet Content

There is much sexual, political, religious and other material on the Internet that may be considered offensive by some people. LTSP does not attempt to block or censor access to any sites on the Internet from its campus. The reasons are partly practical (unreliability of blocking methods and cost in money, time and effort) and partly philosophical (a belief that students should make their own decisions in these matters). Students should be aware that this material exists and must understand that LTSP cannot be responsible for any materials on the Internet that originate from outside the Seminary.

Support Policy and Recommended Equipment

The following information serves two purposes: to advise students concerning the equipment necessary to connect their computers to the network in the Wiedemann Center, and to outline the level of help students can receive from LTSP connecting their computers to the network. Limited staff resources generally do not allow any institution to supply help with every possible computer configuration; LTSP is no exception. Unfortunately, in order to provide the best level of network service, we must limit support within certain boundaries. In order to avoid misunderstandings, it is important that these limits be stated up front. If you are using an operating system other than Windows, you will need to configure the network connection yourself. LTSP will supply all required information about the network, but will be unable to help with hardware or software configuration.

Minimum technical requirements to establish a connection to the network: In order to connect to LTSP's network, your computer must have an Ethernet adapter which accepts either 10BaseT or 100BaseT Ethernet. You must be running TCP/IP software that will configure an IP address using DHCP or BOOTP. Most computers purchased in the last few years will meet these requirements; if you have questions about your computer's specific configuration, please contact the Help Desk.

Support Policy: LTSP will provide basic instructions for Windows-based computers to the campus network. We are also happy to help with general questions or with troubleshooting problems. However, time limitations do not allow us to fix every issue with student-owned computers. In particular, we may refuse to fix problems which are excessively labor-intensive, or repeated problems with the same system.

Krauth Memorial Library

The Krauth Memorial Library [KML] serves the LTSP community with extensive resources that include 193,000 books, a significant retrospective collection of periodicals, audio-visuals, and electronic resources. As a member of the Eastern Cluster of Lutheran Seminary Libraries, KML is linked with the Wentz Library of Gettysburg Seminary and the Lineberger Library of Southern Seminary.

ECCO [Eastern Cluster Catalog Online]

The three seminaries of the Eastern Cluster have a common online catalog, ECCO, which is searchable via the Internet. ECCO may be accessed from the Eastern Cluster website at www.easterncluster.org or the Library web page on the Seminary's website: www.ltsp.edu. The Advanced Search option opens when you start ECCO. If you know the author and title of the book, enter the last name of the author, leave a space, and enter one or two words from the title. Click the Search button to initiate the search. The Holdings Screen provides the Call Number. Because the holdings of the three seminaries are displayed and are not always identical, be sure to note the Call Number for the Philadelphia location before you enter the stacks.

Cluster Requests

Students, faculty and staff at LTSP may request items located at either Gettysburg or Southern Seminary Libraries. A form is available at the circulation desk in the Library. Because materials are shipped via U.S. Mail, you must allow seven business days for materials to arrive at KML. Notification of arrival is communicated via email. You may only have 5 cluster requests at a time.

Database Access

The Library of the Eastern Cluster of Lutheran Seminaries has purchased subscriptions to the ATLA/ATLAS Index of Religious Periodical Literature, Religion and Philosophy Collection, and The Weimar Ausgabe of Luther's Works for students enrolled at LTSP, LTSG, and LTSS. To access these databases from campus, open the Seminary's webpage, www.ltsp.edu, click on the link to the Library, then click on the link to ECCO. Links to the databases are provided. You will not need a password to open these databases if you are on campus or in the library. If you would like to access these databases at home, please ask the library staff for the user id and password. Passwords to the databases are changed every June 15th. Alum have access to the ATLASerials database but need to register with the Foundation Office for the USER ID and the password.

Loans

Books circulate for ONE TERM. If another patron has not requested an item, it may be renewed ONCE in person, by phone, or through ECCO. Visit ECCO, click on the Patron button, and enter your barcode and last name. **Reference** and **Reserve materials** may be borrowed overnight and are released ONE HOUR before closing. They must, however, be returned WITHIN THE FIRST HOUR the next day that the Library opens. Any item borrowed from a Cluster library may be recalled after two weeks. **RECALLS:** Items are subject to recall after two weeks if needed by another patron. **ITEMS NEEDED FOR COURSE RESERVES CAN BE**

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RECALLED AT ANY TIME. If the item is not returned within 7 days of the recall notice, you will be charged an overdue fine of \$5.00.

Fines

Overdue items are fined \$.25 per day. Overdue RESERVE or REFERENCE items are fined \$.25 per hour. The maximum fine per item is \$5.00. If a borrowed item is believed to be lost, notify circulation and fines will cease. If the item is not found the fee is the item cost along with a processing fee of \$35.00.

Free Library of Philadelphia

Anyone living or enrolled for study in an institution in the City of Philadelphia is entitled to the resources of the Free Library of Philadelphia. Register at any branch. The Lovett and Chestnut Hill Branches are the closest to LTSP: Lovett is at Germantown Avenue and Sedgwick (a few blocks south of the Seminary); Chestnut Hill (to the north of the Seminary) is at the end of the Route 23 bus line at the top of Chestnut Hill. In addition to books, CDs and videos, your library card allows you to search their online catalog and several useful databases, like EBSCO Host and InfoTrac, from the Internet.

SEPTLA

KML is a founding member of the Southeastern Pennsylvania Theological Library Association [SEPTLA] that currently includes 19 Seminary libraries in the Delaware Valley. You are eligible to use any of the collections of the constituent members and qualify for limited borrowing privileges in these libraries. Bookmarks available at the Circulation Desk note the seminaries, their addresses, phone numbers and electronic addresses. Information is also available at SEPTLA's website: <http://www.atla.com/septla>. Before going to a SEPTLA school, stop at the Krauth Memorial Library to get a SEPTLA Direct Borrowing Certification Document. It will be filled out and signed by a library staff member and will introduce you to the SEPTLA school. You must have a certification document in order to borrow materials. When visiting a SEPTLA school, always carry a valid LTSP Student Identification Card with you, the SEPTLA Direct Borrowing Certification Document and introduce yourself at the Circulation Desk to inquire about their policies regarding library usage and the circulation of materials.

Interlibrary Loan

Research materials not in the Eastern Cluster Library may be obtained through Interlibrary Loan. Please inquire at the Circulation Desk for the appropriate forms and allow two weeks for the items to arrive at KML.

Library Hours

Fall and Spring Terms:

Monday – Thursday	8:30 a.m. – 9:00 p.m.
Friday –	8:30 a.m. – 4:30 p.m.
Saturday	9:00 a.m. – 3:00 p.m.

Closed Sunday

Reading Week / January, June, July, and August:

Monday – Friday	8:30 a.m. – 4:30 p.m.
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Closed Saturday and Sunday

The doors to KML are locked 15 minutes prior to closing.

Media Center

The Media Center supports the Seminary's mission by providing media technology and media development for teaching, learning and outreach. The Center is part of the Communications group and works together with the Seminary's Information Systems staff and a complement of part time student help. Extensively renovated and with a digital media workstation, the Center is able to create audio, video and media content for use in courses and distribution to the larger community. Convocations and special programs are recorded and added to the Library collection as circulating resources for students and faculty, and master recordings are stored in the Center for duplication and distribution to the public.

The Center, working with the information technology staff, supports teaching-related uses of computing, manages audio-visual technology for classroom use and supports LTSP's distance learning efforts. A faculty development area, with computers and related technology, is part of the Center, and faculty members are able to use the facilities for development of media for use in the classroom and for distance learning courses. The Center also supports student use of technology for teaching and learning.

The Media Center is located in Room 2 of Hagan Center (in the basement, closest to the Wiedemann Center). Please direct all requests for technology to the LTSP Help Desk – helpdesk@ltsp.edu, (215) 248-7385 – including reserving media technology and reporting problems with technology. We invite you to consult with them on ways to use technology to enhance teaching and learning. They can be contacted at (215) 248-6397, or via email media@ltsp.edu. For Communications Job requests: communications@Ltsp.edu

Safety and Security

Fire Safety

Student housing fire drills are conducted twice per year. Please cooperate and exit the building as soon as the fire alarm is activated; campus security officers will provide information and assistance.

Any excessive smoke will activate the fire alarms in campus building and will immediately call the Philadelphia Fire Department. Consequently, please be very careful when cooking in your apartment or studio.

Campus Security

Security's 24-hour mobile phone is 215-248-4665. The security officer's command station (ext. 7502) is located adjacent to the main entrance of the Wiedemann Center. An additional security officer (ext. 7503) is on duty at the reception area in the first floor of The Brossman Center. Campus security officers, who are trained in CPR, basic first aid and use of automatic external defibrillators (AED), patrol the campus 24 hours a day. Closed circuit TV cameras are mounted throughout the campus. Please contact the command station if you notice anything suspicious on campus, require any kind of emergency assistance, or desire an escort while moving about the campus at night. Escorts will also be provided in the immediate Germantown Avenue corridor, as requested.

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Campus parking issues, including special needs, should be addressed with Campus Security. Persons planning to park cars on campus are required to file a Vehicle Registration Form with the Security Office and hang an LTSP parking decal on the rear view mirror of their vehicle. Forms may be obtained from the Security Office. Parking regulations will be strictly enforced by campus security. Individuals parked illegally in handicapped parking spaces may be reported to the Philadelphia Police Department. Security recommends that all vehicles parked on campus utilize a “club” or have an electronic alarm system. Do not leave valuables in sight in unattended vehicles, and be sure to lock doors and windows.

Annual campus crime reports are available from the Security Office for review, along with a public log of all reported crimes on campus.

Parking

It is mandatory that students and staff who intend to park on campus register their vehicle(s) with the Security Department and pay the \$40/semester parking fee. Registration forms may be obtained from the Reception Desk in the Brossman Center between the hours of 8am and 4pm, Monday through Friday. With registration, a parking permit is issued which is to be hung from the rearview mirror of your car in order that the serial number may be easily read from the exterior of the vehicle. Parking in the lot directly adjacent to the Wiedemann Center is restricted to students residing in the Wiedemann Center. Other students may park in the lots adjacent to the Reed apartment building (entrance on Gowen Avenue) or in The Brossman Center parking lot (note: there is no overnight parking permitted in The Brossman Center lot). No specific individual parking spaces are assigned, and parking is on a first-come/first-served basis. Parking in designated visitor spaces and those reserved for the LTSP Bookstore is prohibited between the hours of 9 am to 5 pm, Monday through Friday. Parking in handicapped spaces is restricted to vehicles bearing proper designation. The spaces in front of the Hagan Center are reserved for visitors to the Seminary on official business.

Online eCampus Book Service

As mandated by the Department of Education, a listing of all textbooks for the current academic session is posted at ltsp.edu/Bookstore.

LTSP no longer has maintains a physical bookstore. However, students are encouraged to order their books from www.eCampus.com/ltsp. This online service makes shopping for text books simple and easy. You can purchase new and used books, rent books and even secure e-books when available. eCampus accepts major credit cards and can charge individual student accounts up to \$750. For more information, contact Rev. Heidi Rodrick-Schnaath, Coordinator of Student Services.

STUDENT AND COMMUNITY ACTIVITIES AND GROUPS

Worship

Chapel services are held Monday through Friday at the Shaeffer-Ashmead Chapel, according to the schedule announced each term. The Eucharist is celebrated on Wednesdays at 11:30am. A schedule and sign-up sheet will be posted in the Brossman Center early in each semester.

The Seminary Chaplain is the Rev. Dr. Nelson Rivera. The sacristans organize the care of the Chapel and preparation for each service under the guidance of the Seminary Chaplain. Volunteers are needed to help in various aspects of the leadership of chapel services.

More information about Chapel can be found on the LTSP Chapel webpage at www.ltsp.edu/chapel.

Chapel Schedule during Fall and Spring Semesters 2011–2012

Mondays	12:00 p.m.	Noon Worship with Preaching
Tuesdays	6:00 p.m.	Evening Worship
Wednesdays	11:30 a.m.	Holy Communion
Thursdays	12:00 p.m.	Noon Worship with Preaching
Fridays	12:00 p.m.	Noon Worship

Additionally students, through the Worship and Community Life (WCL) Committee, organize and lead Morning Prayer (Matins) normally from Monday through Thursday at 7:30 a.m. and Night Prayer (Compline) from Sunday through Thursday at 10 p.m.

The Seminary Choir

The Seminary Choir is open to all in the Seminary community, regardless of musical training. Rehearsals are on Monday evenings from 5:30 to 6:30 p.m. in the Chapel. Dr. Michael Krentz, Director of Music Ministries and Seminary Cantor, directs the Choir. Anyone interested in singing in the choir should speak to Dr. Krentz; singers are welcome to join mid-semester.

The full Choir presents the annual and much-loved Advent Vespers in December and Easter Vespers. In addition, the Seminary Choir sings for Commencement in May and a few other "run-outs" during the year, arranged in consultation with the Choir members. Those who are available during the day are asked to sing in a chapel choir for Wednesday Eucharist services and a few other Chapel liturgies throughout the year.

Support Groups

Each year, various support groups are organized in light of student need and/or interest. Such groups depend upon student initiative for their formation each year and should be coordinated through the appropriate Student Body committee. Recent groups have included the following:

The Seminarian

The Seminarian, the Student Body newspaper, is published by students and contains articles written by various members of the Seminary community. The newspaper, serving as a conduit for the flow of information and ideas, seeks to facilitate better communication and provides a place where students and faculty may clearly articulate their thoughts before the whole community.

CAMPUS INFORMATION

Mail and Inter-Seminary Communications

Mailboxes are located on the first floor of The Brossman Center. U.S. Mail is received and distributed once daily, generally between 11:00 a.m. and 12:30 p.m. UPS and FedEx deliveries also come to The Brossman Center. There are no Saturday deliveries of mail or packages.

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Mailbox assignments and keys may be obtained from the Mailroom Staff. Packages may also be picked up from the mailroom during hours as posted. Students are not to enter the mailroom unless specifically authorized to do so. The seminary is not responsible for any mail addressed to LTSP that becomes either lost or stolen.

Students should advise all correspondents to address their mail as follows:

Name
The Lutheran Theological Seminary (or LTSP)
7301 Germantown Avenue
Philadelphia, PA 19119-1794

Photocopying

Student photocopy services are available at ten cents per page in the Library.

Telephone Service

All Wiedemann Center apartments and studios are supplied with a phone line. Students must supply their own telephones and, if desired, answering machines. Long distance service is not available through the Seminary-supplied phone line. Students who wish to use their phones for long distance calls should purchase pre-paid long distance calling cards.

Telephone service is not provided by the Seminary to the perimeter apartment buildings. Residents of these buildings must arrange directly with Verizon for their telephone service. The current phone number for Verizon residential customer service is 1-800-660-2215 (English) or 1-800-479-0305 (Spanish).

Public Computers

There are computers provided for student use on the third floor of The Brossman. These computers are for LTSP student use only. Family members of students are not permitted to use these computers. These machines may be used to access the Internet, or perform functions using the Microsoft Office Suite installed on each machine. Each machine also has a copy of the Gramcord Biblical Software installed. The computers in the library may also be used to run software on CD-ROM which may be reserved in the Library. The installation of non-LTSP-owned software on these machines is discouraged for many reasons, but if you need special software for one of your courses, please contact the Help Desk at 215-248-7385 or email helpdesk@ltsp.edu and they will attempt to accommodate you. (See entries under the heading of Campus Services for current statement of policies and concerns.)

Commuting Student Facilities

Guest Rooms: Studios are available for overnight use by commuter students. Students wishing to rent a guest room may see Alice Popovic on the second floor of the Brossman Center. The cost of a guest room is \$55 per night for single-occupancy and \$75 per night for a double-occupancy. After hours, students may contact the security officer on duty.

The Lull Lounge: The Lull Lounge is located on the first floor of The Brossman Center and is available to students, staff, and Faculty. The Stompin' Grounds Coffee House, where sandwiches, snacks, and beverages may be purchased, is located there.

Lockers: Student lockers are located adjacent to the mailroom on the first floor of The Brossman Center. Students must provide their own locks. If you plan to be off campus for an

extended period of time (e.g. CPE, internship, summer vacation) locks and locker contents must be removed.

LTSP Fitness Center

Use of the Fitness Room in the Wiedemann Center (ground floor hallway of Bagger Wing) is open to persons age 18 or older who are LTSP students, faculty or staff, or others who are campus residents, and to members of the immediate households of those persons. A one-time registration fee of \$5.00 per person applies (i.e., each member of a household). Persons registered will have access at any time by use of keys (\$10 key deposit); hours of use are thus unlimited.

Before using the Fitness Room, please go to the Business Office to sign a waiver form and to pay the fitness center registration fee and key deposit. Take the receipt to the Security post at the Wiedemann Center to get key(s).

An emergency telephone is in place in the Fitness Room to allow fast dialing for assistance. Authorized persons should assist in precluding entrance by unauthorized persons; this is especially a concern in regard to campus visitors who have not had the training and to persons under the age of 18.

Car Washing

Students may wash their cars only at the rear of the Reed apartments. Students must provide their own hoses for car washing.

Playground/Tot Lot

The playground/tot lot, behind the Hoh apartments, is available to resident of the LTSP community. Children playing in the recreation area should be supervised at all times.

Safe Fund

The Safe Fund was a gift from the Class of 1981. It provides emergency money for students in need. The purpose of this fund is to provide emergency grants to students who are members of the Student Body of LTSP as defined by its constitution and bylaws, or interns who were members of the student body of LTSP in the previous academic year. Complete details are available from the treasurer of the student body.

Food Bank

The Food Bank is operated for and by Seminarians of LTSP, with oversight and supervision residing in the **Environmental Stewardship Commission**. Food distribution hours are posted periodically. If you can volunteer to assist at the Food Bank or if you have any questions, please contact the current student Food Bank director.

STUDENT BODY ORGANIZATION

www.ltsp.edu/studentbody

"In the name of the Father, Son and Holy Spirit. Amen. We, students at The Lutheran Theological Seminary at Philadelphia (LTSP) recognizing our identity in the Christian faith and living in a creative and dynamic relationship with LTSP and the Evangelical Lutheran Church in

STUDENT BODY ORGANIZATION

America and the larger ecumenical community, work to enable and facilitate that witness and service to which God calls each member of our community of faith."

—Constitution of the Student Body of The Lutheran Theological Seminary at Philadelphia

Student Body Meetings

All are welcome and indeed encouraged to attend Student Body Meetings, which take place at least three times during the academic year (the first being in September). Full-time students (see the Student Body Constitution and By-laws) are automatically enrolled as voting members. Part-time and Internship students are eligible and encouraged to enroll. All voting members pay Student Body Dues of \$20 per semester. Part-time and Internship students must contact Martin Schwab in the Business Office to arrange membership and dues.

Executive Council

The Executive Council consists of the 4 officers of the Student Body, as well as one elected representative from each of the Junior, Middler, and Senior year classes, and other student representatives. The Intern "class" may send an observer. This Council has general oversight of the life and activities of the Student Body. Between its regular meetings, the Executive Council carries forward the work and policies of the Student Body, and acts on behalf of the Student Body, remaining subject in all matters to review of its actions by the subsequent meeting of the Student Body. This is an important reason for all voting members to attend regular Student Body Meetings throughout the academic year. Executive Council meetings are open to members of the Student Body and will be held recurrently as announced and deemed necessary by the Executive Council. To attend an Executive Council meeting, contact the Student Body President Lauren Finnila in advance for meeting details.

Committees and Associations

As part of the Student Body, there are different kinds of student groups including Standing Committees and Associations (please refer to the website for more detail). We invite you to become involved in our rich community and to serve it with your time, interests, and gifts. A few examples follow. Meetings of many of these various entities are usually held during lunch at the LTSP Refectory.

- **The Beatitudes Society:** In conjunction with the appropriate faculty and administrative persons and/or committees, and the national organizations, Beatitudes addresses the educational concerns of the Student Body in addition to overseeing and supervising social ministry aspects of the Student Body. For example, the Manager of our campus Food Bank sits ex officio on this committee.
- **Environmental Stewardship Committee (ESCC)** This student committee works hard to be good stewards of creation through recycling, composting, education and advocacy on campus. From upcycling Frito Lay wrappers to using reusable mugs for community coffee hour, slowly we are making progress on our goal to be a green campus. Although we are not the same as the Green Team, we work together to implement and enforce policies the faculty, students and staff on the Green Team creates. E-mail greenteam@ltsp.edu if you have any questions, comments or concerns.
- **John's Island Annual Service Trip** Every year a group of students from LTSP goes to John's Island, a low land island outside of Charleston, South Carolina. There

we provide our time and talents to improve the housing of Sea Islanders who do not have stable or permanent incomes. Along the way we also have the opportunity to experience Gullah culture. For students, this trip offers opportunities for togetherness, hard work, reflection, prayer and an expansion of community.

- **The Seminarian** is an independent publication of the student body at The Lutheran Theological Seminary at Philadelphia. Our vision is to foster community through public conversation and expression, and we operate by the following Core Values:
 - Be the voice of the student body community of LTSP
 - Provoke thought and communicate conversations on campus
 - Provide equal opportunity to share information and raise questions
 - Articulate ideas among students, faculty, and staff
 - Suggest implications for praxis based on content provided and issues raised

The Seminarian does not necessarily express the views of the editors, the seminary or any of its representative church bodies. For more information and past editions, please visit The Seminarian Web page at ltsp.edu/these seminarian.

- **Worship and Community Life (WCL) Committee**
 - *Worship* organizes Matins and Compline weekday student-led prayer services; acts as a liaison between the student body and chapel leadership team; and seeks to be a place to encourage dialogue for building up spiritual life on campus.
 - *Community Life* plans monthly campus-wide events; coordinates lunchtime prayer and announcement leadership; addresses student concerns for the good of the community.
 - *Committee* - the more diverse ideas we have, the better! This committee is the place for student concerns and working together to build up this body.

In conjunction with the appropriate faculty members and/or faculty and administrative committees, WCL supports the worship and devotional life of the Student Body. A Sacristan sits ex officio on this committee. In addition, the WCL oversees and supervises Student Body social and athletic activities. WCL addresses the concerns of the students utilizing campus facilities, especially housing units and the Refectory.