

Gettysburg + Philadelphia



Academic Year 2018-2019

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1 ABOUT UNITED LUTHERAN SEMINARY

1.1 OUR PURPOSE

The purpose of United Lutheran Seminary is and shall be to educate and train faithful, capable and creative persons for public leadership in Christ's church to enable the church to fulfill its mission, including preparing persons for the ministry of Word and Sacrament, Word and Service and other forms of ministry in the ELCA and other Christian traditions.

Our mission includes educating and training women and men to exercise leadership in the church and world, offering lifelong learning opportunities, and equipping the whole people of God to live their faith in their various and many Christian callings in the world. The mission also includes offering broad public educational and inspirational events and offerings, through courses, concerts, and education displays offered through the Seminary Ridge Museum, archives, and other events on our campuses in Philadelphia and Gettysburg.

Recognizing that students come with unique gifts, histories, and life circumstances, United Lutheran Seminary offers multiple degrees that prepare students for service in church and in the world. All degrees may be pursued full-time or part-time. Each degree is described in more detail in the [ULS Catalog](#).

Advancement

P	Kathie	Afflerbach	215-248-6324	Advancement Services Administrator
G	Conor	Brooks	717-338-3012	Director of Advancement Services
P	Yvonne	Lembo	215-300-8942	Major Gifts Officer, Regional Gift Planner ELCA
G	Lisa	Dubay	717-338-3009	Major Gift Officer
G	Andrea	Oslikova	717-338-3010	Major Gift Officer
P	Karen	Sease	215-248-6323	Major Gift Officer, Director of Alumni Relations
G	Angela	Zimmann	717-338-3015	Vice President Institutional Advancement, Adj. Faculty
G	Marty	Zimmann	717-338-3011	Director of Congregational Relations; Adjunct Faculty in Church and Society; Executive Director, Stewardship of Life Institute

Office of the Dean

G	Chelle	Huth	717-338-3038	Director Life Long Learning, Certificate Studies & Adj. Faculty
G	T.Gregory	Knepp	717-339-1321	Director of Contextual Formation
P	Lyn	Jackson	215-248-6381	Contextual Formation, LLL, & UTI Assistant
G	Carla	Pavlick	717-338-1322	Executive Assistant to CFO and VP Institutional Advancement
G	Julie	Ritter	717-338-3007	Registrar and Senior Assistant to the Dean
P	Rene	Diemer	215-248-6305	Consultant Registrar

Finance

G	Scott	Ganley	717-339-1328	Chief Financial Officer
P	Mariam	Nowar	215-248-7311	Director of Financial Services
G	Karen	Lentz	717-338-3002	Staff Accountant
P	Asseta	Ouattara-Seogo	215-248-7356	Accountant

Library

P	Sharon	Baker	215-248-6335	Public Services Assistant
G	Evan	Boyd	717-338-3018	Library Director and Archivist
G	Sheila	Joy	717-339-1317	Cataloger & Archivist
G	Cody	Swisher	717-338-3014	Public Services Assistant
P	Ron	Townsend	215-248-6334	Acquisitions, Cataloging, and Systems Specialist

Human Resources and Hospitality

G	Melanie	DelSignore	717-446-4676	Housekeeping
G	Randolph	Fullerton	717-339-1323	Custodian
P	Karol	Mason	215-248-6316	Executive Assistant to the COO, Interim Executive Assistant to the Dean, Director of Hospitality Services
G	Wendy	Mizenko	717-338-3004 717-420-0193	Director of Housing, Facilities & Special Events for Gettysburg
G	Taija	Snyder	484-709-0593	Housekeeping
G	Shania	West	717-398-6118	Custodial Coordinator
P	Jim	Ziebell	215-248-6303	Receptionist/Mailroom

Operations

P	Kyle	Barger	215-248-6325	CoDirector of IT & Director of Operations	
P	Pat	Barringer	-----	Housekeeping	
P	Aaron	Bishop	-----	Housekeeping Manager	
G	Andy	Crouse	717-338-3037	Technology Services	
G	Dave	Davies	717-752-5139	Maintenance	
G	Grainne	Davies	717-339-1327	Communication Assist, Manager of Printing & Mailing	
P	Allison	deforest	215-248-6347	Director of the Graduate School, Institutional Assessment, Distributed Learning and Co-op Programs, and Adjunct Faculty	
P	Michael	Fabian		Lieutenant Night Watch Supervisor	
P	Vince	Ferguson	215-248-4665	Chief of Safety & Security and Operations Manager	
G	Randolph	Fullerton	717-339-1323	Maintenance - Back Up	717-476-9715 Cell
G	Barry	Hill, Jr.	717-338-3016	Chief Communications Officer	
G	Glenn	Ludwig	717-697-6984	Project Director, Sr. Pastor Training Program	
G	Randy	Miller	717-339-1325	Maintenance	717-357-4122 Cell
P	Kareem	Mitchell		Facilities and Maintenance Coordinator	
G	Don	Redman	717-338-3036	CoDirector of Information Systems and Education Technology	
				717-919-6653 Cell	
G	Dave	Reecher	717-338-3017	Director of Maintenance & Project Mgmt.	717-752-5139 Cell
P	Alex	Reid	215-248-6387	Educational Technologist & Assessments	
P	Michael	Reid	-----	Deputy Chief of Security	
G	Sherry	Rippman	717-338-3005	Administrative Staff	
P	John	Sherwood	215-248-4665	Night Security Patrol Officer	
P	Dennis	Trotter	215-248-7304	Chief Operating Officer	402-984-4313 Cell
G	Dana	Witt	717-339-1319	MusicGettysburg! Assistant	
P	Security	Philadelphia	215-990-1827		

Office of the President

G	Richard	Green	717-338-3001	Interim President	
G	Joseph	Carlucci	717-338-3001	Executive Assistant to President & Chief of Staff President's Cabinet	

Student Services and Enrollment

P	Kimberly	Clark	215-248-6301	Director of Financial Aid	
P	Becca	Ehrlich	215-248-6321	Associate Director of Admissions	
G	Andrew	Fitch	717-338-3008	Associate Director of Admissions	
P	Trina	Johnsten	215-248-6380	Vice President Student Services and Enrollment	
P	Marlita	Lee	215-248-7302	Coordinator of Admissions Services	

Faculty

P	Wayne	Croft	215-248-7380	Assoc. Prof. of Homiletics & African American Studies
P	Katie	Day	215-248-6345	The Charles A. Scheiren Professor of Church and Society
G	Maria	Erling	717-339-1306	Professor of Modern Church History and Global Missions
G	Vincent	Evener	717-339-1305	Instructor of Luther and Reformation Studies
P	Crystal	Hall	215-248-6376	Assistant Professor of Biblical Studies
P	John	Hoffmeyer	215-248-6346	Associate Professor of Systematic Theology
P	Michael	Krentz	215-248-7386	Instructor and Dean of the Chapel (Philadelphia campus)
G	John	Largen	717-339-1310	Dean of the Gettysburg Chapel and Adjunct Faculty
G	Kristin	Largen	717-338-3007	Professor of Systematic Theology
P	Charles	Leonard	215-248-6397	Assoc.Prof. of Practical Theology & Director of Field Formation
P	Jon	Pahl	215-248-6342	Professor in the History of Christianity
P	J. Paul	Rajashekar	215-248-6379	Luther D. Reed Professor of Systematic Theology & Director, Asian Theological Summer Institute
P	Quintin	Robertson	215-248-7324	Instructor and Director of Urban Theological Institute
G	Brooks	Schramm	717-339-1309	Kraft Professor of Biblical Studies
P	Kiran	Sebastian	215-248-7378	H. George Anderson Professor of Mission and Cultures and Dean of the Seminary
P	Storm	Swain	215-248-7375	Assoc.Prof.of Pastoral Care & Theology & Director. of Anglican Studies
G	Mark	Vitalis- Hoffman	717-339-1314	Glatfelter Professor of Biblical Studies
G	Gil	Waldkoenig	717-338-3029	Prof.Church in Society & Director. of Town & Country Church Institute
P	Karyn	Wiseman	215-248-7326	Associate Professor of Homiletics

2 REGISTRATION

2.1 DEGREE PROGRAMS

- Master of Divinity (MDiv)
- Master of Arts in Ministerial Leadership (MAML)
- Master of Arts (MA)
- Master of Arts in Public Leadership (MAPL)
- Master of Sacred Theology (STM)
- Doctor of Ministry (DMin)

For further information on each degree program, please see the [*ULS Course Catalog*](#)

2.2 STUDENT CATEGORIES

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—All first degree students who have completed fewer than 24 credits towards the degree; traditional students in their first year of study.
- Middlers—MDiv students who have completed at least 24 credits but fewer than 48 credits toward the degree; traditional MDiv students in their second year of study.
- Third-Years—MDiv students completing an internship for denominational 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 48 or more credits toward the degree; MA and MAML 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 degree program.

2.3 REGISTRATION

Before registering for classes, students should consult with their Faculty 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 needs.

Registration materials can be found on the ULS Registrar’s page at my.uls.edu/registrar. It is recommended that students look at the course offering prior to meeting with their advisor in order to have an informed conversation. Registration is done on-line via the [*Henry Online Student Information System*](#). Registration deadlines are shown in the [*academic calendar*](#). INSERT: WEBLINK. 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 they see that

the tentatively scheduled registration deadline is approaching. In order to complete the registration process, a student must have their advisor's approval and PIN number prior to using the Henry system. Note that PIN numbers change each semester.

2.4 ACADEMIC ADVISOR

All first degree students (MDiv, MAML, MA and MAPL) must have an Academic Advisor who is appointed by the Office of the Dean. 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 will be assigned. Requests to change advisors, except for programmatic purposes, will generally not be honored.

An individual appointment between an advisor and the advisee shall be made at least once each semester of the academic year. Advisors will normally participate in student endorsement and senior approval interviews for students in the ELCA Candidacy process.

The Academic Advisor Evaluation process provides a yearly evaluation of Faculty advisors. The evaluation form is distributed before the end of spring semester and submitted to the Dean and then to the Faculty advisor.

2.5 TYPICAL COURSE LOAD

The expected course load for a full-time MDiv or MA student wishing to graduate within the normal duration of their program is twelve credits a semester. For full-time tuition a student can take up to 15 credits in a semester which includes the following short term (January or summer). Students are eligible for loans if they take at least 6 credits in a semester.

2.6 OVERLOADS

Students seeking to take more than fifteen credits in a semester, would generally be construed to be carrying an overload. Students wishing to carry an overload will need to 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. Additional tuition costs would apply.

2.7 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.

2.8 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 to register for such courses.

Registrations may 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.

2.9 INDEPENDENT STUDIES

An independent study may be undertaken by a student or group of students in any degree program to explore a particular area of interest. Independent studies normally may not be used for required courses. Exceptions may be granted by the Dean.

The student is first to consult his/her advisor concerning the desire for independent study. For the sake of meeting deadlines, the conversation should take place early in the semester preceding the term proposed for the study. The advisor, in consultation with the Dean, if needed, shall suggest one or more appropriate ULS members who might supervise the study. The student shall then seek to enlist one of those suggested Faculty members as an instructor for the independent study.

The student will register for the independent study as a course, providing necessary information (title, instructor, etc.) on the regular course registration form for the semester in which the independent study is to occur.

The student, in consultation with the instructor, will prepare and submit to the registrar a ROSA statement which describes:

(R) The Rationale for the independent study: Why you want to undertake this study; how this study will serve the degree outcomes and competencies.

(O) The Outcomes of the study: What you should be able to demonstrate, articulate, or accomplish at the end of the course.

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

(A) The Assessment instruments to be used in the study: How you will demonstrate your mastery of the promised outcomes; what instruments will be used by the instructor, including tests, papers, projects

This ROSA statement must be approved and signed by both the instructor and the Dean, and submitted to the registrar. If the approved ROSA statement is not received by the end of the drop/add period for the term, the student will be withdrawn from the independent study.

2.10 DROP/ADD AND LATE REGISTRATION

Once an initial registration has been filed, the student may:

- add or change courses;
- switch between credit and audit;
- or switch between Pass/Fail and a letter grade.

These changes may be made at any time through the published Drop/Add Deadline without penalty. The student may drop a course (if not adding another) through the Drop/Add Deadline with payment of a 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 email,

The 2017/2018 Drop/Add deadlines are as follows:

Fall Semester..... September 12, 2017

Spring Semester February 13, 2018

Dropping a course after the drop/add deadline is subject to the Withdrawal Policy. (See below.)

2.11 AUDITS

Registration for audit in a particular course by an enrolled ULS degree seeking or affiliate student shall be subject to a mutual agreement between the instructor and the student with regard to conditions of participation. Instructors, especially in pastoral care and language courses, are under no obligation to admit auditors. The audit fee is waived for fulltime students and \$50.00 per credit for all other ULS degree seeking students who are not enrolled fulltime. A transcript record of the audit will be kept.

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

Immediate family members of an ULS student in good standing are welcome to seek arrangements to attend courses. These arrangements shall be made directly with and by permission of the instructor. If approval is granted, such family members shall not be considered a student, no fee shall be charged for such arrangements, and no transcript record will be kept.

2.12 TAKING COURSES AT OTHER INSTITUTIONS

The Seminary's educational programs are enhanced through a variety of domestic and international institutional relationships that enable the student to maximize educational resources available. Opportunities exist for study with other ELCA Seminaries and the schools in the Washington Theological Consortium. Further information regarding specific educational opportunities is available from the Dean of the Seminary.

2.13 WITHDRAWAL POLICY

2.13.1 Withdrawal from Courses

If a student should find it necessary to withdraw from a course (or to drop out of Seminary) after the 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 3 credits per course unit) and/or withdrawals ("W", valued at 1.5 credits 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.

2.13.2 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, their faculty advisor, and appropriate ecclesiastical officials. If a withdrawn student is later readmitted, they will be subject to the degree and graduation requirements in effect at the time of readmission.

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

2.13.4 Leave of Absence

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

Students considering a leave should discuss their circumstances with their Faculty advisor. Students requesting a leave must complete a Leave of Absence Request form available from the Registrar's Office and obtain the signatures of their Faculty advisor and the Dean. If the Leave of Absence takes place during the academic term, the student will receive either a WP (withdraw passing) or WF (withdraw failing) for all current courses, as the instructors decide, assuming that the leave begins after the end of the drop/add period. The student may resume studies upon the expiration of the requested Leave of Absence or earlier by registering for the next term.

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

Students who wish to withdraw from the Seminary should inform the Dean and the Registrar in writing immediately.

2.14 GRADING SYSTEM

Graded coursework is one of the means through which the instructor assesses how a student has achieved or fulfilled the course objectives, as well as other course expectations as prescribed in the syllabus and the *Student Handbook*.

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 last day of each semester.

Students have the option of choosing a letter grade or a pass/fail designation for the evaluation of their performance. (However, in some courses, the professor determines the mode of evaluation.) Students must declare this preference at the time when they register for a particular course. Any changes in preference need to be requested by the drop/add deadline.

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

- **P** designates Pass. The student has demonstrated a basic competence in a specific course or curricular unit as defined in the syllabus or the guidelines.
- **F** designates Failure. The student has not demonstrated a basic competence in a specific course or curricular unit. If a student received the grade F in a required course, the course must be repeated successfully.

Where letter grades are used, the following guidelines are operative

- **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 the completion of most aspects of the course including all minimum requirements — Adequate.

A “C” is the lowest possible passing grade for classes in all ULS degree programs.

- **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. If a student received the grade F in a required course, the course must be repeated successfully.
- **I** designates Incomplete. It indicates that the Dean has granted the student an extension of time beyond the limits of the term for the completion of course work. If work is successfully completed within the time limit stated by the Dean, it shall receive the grade P. If it is not successfully completed within the time limit, it shall receive the grade F.
- **W** indicates that the student withdrew from the course — Withdrawal. When a student chooses to withdraw from a course, the determination is made by the instructor whether the student receives a WP, “Withdrawal passing” or WF, “Withdrawal failing.” One of those options will be recorded on the transcript.

2.15 GRADE APPEAL PROCESS

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

2.16 INCOMPLETES AND EXTENSIONS

Within the bounds of a semester, an instructor has the right to decide whether they will accept late submissions of coursework or entertain requests for extensions of time in which to complete coursework. Course work by graduate students is normally due as follows:

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

If a request for an extension is granted, the registrar gives the student a temporary grade of “I” (incomplete) for the course.

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

Upon receiving the final requirements for the course, or at the end of the extension, the instructor assigns a grade for the course, which replaces the "I" on the student's transcript. In the absence of sufficient work of passing quality, the grade will be an "F".

A student with any outstanding extensions may not begin an internship.

2.17 WAIVER OF REQUIRED COURSES/ADVANCED STANDING

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

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

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

2.18 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 their ULS degree 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 a first degree program, 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 ULS 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.

2.19 POLICY ON EXCEPTION TO BACCALAUREATE

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

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

Normally the applicant will:

- Have 20 years or more of demonstrable leadership experience
- Have successfully completed (2.8 GPA or higher) 78 credit hours of undergraduate education or its equivalent
- Interview with the admissions committee
- Have the official support of her/his ecclesial body
- Submit all application materials by June 1 for fall semester matriculation and November 15 for spring semester matriculation.

The applicant may strengthen her/his file by:

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

- History
- Philosophy
- Natural science
- Social science
- Modern language

The Admissions Committee will receive and review completed applications in accordance with the guidelines listed above. Successful completion of the application does not guarantee the applicant's admission.

2.20 CONFIDENTIALITY OF RECORDS

Student records are maintained for the purposes of evaluation and administration. Institutions may not disclose information about students nor permit inspection of their records by outside parties without the student's written permission, unless such action is covered by certain exceptions as stipulated in the Family Educational Rights and Privacy Act of 1974. Students are permitted to inspect and review their own educational records.

3 ACADEMIC INTEGRITY

3.1 PLAGIARISM

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

Plagiarism injures the community by inhibiting the recognition and cultivation of gifts. 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.

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

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

[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.]

4 SATISFACTORY ACADEMIC PROGRESS

ULS monitors satisfactory academic progress (SAP) with the goal to be both good stewards of financial aid and to protect academic integrity. Students are encouraged to contact the Dean and their advisor in person or in a group e-mail when personal, family, or financial considerations negatively affect academic performance in order to receive support and guidance. Maintaining SAP is necessary both for continuance in a degree program and for eligibility to receive financial aid in the form of scholarships, grants and student loans. SAP is evaluated by both qualitative (GPA) and quantitative (time towards degree completion) measures.

4.1 ACADEMIC PROBATION

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

Students on academic probation shall be required to consult with their advisor in arranging for the following semester a schedule which may include any or all of the following: (1) reduction of course load; (2) reduction of outside employment, including supply preaching; (3) reduction or dropping of field education. The advisor will also counsel the student if the failure or course load reduction would require extension of her/his program beyond the normal term of studies. The student and advisor will report the agreement which results from this consultation in writing to the Dean, who shall submit a summary to the Faculty.

If a student fails a course while on academic probation, or when three Fs/WFs appear on the transcript, that student will be subject to academic dismissal by Faculty vote.

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

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

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

4.2 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 instructors in their courses.

5 GRADUATION REQUIREMENTS & COMMENCEMENT

5.1 GRADUATION REGISTRATION

A student who expects to graduate is to register with the [Registrar's Office](#) no later than January 3 of the year in which they plan to graduate. All students will be required to have completed all requirements for their respective programs 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 Commencement, 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, Master of Arts in Ministerial Leadership or the Master of Arts in Public Leadership degrees 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.

5.2 MAXIMUM LENGTH OF FIRST DEGREE PROGRAMS

Degree requirements shall be completed within ten years from the onset of the first course at ULS, or a predecessor seminary. 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 2007-08 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.

5.3 GRADUATION REQUIREMENTS

5.3.1 Spiritual Formation

All first degree students must complete the Spiritual Formation Requirement. There are a variety of options for fulfilling this requirement which is overseen by the Dean of the Chapel on the Gettysburg campus. It is strongly suggested that students begin this work in their first year of studies. The full requirement is 32 hours. Options include:

- Successful completion of ISP100, Spiritual Formation
- Meeting with a certified Spiritual Director.
- Spiritual retreats sponsored by ULS or approved by the Dean of the Chapel at Gettysburg.
- On campus group activities sponsored by Student Services focusing on topics such as:
 - Book studies
 - Centering prayer groups
 - Praying in Color
 - Lectio Divina

Detailed information on offerings this semester as well as suggestions on how to choose a Spiritual Director may be found at my.uls.edu.

5.3.2 Sexual Abuse Prevention Workshop

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.

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.¹

5.3.2.1 Training Requirements

A total of eight hours of training shall be required of all first-professional students, faculty and staff to cover areas of clergy sexual ethics, boundaries and wellness. In 2017 the workshop will be offered during the August Intensive in Philadelphia to accommodate students enrolled in the Coop and DL pathways. A second session will be held in Gettysburg on September 23rd. 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.

An individual may fulfill the training requirement of this policy by providing certification of equivalent training specifically 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.

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.

5.3.3 Anti-Racism Training

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 racial equity learning and activity to both heal its own life and to model for our students how they might engage this work in their ministries.

¹ Source: An ELCA Strategy for Responding to Sexual Abuse in the Church

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. Working towards racial equity 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 8-hour Anti-Racism Training is required of all entering, first-professional students. For the 2017-18 academic year it will be offered on January 20th on the Philadelphia Campus. Training on the Gettysburg campus will be held in March. The session must be completed to fulfill this requirement.

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.

6 INSTITUTIONAL POLICIES

6.1 NON-DISCRIMINATION POLICY

It is the policy of United Lutheran Seminary to consider qualified candidates of any age, gender, sexual orientation, gender expression, marital status, color, race, national or ethnic origin, religion, physical challenge or any characteristics protected by law in the administration of its education policies, admissions policies, financial aid decisions and other seminary-administered programs.

6.2 INCLUSIVE LANGUAGE

As members of the Seminary community engaged in ministry and ministry preparation, all are encouraged to cultivate a willing participation in verbal and written expression that seeks to acknowledge and respect inclusivity and diversity. Fostering such linguistic commitments honors the heart of the gospel, which affirms that a person's worth includes, but also extends beyond the categories of age, ethnicity, gender, sexual orientation, family affiliations, vocation, and physical, mental or emotional status.

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.

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

Guidelines for using inclusive language and examples thereof are available in a number of online resources including:

- [Guidelines for Inclusive Language](#) from the Evangelical Lutheran Church in Canada,
- [Faith, Sexism, Justice Glossary](#) from the ELCA,
- and [How is Language Used in Worship](#) also published by the ELCA.

6.3 HATE SPEECH POLICY

No symbols depicting imagery associated with hate groups or hate speech shall be permitted for display on campus. This prohibition includes the symbols of Nazi Germany, all forms of the Swastika, that which is referred to (incorrectly) as the "Confederate flag" or "stars and bars" (more accurately, the battle flag of the Army of Northern Virginia), and symbols used by the KKK and other supremacist organizations. The only exception to this policy applies to the use of such images in historical exhibits and displays that are placed in proper historical context and for educational purposes, which must be pre-approved by Seminary officials.

The Seminary will not allow the display of any such symbols associated with the Confederate States of America (in any form) due to the fact that at this time, outside the Seminary Ridge Museum, no proper, unambiguous historical context can be created.

Examples of banned flags and symbols connected to the American Confederacy and the 20th Century Nazi movement are available in the Student Services office on either campus.

6.4 WHISTLE BLOWER AND NON-RETALIATION POLICY

6.4.1 Statement of Policy

It is the policy of ULS that students shall be free without fear of retaliation to make known allegations of alleged misconduct existing within the ULS that they reasonably believe constitutes the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls and auditing matters. It is further the policy of the Seminary that said persons shall be free without fear of retaliation to make known allegations of alleged misconduct existing within the ULS that they reasonably believe constitutes a violation of the ULS stated policies, procedures or legal obligations.

6.4.2 Process for Disclosure

Students should disclose all relevant information regarding evidenced misconduct to the following designated intake officers, in accordance with the subject matter of the disclosure.

6.4.3 Designated Intake Officers

Subject Matter	Intake Officer
ADA Violations	Director of Human Resources
Discrimination/Harassment/Bullying/Hate Messages/Hostile Workplace/Retaliation	Director of Human Resources Dean of the Seminary
Environmental Hazards/Unsafe Workplace Conditions	Director of Human Resources Director of Maintenance
Faculty/Employees Handbook Violation	Director of Human Resources Dean of the Seminary
Financial Improprieties/Fraudulent Accounting/(including but not limited to: Wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls, and auditing matters)	Chief Financial Officer President
Illegal/Unethical Business Practices	Chief Financial Officer
Safety/Security Issues	Chief Operating Officer
Student Handbook Violation	Dean of the Seminary VP for Student Services & Enrollment
Wrongful Termination	Director of Human Resources
Other Conduct	Director of Human Resources Dean of the Seminary

Any disclosure shall be made in a signed written document within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. If the complainant would rather contact a source outside of the Seminary, they may contact Campus Conduct Hotline, 1-(888 -255-4835, within ninety (90) days of the day on which the complainant knew or should have known of the misconduct.

If a student provides knowingly false information in relation to a complaint, investigation, hearing or other event under this Policy, or intentionally withholds information without an appropriate basis for doing so, he or she will be subject to disciplinary action, up to and including expulsion.

1. The intake officer shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
2. In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the Chief Operating Officer. The Chief Operating Officer shall

consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

3. In the case of disclosure of misconduct involving the Chief Operating Officer, the disclosure shall be directed to the President. The President shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and the circumstances of the disclosure.
4. In the case of disclosure involving financial misconduct, the intake officer or the Campus Conduct Hotline shall also provide the disclosure to the President for review and consideration. The President shall have the authority to resolve the matter.
5. If the disclosure involves the President, the disclosure may be directed to the Chair of the Board of Trustees or Campus Conduct Hotline or his/her designee.

If the disclosure involves a member of the Board of Trustees, the disclosure may be directed to the Chief Operating Officer or Campus Conduct Hotline.

6.4.4 Non-Retaliation Policy

Retaliation against any member of the ULS community who makes a complaint under this policy, or who in good faith reports impermissible activities, or the warning signs thereof, or who raises any other concern under this policy to an administrator, or who refers a matter for complaint or investigation, or who participates in the complaint, investigation or hearing process under this policy, is prohibited.

The term "retaliation" includes discriminating against, mistreating or taking adverse employment action against someone who has made a complaint under this policy or raised any other concern under this policy to an administrator, or who referred a matter for complaint or investigation, or who participated in the complaint, investigation or hearing process under this policy.

For purposes of this policy, an "adverse employment action" shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. Other adverse actions include: dismissing, suspending or disciplining a student or changing or lowering a grade or evaluation of a student or in any other manner negatively affecting the student's academic career; terminating or threatening to terminate a customer or vendor relationship; and discriminating against or mistreating an alumni or volunteer. This policy does not prohibit an employment action or any other action that would have been taken regardless of the disclosure of information under this policy.

If a Board Member, employee, volunteer, student, vendor, alumni or applicant believes that he or she has been retaliated against in the form of an adverse employment or other action for disclosing information regarding misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy to the Director of Human Resources or his/her alternate the Chief Operating Officer .

A student who engages in retaliation will be subject to disciplinary action, up to and including expulsion.

6.4.5 Process for Adjudication of Complaints Stemming from Disclosure

1. A student or applicant must file a complaint with Director of Human Resources or Campus Conduct Hotline within ninety (90) days from the effective date of the adverse action or from the date on which they should reasonably have had knowledge of the adverse action.
2. Complaints shall be filed in writing and shall include:
 - a. Name and address of the complainant;
 - b. Name and title of individual(s) against whom the complaint is made;
 - c. The specific type(s) of adverse action(s) taken;
 - d. The specific date(s) on which the adverse action(s) were taken;
 - e. A clear and concise statement of the facts that form the basis of the complaint;
 - f. A clear and concise statement of the complainant's explanation of how his or her previous disclosure of misconduct is related to the adverse action; and
 - g. A clear and concise statement of the remedy sought by the complainant.
3. Within sixty (60) calendar days of receipt of the complaint, the Director of Human Resources shall consider the written complaint, shall conduct or have an investigation conducted, which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall provide the complainant with a determination regarding the complaint.
4. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of Director of Human Resources shall be final.

6.5 HARASSMENT AND TITLE IX

6.5.1 Introduction

ULS is committed to maintaining an environment conducive to learning for all students and a professional workplace free from harassment and discrimination for its employees. Harassment and discrimination in all forms, including sexual harassment and sexual assault, and all other forms of sexual violence, are antithetical to the values of ULS, violations of Seminary policy, and, in some instances, violations of state and federal law.

ULS will not tolerate harassment or discrimination on the basis of race, ethnicity, color, religion, national origin, disability, veteran status, marital/familial status, possession of a General Education Development Certificate (GED) as compared to a high school diploma, sexual orientation, gender identity, gender expression, sex, age, genetic information or any trait or characteristic protected by any applicable federal, state, or local law or ordinance.

Pursuant to Title IX of the Education Amendment of 1972, ULS prohibits discrimination on the basis of sex in all of its educational programs and activities. Harassment or discrimination on the basis of sex or any other protected characteristic may affect the terms and conditions of employment or interfere with a student's work or academic performance and create an intimidating or hostile environment for that employee or student. As such, harassment or discrimination on the basis of any protected trait or characteristic is contrary to the values of ULS, is a violation of Seminary policy applicable to faculty, administration, and staff and is a violation of the Student Code of Conduct.

Inquiries concerning the application of these policies may be referred to the Title IX Coordinator or Intake/Investigative Offices or to the Office for Civil Rights, United States Department of Education. For further information, visit <https://www2.ed.gov/about/offices/list/ocr/docs/howto.pdf> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

6.5.2 Section 1: Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior

All members of ULS have the right to work and study in an environment free of discrimination, including freedom from sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and other sexually inappropriate behavior. The intent of this policy is to foster responsible behavior in a working and academic environment free from discrimination and harassment. Thus, ULS strongly disapproves of and forbids the sexual harassment of employees or students, and will not tolerate sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and other sexually inappropriate behavior.

Sexual harassment, sexual misconduct, dating violence, domestic violence, stalking and other sexually inappropriate behavior as defined in Section II of this policy is prohibited when it involves any member of the campus community:

- towards a faculty member or employee by a faculty member or employee
- towards a student by a faculty member or employee
- towards a faculty member or employee by a student
- towards a student by a student
- towards a faculty member or employee or student by a visitor or guest of the Seminary.

All members of the community who have information regarding, are witness to, or become aware of, by any means, any form of sexual harassment, sexual misconduct, inappropriate sexual behavior, dating violence, domestic violence, stalking and/or criminal activity, are required to report the incident. Information on how to make a report can be found below in Section IV, Reporting of Prohibited Conduct, Harassment and Discrimination Violations.

This mandate does not apply to students who are not employees of the seminary.

6.5.3 Section 2: Other Forms of Harassment/Discrimination

Students are expected to maintain the highest degree of professional behavior. All harassment or discrimination by students is strictly prohibited.

Discrimination occurs when race, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, marital status, disability, religion, veteran status, age or any protected status is used as criteria for action. Discrimination is particularly condemned when it exploits and jeopardizes the trust that should exist among members of an educational institution. To preserve a work and study atmosphere that fosters such trust, the Seminary affirms the principle that students, faculty, and staff must be treated equitably and evaluated on the basis of merit rather than irrelevant criteria. When a person intentionally or inadvertently abuses the power and authority inherent in his or her position,

there can be negative consequences both to the individuals involved as well as to the educational and working environment of the Seminary.

Discrimination also includes harassment. Harassment may be based on a person's race, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, marital status, disability, religion, veteran status, age or any protected status. It includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons. In some cases, the conduct may be such that it is clear that it is directed against a particular person or persons, even though the person(s) may not be explicitly identified.

Examples of unacceptable behavior include, but are not limited to, the following:

- physical, emotional, or mental abuse
- racial, religious, ethnic, or gender-based or sexual insults
- derogatory ethnic, religious, or sexual jokes or slurs
- unwelcome sexual comments or advances
- taunting intended to provoke an employee
- requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, or compensation
- unwanted physical contact such as pinching, grabbing, rubbing, etc. stalking, bullying, cyber- bullying, etc.

Students who have information regarding, are witness to, or become aware of, by any means, any form of harassment or discrimination are asked to report the incident. Information on how to make a report can be found below in Section IV, Reporting of Prohibited Conduct, Harassment and Discrimination Violations.

6.5.4 Section 3: Prohibited Conduct and Policy Definitions

In addition to discrimination, this policy prohibits "Sexual Misconduct" and "Relationship Violence," broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone and can occur between people of the same gender or people of different genders.

Prohibited conduct includes:

- **Sexual Misconduct:**
 - Sexual Harassment
 - Sexual Assault
 - Sexual Exploitation
 - Retaliation
 - Complicity
 - Harassment, Harm to Others, and Harassing Conduct
- **Relationship Violence:**
 - Domestic Violence
 - Stalking
 - Intimate Partner Violence
 - Dating Violence

6.5.4.1 Federal and State Definitions

While ULS has our own set of definitions for certain conduct, we follow federal and state definitions as well.

Sexual Assault: The Federal definition (from VAWA) of sexual assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition also includes attempts to commit rape.

Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

The state of Pennsylvania defines **Ineffective consent**-- unless otherwise provided by this title or by the law defining the offense, assent does not constitute consent if:

- it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
- it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
- it is given by a person whose improvident consent is sought to be prevented by the law defining the offense; or
- it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense.

The state additionally provides descriptors commonly associated with consent as part of its full definition when describing the offense of Rape.

Rape Offense defined--A person commits a felony of the first degree when the person engages in sexual intercourse with a Reporting Party: (1) By forcible compulsion. (2) By threat of forcible compulsion that would prevent resistance by a person of reasonable resolution. (3) Who is unconscious or where the person knows that the Reporting Party is unaware that the sexual intercourse is occurring. (4) Where the person has substantially impaired the Reporting Party's power to appraise or control his or her conduct by administering or employing, without the knowledge of the Reporting Party, drugs, intoxicants or other means for the purpose of preventing resistance. (5) Who suffers from a mental disability which renders the Reporting Party incapable of consent.

Further, under Clery and UCR (Uniform Crime Reporting) definitions, the Pennsylvania Crimes Code sections relating to sexual assault (PA CS Title 18, Subsection 3124.1), involuntary deviate sexual intercourse (PA CS Title 18, Subsection 3123) and aggravated indecent assault (PA CS Title 18, Subsection 3125) are considered rape for the purposes of Clery and PA UCR reporting.

Other Sex offenses (except forcible rape, prostitution, and commercialized vice) Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

6.5.4.2 Relationship Violence

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

Domestic Violence: The Federal definition (from VAWA) of domestic violence.

1. A Felony or misdemeanor crime of violence committed—
2. By a current or former spouse or intimate partner of the victim;
3. By a person with whom the victim shares a child in common;
4. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
5. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
6. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Definition of a Crime of Violence: According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:

1. An offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
2. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

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

Stalking: The Federal definition (from VAWA) of stalking: "Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress."

For the purposes of this definition—

1. **Course of conduct** means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveys, threatens, or communicates to or about, a person, or interferes with a person's property.
2. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
3. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Pennsylvania law defines **stalking** when a person either:

1. Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
2. Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Dating Violence is defined by the Federal Government (VAWA) as: violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
 - The length of the relationship; The type of relationship;
 - The frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Dating violence includes intimate partner violence, causing or attempting to cause physical or emotional harm, placing another in reasonable fear of serious bodily injury, restraining another's liberty or freedom of movement, where such conduct is directed against the Reporting Party by someone with whom they have been in a romantic or intimate relationship. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

6.5.4.3 ULS Definitions

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

- is reasonably perceived as creating an intimidating or hostile work, learning or living environment,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from any educational program and/or activities,
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

Sexual Assault: Having or attempting to have sexual intercourse or oral sex, without Consent. Sexual intercourse means anal or vaginal penetration by a penis, tongue, finger, or inanimate object. Sexual assault includes rape, fondling, incest, and statutory rape.

Non-Consensual Sexual Contact: Any intentional sexual touching or attempted sexual touching, without Consent.

Sexual Exploitation: An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or video recording or streaming of sexual activity, prostituting another person, and allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties.

Coercion: The use or attempted use of pressure and/or oppressive behavior, including express or implied threats, intimidation, or physical force such that the application of pressure or oppression causes the recipient of the behavior to engage in unwanted sexual activity. Coercion includes administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

Complicity: Assisting, facilitating, or encouraging the commission of a violation of the Sexual Misconduct and Relationship Violence Policy.

Harm to Others: Physical violence including (but not limited to) physical abuse, assault, threats of violence, striking, shoving or subjecting another person to unwanted physical contact.

Harassing Conduct: Intentionally or recklessly endangering, threatening, or causing emotional harm to any person. This may also include causing physical damage to their property.

Harassment: Harassment includes any written, verbal or physical acts (including electronically transmitted acts) that is reasonably perceived as creating an intimidating or hostile work, learning or living environment, particularly if questionable behavior is repeated and/or if it continues after the offending party is informed of the objectionable and/or inappropriate nature of the behavior.

Harassment can be a single incident, or a series of repeated incidents.

Sexually Inappropriate Behavior: Conduct that is lewd or obscene, including sexually suggestive gestures or communication. Public masturbation, disrobing or exposure of one's self to another person without that person's consent is one example. This may be an isolated occurrence.

Intimate Partner Violence: Physical violence, sexual violence, and/or psychological abuse by a current or former intimate partner.

Stalking: "Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- a. Fear for the person's safety or the safety of others; or
- b. Suffer substantial emotional distress."

6.5.4.4 Other Definitions

Advisor: In cases involving an issue or concern outlined in Section I (Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior) only, both the Reporting Party and/or the Responding Party may have an advisor of their choice present during the investigation. Once a complaint has been filed, the Reporting Party and Responding Party may each select an Advisor of their choice. The Advisor is permitted to be a part of any meetings their advisee may have. Seminary employees who have an actual or perceived conflict of interest (the Title IX Coordinator, Department of Public Safety, and Human Resources, for example) may not serve as Advisors. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for any meetings because delays will not normally be allowed due to the scheduling conflicts of an advisor.

The Advisor may not speak aloud during meetings involving the employee and an investigator, but may confer quietly or by means of written notes with their advisee.

The Reporting Party and Responding Party are not obligated to accept the counsel of an Advisor.

Complaint: A written statement submitted by a third party, Responsible Reporter or the Reporting Party to the Seminary for the purpose of initiating disciplinary proceedings under this Policy. This includes complaints submitted through the Community Concern Form.

Consent: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity.

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

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

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

Discrimination: Discrimination refers to the treatment or consideration of, or making a distinction in favor of or against, a person based on the group, class, or category to which that person belongs rather than on individual merit. Discrimination can be the effect of some established practice that confers privileges on a certain class or denies privileges to a certain class because of race, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, marital status, disability, religion, veteran status, age or any protected status. Harassment is a form of discrimination and constitutes a violation of this Policy.

Investigator: Any Seminary trained administrative official or person or persons appointed by the Seminary who will be responsible for coordinating any investigations into an alleged violation of the Harassment and Discrimination Free-Workplace Policy.

Reporting Party: An individual who invokes the Seminary's processes to determine whether this Policy has been violated. The Reporting Party is normally the person who was the target of an alleged violation. If such a person chooses not to proceed with charges, the Seminary may, at its discretion, serve as the Reporting Party.

Responding Party: Any individual or authorized student organization alleged to have violated this Policy and against whom a Complaint has been submitted.

Responsible Reporters: Responsible Reporters are persons who, as a result of their profession, may be aware of cases of abuse or violence. At ULS, all faculty, administrators, staff, and student staff (with the exception of psychological counselors and pastoral counselors) are designated as responsible reporters with regard to cases of suspected sexual assault/violence, sexual misconduct, and relationship violence. It is every person's responsibility to keep our community safe and free from discrimination and violence. Suspected incidents need to be immediately reported to the Department of Public Safety (DPS). In the State of Pennsylvania, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Department of Public Welfare's Child Line (800-932-0313), the police having jurisdiction, and to their supervisor. Pennsylvania recognizes matriculated students under the age of 18 as "children" for purposes of this law and, as such, the Seminary is mandated to report a criminal complaint of abuse or sexual abuse involving anyone victim under the age of 18 immediately to ChildLine and the police having jurisdiction.

Retaliation: Acts or attempted acts to retaliate or seek retribution against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation or proceeding under this Policy. Prohibited retaliatory acts include, but

are not limited to, intimidation, threats, coercion, or discrimination. Retaliation constitutes a violation of this Policy.

In dealing with complaints of harassment and/or discrimination, the Seminary will protect the rights of all parties. The Seminary's commitment to eliminate harassment and/or discrimination from the workplace should not be viewed as a license for employees to engage in unfounded, frivolous, or vindictive actions that are not made in "good faith" in violation of the intent and spirit of this policy.

Title IX: Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1681 et seq., and its implementing regulations, 32 C.F.R. Part 106, which prohibit discrimination on the basis of sex, gender identity, or gender expression in education programs or activities operated by recipients of federal financial assistance. ULS is required to comply with Title IX.

Victim: A person who has experienced sexual or relationship violence. A Victim may also be identified as a Survivor or as a Reporting Party.

Witness: Any individual who has seen, heard, or otherwise knows or has information about a violation or attempted violation of this Policy. Witnesses are protected from retaliation, which includes retaliation from the Complaint, Responding Party, or from another party or parties.

6.5.5 Section 4: Reporting of Prohibited Conduct, Harassment and Discrimination Violations

Any student who believes he or she has been a victim of any form of prohibited conduct, harassment or discrimination in any form should bring the matter to Title IX Coordinator. Alternatively, the individual may report the matter to the Campus Conduct Hotline: 866.943.5787.

All employees are required to report incidents of prohibited conduct, harassment and/or discrimination, including sexual harassment and gender discrimination, sexual misconduct, relationship violence and sexually inappropriate behavior, that they observe, that they are informed about, or of which they become aware, by any means, to Human Resources or the Dean. Alternatively, the individual may report the matter to the Campus Conduct Hotline: 866.943.5787.

If you, or another individual, are in need of immediate assistance, please call the Police Department by calling 911.

For non-emergency reporting, all members of the community may also submit a concern using Campus Conduct Hotline: 866.943.5787.

If you would like to speak directly with a trained member of the Seminary community, you may also contact one of the individuals listed on the following page.

Title IX Contact

Rev. Trina Johnsten
Philadelphia Campus
tjohnsten@uls.edu, 215-248-6380.

Office of the Dean

Dr. Kiran Sebastian
Brossman Hall, Philadelphia
Campus jsebastian@uls.edu,
215-248-7378

Role of the Title IX Coordinator. The Title IX Coordinator's role includes providing leadership and direction in the following areas:

Coordinate Title IX efforts including the development, implementation, and monitoring of appropriate policies, procedures and practices designed to comply with federal and state legislation, regulation, and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX;

- Provide direction and oversight for all activities of the Title IX program;
- Provide oversight to the training effort on Title IX for students and employees (faculty, staff, and administrators);
- Oversee the intake and investigative process by ensuring that it is prompt, effective, and equitable. Appoint and supervise the Title IX investigators and oversee investigation efforts. Ensure provision of initial remedial actions; assure compliance with timelines; ensure delivery of appropriate notice of charge, notice of hearing, notice of outcome, duty to warn, and remedies, and ensure a repository for and source of institutional record-keeping;
- Ensure the institution maintains an organizational file of all complaints, and other records regarding Title IX compliance, including annual reports of the number and nature of filed complaints and the disposition of said complaints, data collection, climate assessment, pattern monitoring; and
- Serve as principal contact for government inquiries pursuant to Title IX.

6.5.6 Section 5: Investigation of Reports

All concerns will be taken seriously and directed to an intake office of the Seminary which will then inform the Responding Party about the Seminary's policy regarding such behavior, and advise the Responding Party that retaliation is prohibited.

The Seminary's Title IX Coordinator will be notified of all Title IX/VAWA related claims. In those cases, the Title IX Coordinator will inform the Title IX Investigator. The investigation will typically involve interviewing the Reporting Party, the Responding Party, and any Witnesses and gathering any documents, including electronic documents, relevant to the report. The Responding Party generally has the right to know who has made an allegation against him/her. The supervisor of a Reporting Party and the supervisor of a Responding Party may be notified of the claim, if appropriate.

Review: During the course of an investigation, the individual conducting the investigation may consult with or notify the Seminary President; the Dean; Director of Human Resources; and/or another administrator or outside legal counsel as appropriate.

Confidentiality will be maintained throughout the investigation to the extent practical and consistent with the Seminary's need to undertake a full and impartial investigation. Only those with a business need-to-know will be involved in the investigation.

In cases involving an issue or concern outlined in Section I (Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior) only, both the Reporting Party and/or the Responding Party may have an advisor of their choice present during the investigation. The role of an advisor is to support the parties, but the advisor may not represent the party during the investigation. Each party may speak quietly with his or her advisor or request a short break in order to consult with his or her Advisor.

All community members questioned by the Seminary during the course of an investigation are expected to provide their full cooperation. In turn, it is the expectation of the Seminary that all those involved in an investigation, including the Reporting Party, the Responding Party, and all Witnesses, will be treated with dignity and respect during the course of the investigation.

If criminal conduct has been alleged, the Reporting Party may elect to file a complaint with the appropriate authorities. The Seminary will conduct its own investigation even if a criminal investigation occurs.

The Seminary will normally conclude its investigation in a period of 60 days or less. In rare cases where the matter presents particular complexities or the unavailability of witnesses, the time period may be extended. All investigations will offer an equal opportunity for the Reporting Party and the Responding Party to present relevant witnesses and other evidence. At the conclusion of the investigation, appropriate administrators of the Seminary will determine whether a violation of this policy occurred using a "preponderance of the evidence" standard. This means that, based on the totality of the evidence, harassment more likely than not occurred (not a "clear and convincing evidence" standard).

The Reporting Party and the Responding Party will be apprised of the outcome of the investigation in writing. The Seminary Grievance/Appeal Procedure is available after a determination has been made by the appropriate administrator as discussed above (as long as it meets one of the three grounds identified in the policy).

If harassment or other violation is found to have occurred, immediate and appropriate action will be taken to stop the harassment or other violation, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Where a Responding Party has been found responsible, the Seminary will take appropriate actions which may include disciplinary and corrective actions designed to prevent future occurrences.

Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon a number of factors, including: the nature, severity of, and circumstances surrounding the violation; the harm suffered by the Reporting Party; any ongoing risk to either the Reporting Party or the community posed by Responding Party; the impact of the violation on the community, its members, or its property; any previous disciplinary history; previous complaints or allegations involving similar conduct; and any mitigating or aggravating circumstances. Disciplinary measures may consist of actions including verbal warning, written warning, last chance agreement, suspension without pay, or termination of employment. Employees found responsible for incidents of sexual violence or assault will receive a more significant sanction, up to and including termination. The determination of sanction is made by the Director of Human Resources. Faculty disciplinary matters will be handled per procedures outlined in the Faculty Handbook.

In appropriate cases, the Seminary may determine that the misconduct was motivated by bias, insofar as a Reporting Party was selected on the basis of his or her race, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age or disability. Where the Seminary determines that the misconduct was motivated by bias, the Seminary may elect to increase the sanction imposed as a result of this motivation. Disciplinary sanctions may range from probation to permanent separation from the Seminary. They may also include any educational, remedial or corrective actions as warranted.

Sexual assault allegations cannot be resolved through any voluntary or informal process.

Statement on Privacy: The Seminary will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Reporting Party.

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

If the report of misconduct discloses an immediate threat to the Seminary campus community, where timely notice must be given to protect the health or safety of the community, the Seminary may not be able to maintain the confidentiality.

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

The Seminary will consult the Title IX Coordinator who is responsible for evaluating requests for confidentiality once the Seminary has received a report of sexual violence.

6.5.7 Section 6: Interim Measures

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

Types of Interim Measures: The Seminary after consulting with the Reporting Party will determine which measures are appropriate to ensure the Reporting Party's safety and equal access to employment:

- Assistance in alternative Seminary employment arrangements and/or changing work schedules, when possible
- A "no contact" directive pending the outcome of an investigation. Such directives serve as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another
- Providing an escort to ensure that the Reporting Party can move safely across campus
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support and services
- Issue a full, partial, or modified persona non grata (PNG) to the Responding Party if appropriate. Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy

The Seminary will work with the Reporting Party to identify what interim measures are appropriate in the short term, and will continue to work collaboratively throughout the Seminary's process and as needed thereafter to assess whether the instituted measures are effective and, if not, what additional or different measures are necessary to keep the victim safe. The Reporting Party and Responding Party will be notified in writing of any or all Interim Measures.

6.5.8 Section 7: Resources for Victims of Sexual Violence, Assault and Stalking **Off Campus Resources**

ULS encourages any victim of sexual violence to go to the hospital for medical care, as the staff there is trained in evidence collection. The Gettysburg Hospital Emergency Department and Chestnut Hill Hospital both employ Sexual Assault Nurse Examiners (SANE). SANEs are trained to provide counseling, perform the examination to retrieve forensic evidence and screen the victim for pregnancy and sexually transmitted infections (STI).

Other off-campus resources are also available as listed below.

Gettysburg Hospital 717-334-2121	Chestnut Hill Hospital 215-248-8200
Mobile Crisis 866-352-0339	Women Against Rape 215-985-3333
Survivors Inc. 717-334-9777	RAINN National Hotline 800.656.4673

On Campus Resources

Pastoral Counseling, contact Human Resources HR@uls.edu
 Human Resources HR@uls.edu
 Dean's Office 215-248-7378
 Confidential and Anonymous Reporting Campus Conduct Hotline 866-943-5787

6.5.9 Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint, the Seminary will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights.

In Pennsylvania, when an abuser is a present or past member of the victim's household or family, the victim is eligible for a Protection From Abuse ("PFA") order. PFA orders are court orders a judge can issue that require an abuser to stay away from a victim of domestic violence, dating violence or stalking.

When an abuser is not a present or past member of the victim's household or family, adults and minors can petition for a Sexual Violence Protection Order ("SVPO"). For example, a SVPO could be granted for a victim who is sexually assaulted by a coworker, and who has no other relationship with the coworker is not now or never was a family relation, spouse, dating partner, or member of the same household.

The Protection From Intimidation Order ("PFIO") was created to protect minors when the offender is age 18 or older. For example, a PFIO could be granted for a child whose sports coach or an adult friend of the family is stalking or harassing him or her.

PFA's, SVPO's, and PFIO's could include the following:

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

DPS will help put victims who are interested in pursuing a PFA, an SVPO, or a PFIO in contact with local officials. Any employee who obtains a PFA, and SVPO, or a PFIO from Pennsylvania or any similar Order from a reciprocal State should provide a copy to DPS. A Reporting Party may then meet with DPS to develop a Safety Action Plan, which is a plan for DPS and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, etc. DPS will help facilitate the reporting of PFA, SVPO, or PFIO violations to the local police.

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

6.5.10 Section 8: Additional information

The Violence Against Women Reauthorization Act of 2013

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

6.5.10.1 Timely Warning Campus Safety Alerts: Notifying the ULS Community About Crimes

In an effort to provide timely notice to the ULS community in the event of a serious incident which may pose a serious or on-going threat to members of the campus community, a Campus Safety Alert (timely warning) that withholds the names of victims as confidential and that will aid in the prevention of similar crimes, is sent primarily by blast email to all students and employees on campus – alerts can also be sent/communicated via the Seminary's text/voice messaging system and a variety of other notification methods as outlined in the emergency/immediate notification section of this brochure.

Campus Safety Alerts are generally written and distributed to the campus community by the Chief Operating Officer or a designee. The Chief Operating Officer has the authority to issue a Campus Safety Alert without such consultation if consultation time is not available.

Timely warning Campus Safety Alerts are sent to the Seminary community to notify members of the community about specific Clery Act crimes (as described below) that have been reported and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or ongoing threat to members of the Seminary community. Such timely warnings provide an opportunity for individuals to take reasonable precautions for their own safety.

Crimes that occur outside the campus' Clery geography as stipulated will be evaluated on a case-by-case basis. ULS is not required by law to issue a timely warning alert for off-campus crimes; however, if there is a crime that poses an ongoing or serious threat, this information may be distributed to the campus as a Public Safety Notice. Updates to the campus community about any particular case resulting in a Campus Safety Alert may be distributed via blast email, may be posted on the Seminary website, and may be distributed by the Chief Operating Officer or other member of the campus emergency response team (CERT); as deemed necessary.

Campus Safety Alerts (timely warnings) may be distributed for the following Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) classifications: murder and non-negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, arson, hate crimes, and motor vehicle theft.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, and stalking are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, the continuing danger to the campus community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other ULS community members and a timely warning Campus Safety Alert would not be distributed.

In cases involving sexual assault that can be typically reported long after the incident occurred, there is no ability to distribute a timely warning Campus Safety alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Department of Public Safety.

Typically, alerts or warnings are not issued for any incidents reported that are older than two weeks or 14 days from the date of occurrence as such a delay in reporting has not afforded the Seminary an opportunity to react or respond in a timely manner.

The Chief Operating Officer or designee reviews all criminal and/or serious incidents to determine if there is an on-going threat to the community and if the distribution of a Campus Safety Alert is warranted. Campus Safety Alerts may be issued for other crime classifications, as deemed necessary.

Ongoing Education and Awareness Programming: The Seminary offers programs to faculty and employees to raise awareness about Title IX and the Violence Against Women's Act.

- Online Education through Lawroom
- New employee and new faculty orientation

6.5.11 Section 9: Grievance Procedure

This Seminary Grievance Procedure is available to employees after a determination has been made by a Seminary administrator as discussed above in Section IV. For further information, please contact Human Resources for a copy of the Employee Handbook.

This is not a legal proceeding but a ULS community procedure created with the health and welfare of the Seminary's employees in mind. The Seminary Grievance Procedure may be used freely without fear of retaliation, and the Director of Human Resources, working with the Dean, if appropriate, are available for assistance throughout the process.

6.5.12 Section 10: Consensual Sexual or Romantic Relationships

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions of authority. At ULS, such positions include (but are not limited to) teacher and student, supervisor and employee, senior faculty and junior faculty, advisor and advisee. Because of

the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and/or the evaluation provided by those in authority, particularly in the teacher-student context. These relationships may be less consensual than the individual whose position confers power or authority believes. The relationship is likely to be perceived in different ways by each of the parties involved, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint by third parties when that relationship gives undue access or advantage, restricts opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct.

It is a violation of Seminary policy and strictly prohibited for an employee member to engage in an amorous, dating, or a sexual relationship with a currently enrolled ULS student except in the case of a relationship that begins before either the employee is employed by the Seminary, or the student first enrolls at the Seminary. Any employee who is in such a pre-existing relationship with a student must disclose the relationship to the appropriate Seminary official. In the case of an employee, disclosures must be made to Director of Human Resources, and faculty members must disclose the relationship to the Dean.

The Seminary upholds that sexual or romantic relationships between faculty, administrators, or support staff members employed within the same department, even when consensual, and whether or not the faculty, administrator, or support staff members would otherwise be subject to supervision or evaluation by the faculty, administrator, or support staff member, is inconsistent with the proper role of the faculty, administrator, or support staff member, and should be avoided. Therefore, ULS strongly discourages such relationships.

Responsibility: The Dean's Office will respond to issues arising from this policy involving faculty members. The Human Resources and Risk Management Office will respond to issues arising from this policy involving all other employees.

6.6 DRUG AND ALCOHOL ABUSE POLICY

The Seminary does not encourage the use of alcohol, and assumes that members of the Seminary community are knowledgeable and respectful of state law, local ordinances and the Handbook as these pertain to drug and alcohol abuse.

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

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

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

6.6.1 Definitions

Illegal Drugs - Illegal drugs, for the purposes of this policy, include narcotics, hallucinogens, depressants, stimulants, other substances capable of creating or maintaining adverse effects on one's physical, emotional, or mental state, and controlled medication not prescribed for current personal treatment by a licensed medical professional, in a medical setting, to address a specific physical, emotional, or mental condition.

Medication or Prescription Drugs - Medication or prescription drugs, for this policy, are drugs that an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.

Inhalants: Inhalants include nitrites, anesthetics (nitrous oxide), solvents, paints, sprays and fuels (gasoline, glues). Risks are especially high with anesthetic agents and solvents which can cause cardiac arrhythmia/arrest and severe, sudden oxygen deprivation. Risks are compounded by the extreme flammability of some of these agents. These agents are also associated with accidents and suicides. A significant percentage of people who die from use, are first-time users. Inhalants are particularly dangerous when combined with alcohol, sedatives, and cold medicines. Long-term use is associated with central nervous system damage, neurological damage and deficits in memory, attention and concentration.

Prohibited Conduct (Drugs): Students may not possess, use, purchase, sell, or transfer illegal drugs or controlled substances in any amount on Seminary property (including parking lots), or in Seminary vehicles (either owned by, leased to or used on behalf of the Seminary), or while on Seminary business or performing Seminary-related duties on or off campus. Illegal drugs and substances are those which cannot be legally obtained, including controlled substances and controlled substance analogues, as well as those drugs which, although legal, have been illegally obtained (i.e., prescribed drugs not being used for prescribed purposes or not being used by the intended recipient of the prescription, including amphetamines and barbiturates). Examples of illegal drugs include marijuana, cocaine, "crack", heroin, morphine, phencyclidine (PCP), hallucinogens, narcotics, etc.

6.6.2 Pennsylvania Law/Borough Ordinances

Underage drinking 18 Pa. C.S.A. 6308 This includes consumption, or transportation of alcoholic beverages. Penalties include fines from \$300 to \$500, 90 days to one year in prison, and 90-day to two-year driver's license suspension. Parents will be notified for those under 18.

Requesting or inducing a minor to obtain alcohol 18 Pa. C.S.A. 6310 Penalties include fines of not less than \$300 up to \$2,500 and/or up to one year in prison.

Knowingly making, altering, selling, or attempting to sell a false ID: 18 Pa. C.S.A. 6310.2 Penalties include fines of not less than \$1,000 and up to \$5,000 and/or up to two years in prison.

Furnishing alcohol to minors (including allowing minors to possess alcohol on premises owned or controlled by person charged) 18 Pa. C.S.A. 6310.1 Penalties include fines of not less than \$1,000 up to \$2,500 (can be per person served) and/or up to one year in prison.

Contact Student Services for the address and phone number of local counseling services and help lines.

6.7 SMOKING POLICY

The Seminary has a no smoking policy, which applies to all apartment rooms, dormitory rooms, lounges, hallways, rest rooms, offices, and other public places within all buildings of the Seminary. The no smoking policy also applies to Seminary vehicles.

6.8 TECHNOLOGY POLICY

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

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

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

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

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

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

1. Protect the confidentiality and integrity of electronic information and reasonable privacy of its users, to the extent required or allowed under federal and state law;
2. Ensure that the use of electronic communications complies with the provisions of seminary policy and state and federal law; and

3. Allow for the free exchange of ideas and support of academic freedom.

This policy applies to all users of and information technology (IT) resources owned, operated, or provided by the ULS System including its campus and "Users" including but is not limited to students, faculty, employees, contractors, agents, representatives, and visitors accessing, using, or handling the Seminary's information technology resources.

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

6.8.1 General Computing and Network Policy

Users are solely responsible for all their actions while using Seminary information technology resources.

1. User Privacy
 - a. Users should be aware that any activity on systems and networks may be monitored, logged, and reviewed by seminary approved personnel or may be discovered in legal proceedings. All documents created, stored, transmitted, or received on seminary computers and networks may be subject to monitoring by systems administrators.
2. All members of the Seminary community are encouraged to communicate differing perspectives. Community members are also, however, entitled to work and live in an environment free of harassment. Therefore, any network activity that violates the Seminary's harassment policy is prohibited.
3. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
4. Attempts to evade or change resource security are prohibited; including, but not limited to, attempts to bypass security to view sexually explicit and/or pornographic material, hate sites, or any material that violates the harassment policy of the Seminary.
5. Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.
6. Use of facilities and/or services for commercial purposes is prohibited.
7. Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
8. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
9. Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the local and/or remote system, is prohibited.
10. Decryption of system or user passwords is prohibited.
11. The copying or deleting of system files is prohibited.
12. The copying of copyrighted materials, such as third-party software, without the expressed written permission of the owner or the proper license, is prohibited. This includes the use of Peer to Peer (P2P) software to illegally download material that is under copyright protection.
13. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.
14. Any attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses

15. The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks is prohibited.
16. Technical support is provided for all licensed software packages purchased by the Seminary. No support is available for software that is individually purchased and licensed.

6.8.2 Electronic Mail Policy

Whenever electronic mail is sent, the name and user id of the sender are included in each mail message. Individuals are responsible for all electronic mail originating from their Seminary e-mail account. Therefore:

1. Electronic mail is a privilege and should be used responsibly. The main purpose for providing electronic mail at the Seminary is for academic and administrative activities. Limited personal communication is expected, but misuse of the system for nonacademic/administrative reasons is not acceptable (such as sending messages to everyone on campus, chain letters, messages for personal gain, promotion, advertising, commerce, harassment, threats, profanity, or gossip).
2. Only the user's account/mailbox should be used on the mail system. Passwords should not be given to other people. The mailbox owners are responsible for all messages sent from their e-mail accounts.
3. Computer usage on the campus may be monitored. For the servers this includes recording the number of user logons and connection time. For the network this includes monitoring the number of users, messages and space usage. For electronic mail this includes ensuring the delivery of messages within the Seminary and to/from the Internet. However, user files and mail are intended to be private. Seminary Information Technology personnel and associated vendors are expected to maintain appropriate confidentiality and privacy of user and Seminary information and system facilities. The user's files will only be examined when authorized by the owner of the file, or required for technological upgrading, maintenance, or troubleshooting, or required by local, state, or federal law.
4. To attempt forging (or actual forging) of electronic mail messages is prohibited.
5. To attempt reading, deleting, copying, or modifying the files or electronic mail of other users is prohibited.
6. To attempt sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
7. To attempt sending unsolicited junk mail, "for-profit" messages or chain letters is prohibited.

If a user violates these guidelines, the Seminary's disciplinary policy will be followed. Please refer to the information Technology Department at the Seminary web site, www.ULS.edu for further information regarding technology and the Seminary.

6.9 SOCIAL MEDIA POLICY

This policy applies to any employee, independent contractor or volunteer who engages in social media activity on ULS's equipment. This policy also applies to any User who engages in social media activity on any digital equipment that references or refers to ULS, its policies or its community members.

Social media activity is broadly defined as any communication posted on social media sites (i.e., Facebook, Twitter, Instagram, etc.), blogging, and the Internet by a User. Nothing in this policy should be construed or applied to prohibit Users' rights under the National Labor Relations Act.

6.9.1 Compliance with ULS's Policies and Procedures

Any User who engages in social media activity must abide by all of ULS's policies and procedures that include, without limitation, ULS's non-disclosure policies, confidentiality policies, anti-discrimination policies, anti-retaliation policies, anti-harassment policies and computer use policies. Any conduct that would be prohibited by these policies is also prohibited when engaging in social media use.

Users are prohibited from making discriminatory, retaliatory, defamatory, libelous or slanderous, threatening, and/or sexually explicit comments when discussing the ULS, its administrators, employees or students. Users should be aware that ULS's anti-retaliation policy prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, bullying, abuse, or the warning signs thereof, or who cooperates with an investigation regarding any matter covered by the policy. This includes retaliation against any individual who notifies ULS of inappropriate social media activity by User.

Any User social media post that references ULS, its policies or its community members, must clearly state that it expresses the views of the User and does not represent, in any capacity, the views of ULS.

6.9.2 Compliance with Intellectual Property Laws

Use of ULS's logos, branding materials, or any other intellectual property is strictly limited to business use and only by those who are duly authorized to act on the ULS's behalf.

6.9.3 Violations of this Policy

ULS reserves the right to take disciplinary action up to and including termination or dismissal from independent contractor or volunteer status of any User whose social media activity violates any ULS policies.

ULS reserves the right to monitor User social media activity that is conducted on ULS's equipment or server.

If ULS detects a violation(s) of its policies and/or applicable laws as a result of:

1. Activity conducted on institution-controlled equipment on any site (public or internal); or Activity conducted on ULS's server or cloud on any site (public or internal) on any equipment; ULS reserves the right to authorize its IT department to disable or remove any content from an institution-controlled server, site, or institution-controlled equipment using any legally available means.

6.10 SAFETY AND SECURITY POLICIES

6.10.1 Building Access to Minors

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

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

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

Anyone failing to comply with this policy will be asked to leave the building. Questions about interpretation and enforcement should be directed to the Director of Human Resources.

6.10.2 Building Usage Policy

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

As an institution of the church and society in general, the Seminary also serves as a gathering area for many. Not all the facilities are used all the time, nor is it easy to provide the needed resources to operate and maintain the campus. The Seminary encourages others to make the most of underutilized facilities when possible and to help offset operating costs of facilities. More information may be obtained from the housing and facilities office.

6.10.3 Safety and Security

As a steward of the facilities that have been entrusted to us, the Seminary has a responsibility to safeguard the facilities and to maintain an environment that is as safe and secure as possible.

- The Gettysburg campus has no regular security personnel, but relies on local police, primarily from the Borough of Gettysburg for security.
- The Philadelphia Campus has 24-hour Security officers.

The offices of the Seminary are generally open from 8:30 AM to 4:30 PM Monday thru Friday on the Gettysburg campus and 9:00 AM to 5:00PM Monday thru Friday on the Philadelphia Campus. Normally, offices are locked after hours. The libraries have extended evening and Saturday hours during the school year.

Annual campus crime reports are available from the Security Office for review, along with a public log of all reported crimes on both campuses available on the ULS website. Although the crime rate is relatively low, the entire Seminary community is encouraged to lock cars, apartments and houses

whenever possible and to report any suspicious activities to Security, police or the Chief Operating Officer.

6.10.4 Fire and Emergency Procedures

Each building has a list of emergency contact personnel in case of maintenance emergencies, which is also published in the student handbook. In the case of fire, criminal or medical emergencies, local authorities should be contacted by dialing 911 (or 9-911 from house phones).

6.11 EMERGENCIES

In the event of emergency conditions which hamper the functioning of the Seminary but do not require assistance from local authorities (e.g. utility outage, flash flooding, fire damage, etc.), the President and/or the Dean may declare an emergency and announce

- an immediate or anticipated cancellation of classes and other scheduled events,
- the closing of Seminary offices, and/or
- the discontinuance of normal maintenance operations.

6.11.1 Inclement Weather Policy

In the event of inclement weather in Gettysburg and/or Philadelphia and the surrounding area, which makes it hazardous for students to travel, senior employees may determine to close administrative offices and cancel scheduled programs on one or both campuses. Notification will be posted on the Seminary website and distributed through other available media.

Weather related delays, cancellation of classes or closing of offices will be announced via the Seminary's web site: www.ULS.edu and broadcast area media.

6.12 FIREARMS POLICY

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

6.13 PARKING

Parking is provided for Students, Seminary Faculty, Employees, Residents, guests and visitors. Parking is available near residential areas. Please refer to campus maps for designated parking areas.

6.14 FIRST AID

In spite of precautions, accidents do happen. Emergency first-aid supplies and assistance are available through the Business Office and Enrollment Services.

6.15 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. Background checks must be renewed every 3 years.

Any student who does not have a valid background check on record will not be allowed to register for and/or start classes. 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.

6.16 FINANCIAL POLICIES AND INFORMATION

Payment of Tuition, Rent and Other Fees

The cycle of billing and due dates for the 2017-18 academic year will be released by the Business Office. For more information, contact the Chief Financial Officer.

All tuition charges are due on the first day of classes for each term. Housing is billed for the entire semester or month-to-month, depending on the specific unit and location. Financial Aid is first applied to all Seminary charges (tuition, housing, meal plan) for the semester, with remaining credit balances refundable to students. All other obligations to the Seminary must be paid within 30 days of the date incurred.

Students with unpaid balances may not advance to the next term, internship, or unit of study, or obtain grades or transcripts. No student can graduate with outstanding obligations. Students withdrawing from the seminary, or from a course or courses, will be refunded tuition on a prorated basis.

Student accounts are maintained in the Business Office. Inquiries should be directed to Mariam Nowar in Philadelphia and Tammy McKim in Gettysburg. 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.ULS.edu>.

7 FINANCIAL AID

There are several steps in the building of a seminarian's financial aid package, including computation of financial need, consideration of awards from home congregation and synod, eligibility for Seminary scholarships, and certification of federal student loan and Work Study eligibility.

Detailed information on applying for Financial Aid and the ULS Financial Aid Form may be found at [ULS's Institutional Financial Aid Application](#).

Scholarships

Full-tuition scholarships are available for all new, full-time, ELCA students taking courses on either campus, and who are in the candidacy process for rostered ministry. In addition, subsidies for on-campus housing may be available for full-time, ELCA students who are awarded a full-tuition Fund for Leaders scholarship.

Scholarships may be available for all students enrolled at least half-time in a first theological degree program, including matching grants for support from sponsoring church bodies, up half the amount of full tuition. Partial scholarships may be available from the Seminary for students enrolled less than half-time in a first theological degree program. Partial scholarships may also be available for students in the STM degree program.

7.1 FEDERAL DIRECT LOAN PROGRAM

The *Free Application for Federal Student Aid* (FAFSA) is an essential element of the Federal Direct Loan application process. Only students who are enrolled at least half-time in a degree program are eligible to apply for Federal Direct Loans. The potential amount of Federal Direct Loan support depends on many factors, including the student's financial need, the total cost of attendance, and outside financial support. The maximum loan per year per student is \$20,500. The interest rate is set by the government and begins accruing immediately. For loans disbursed during the 2016-17 academic year, the interest rate was 5.31%.

The Seminary cautions students about excessive reliance on loans. Although repayment is deferred as long as the student is enrolled at least half-time, students must begin repaying loans shortly after graduation at a time when other financial obligations and low starting salaries limit one's resources. If a student drops below half-time enrollment at any time, the loans previously disbursed are no longer deferred and the student must begin repayment. Loans should be considered after all other sources of aid have been explored. Students, however, are responsible for these decisions.

7.2 FELLOWSHIPS FOR GRADUATES

The Seminary offers fellowships for pursuing doctoral studies in theological disciplines within accredited institutions to graduates of Gettysburg Seminary or United Lutheran Seminary. Further information is available from the Dean of the Seminary.

7.3 SCHOLARSHIP RETENTION

In order to retain institutional aid and outside scholarships, students must meet the original criteria required for the scholarship award and meet SAP requirements, with the exception of Fund for Leaders (FFL) scholarships. FFL scholars will have their scholarship revoked if they fall below a 2.0 or do not take enough courses to meet maximum timelines for graduation; without a probationary period or appeal.

8 STUDENT HOUSING POLICIES AND INFORMATION

The Seminary has more than 100 units of student housing (resident halls, suites, and apartments) located on the Gettysburg campus and 75 student apartments on the Philadelphia campus, including both furnished and unfurnished housing units. Prices range from \$536 to \$1,350 per month; Gettysburg dormitory space is \$1,496 per semester. Pricing and billing frequency for specific housing units is available upon request. Guest rooms are available for commuters at a daily rate of \$35, on both campuses. Associated housing fees for security deposits, pets, key replacement, etc. are available upon request.

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 ULS community or exhibits a disregard for the rights or welfare of others in the community.

8.1 COMMUNITY LUNCHES

Lunch is served in the Refectory each weekday on the Gettysburg campus, when classes are in session. Students may purchase lunches for the semester for \$355 or individually as needed. The semester meal plan is required for students in the Gettysburg dormitory.

A weekly Community Meal is served on the Philadelphia Campus on Wednesdays following Chapel at 12:45pm. Cost is typically \$3 and registration is encouraged. A weekly Community Breakfast is served Thursdays at 10:30am.

8.2

TERMINATION OF LEASES/CONTRACTS

Students 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. May graduates, or others having concluded their enrollment, may be able to arrange brief extensions at the convenience of the Seminary. 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.

8.3

PETS POLICY

Normally, pets are only permitted in the following housing units:

- Gettysburg Campus: Heiges Hall, North Hall, Richard House, and Stuempfle.
- Philadelphia Campus: Reed, Hoh and 7300 Boyer.

They are not permitted in other Seminary buildings e.g. Valentine Hall, the Brossman Center, the libraries, Refectory or the chapels. Normally, no visiting pets are permitted in seminary housing.

Pet application forms must be filled out and returned to the Housing Office as soon as the pet becomes a member of a seminary family. A new pet application must be submitted each year for each pet even if a form had been submitted from a previous year of residence. For students continuing to live in campus housing, if their pet(s) shots and licenses are up-to-date from the previous year, you need to complete and sign only the top portion of a new application and return the form to the events/housing office where it will be attached to the veterinarian information from the previous year. It is the responsibility of the pet owner to have all shots up-to-date at all times.

Pets include, dog, cat, rabbit, fish, birds, turtle, snake, hamster, gerbil, guinea pig, etc.

There will be a yearly fee of \$200, per academic year, for each pet except for pets that are permanently confined within terraria or aquaria. See the fee schedule for these pets. This annual fee, provides for extra wear and tear inflicted by pets and extra, necessary cleaning but does not cover damages which are the responsibility of the pet owner.

8.4 MENINGOCOCCAL VACCINATION

All students living in ULS 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.

9 RIGHTS, RESPONSIBILITIES AND FREEDOMS OF STUDENTS

9.1 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.

9.2 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.

9.3 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.

9.4 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

United Lutheran Seminary 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 Dean of the Seminary 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 Dean of the Seminary, 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.

For a fuller description of the Seminary's policy on Accommodating Students with Disabilities please contact the Dean of the Seminary.

9.5 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. This 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 this data is 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 this 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.
- 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.

10 ACADEMIC AND SOCIAL CONDUCT

It is the policy of United Lutheran Seminary to consider qualified candidates of any age, gender, sexual orientation, gender expression, marital status, color, race, national or ethnic origin, religion, physical challenge or any characteristics protected by law in the administration of its education policies, admissions policies, financial aid decisions and other seminary-administered programs.

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.

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:

10.1.1 Academic Conduct Concern – First Steps

1. The student must first discuss the issue in question with the faculty member for consideration, with the intent to include possible resolution.
2. 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 step 3 below.)

10.1.2 Social Conduct – First Steps

- The student must first discuss the incident with the VP of Student Services and Enrollment. Every effort will be made to resolve the issue without involving other members of the community. If, however, the VP of Student Services and Enrollment determines that faculty disciplinary action may be appropriate, any further investigation and review shall be subject to the measures outlined below in “Next Steps.”

10.1.3 Next Steps – Disciplinary Action by Faculty

- If there is no formal complaint or charges, the Dean may choose to form a three-member panel, typically of faculty members, to meet with the student to discuss the issue at hand and to request specific changes in the student’s social conduct.
- If formal charges are brought against the accused student by ULS, 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) 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 ULS 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 ULS, 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 ULS. 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 ULS, 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.

- 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. The President may lessen the penalty imposed by the faculty but may not impose a penalty more severe than that already prescribed. Any decision by the President shall be final.

10.2 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, they 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 they have a complaint. Such assistance may be sought from their 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 they 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 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 Dean/President 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. 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.

11 STUDENT AFFAIRS

11.1 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.

11.2 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:

- 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.

11.3 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. 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 ULS 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.

11.4 PASTORAL CARE

Rev. Trina Johnsten, Rev. Becca Ehrlich, and Rev. Andrew Fitch are all available to meet with students for short-term pastoral care. If additional professional support is needed, a referral can be given for pastoral counseling, spiritual direction, crisis counseling, or other appropriate counseling for more in-depth services. We 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.

11.5 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 as outlined above. The Seminary does not pay for counseling services.

11.6 SPIRITUAL DIRECTION

If students desire assistance with spiritual and vocational discernment and growth in prayer a list of spiritual directors and guidelines for choosing a director are available in the Student Services Office. The cost incurred for spiritual direction is the responsibility of the student.

11.7 COMMUNITY SUPPORT

Students surveyed about pastoral care at Seminary frequently mention the importance of one another, their field education supervisor, local pastors, faculty advisors and the entire Seminary community. Chapel 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. The seminary community is a wonderful resource.

11.8 CONFIDENTIALITY

The faculty and staff of ULS 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 a danger to others in the community, the Seminary staff will respond as necessary.

12 LEARNING CENTERS

12.1 ABOUT THE LIBRARY

The ULS library has branches on each campus, Krauth at Philadelphia and Wentz at Gettysburg. It is a part of the Eastern Cluster of Lutheran Seminaries Library, and makes its catalogue available online for your searching and research. This page is under construction, and under the supervision of Library Director Evan Boyd, will develop additional resources and more information.

12.2 LIBRARY BRANCH HOURS

Krauth Branch (Philadelphia):

Mondays, 8am-6pm; Tuesday-Friday 8 am – 10:30 pm;

Saturdays, 11am-4pm

(During Intensives) Oct 9-13: 11 am – 4 pm; Oct 14, 11-4pm

Wentz Branch (Gettysburg)

Summer Hours: 8am – 4:30 pm, Mon-Thurs, 8 am – 3pm Fridays

Monday – Friday 8am-6pm; Saturday 11 am – 4pm

(No changes during October Intensives)

12.3 EASTERN CLUSTER CATALOG ONLINE (ECCO)

- [Search the Eastern Cluster Catalog](#)
- [ATLA/ATLAS Serials & Philosophy and Religion Collection](#) (Access Restricted)

- [Luther's Werke – Weimar Ausgabe](#) (Access Restricted)
- [WorldCat](#) (Access Restricted)
- [Free Websites and Resources Directory](#)
- [My Currently Charged Books](#)
- [ECCO Help Pages](#)
- [Listing of journals the library receives](#)

12.4 PARTNER SCHOOL LIBRARIES & CONSORTIA TO WHICH ULS BELONGS

- [Gettysburg College Musselman Library](#)
- [Mt. St. Mary's University Library](#)
- [Eastern Cluster of Lutheran Seminaries](#)
- [ATLA / SEPTLA](#)
- [Washington Theological Consortium Schools](#)
- [Borrowing Policies for Partner Libraries & Consortia](#)

12.5 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.

12.6 ONLINE eCAMPUS BOOK SERVICE

As mandated by the Department of Education, a listing of all textbooks for the current academic session is posted at my.uls.edu/student-services

All textbooks for ULS courses can be found on the eCampus book service site at uls.ecampus.com. 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 \$500. For more information, contact Sherry Rippman at srippman@uls.edu.

Please note: students are not required to purchase their books from eCampus. Wise shoppers may find that other online services or books stores may have a better price. When comparing prices make sure you include the cost of shipping. Also be clear on when a third party seller may be involved and the projected time for receiving your books. Students may find it helpful to view this [video](#).

12.7 THE LEARNING RESOURCE CENTER – GETTYSBURG CAMPUS

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

- Evangelical Lutheran Church in America Curriculum
- Selected books and journals on the theory and practice of education Multicultural Curricula
- Ecumenical curricula video recordings, cassettes, CDs, games
- Curriculum/Education Resource Catalogues
- Current ELCA publications that may be used in education, i.e., studies, social statements, drafts of current statements, etc.
- Educational Resources from Churchwide Program Units of the Evangelical Lutheran Church in America.

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

12.8 THE WASHINGTON THEOLOGICAL CONSORTIUM

As an expression of ecumenical commitment, the Washington Theological Consortium was established in 1967. The nine institutions of the consortium have more than 1500 students and almost 200 faculty members and offers over 500 courses in each academic year. There are also five associate/affiliate member schools including the Graduate School of Islamic and Social Sciences. Cross registration permits degree students from each participating school to take courses for credit within the consortium. Through this cooperative arrangement student have full access to all libraries of consortium members and the Library of Congress. ULS views the Washington Theological Consortium as a key resource.

ULS students are welcome to cross-register for courses at the schools of the Washington Theological Consortium (WTC). Search the courses [here](#). A listing of online courses offered in Fall 2017 is [here](#). To cross-register for a course, complete the [WTC Cross-Registration form](#) and send to Registrar Julie Ritter (jritter@uls.edu).

13 ULS COMMUNITY LIFE

13.1 WORSHIP

During the academic year, four chapel services will be held on each campus. At Gettysburg, chapel will be held Tuesdays through Friday beginning at 11:45. Holy Communion is offered on Wednesdays.

Services in Philadelphia will be held on Tuesday and Thursday evenings at 6:00pm. Worship on Wednesdays and Friday will begin at 11:45am. Services of Holy Communion will be on Wednesdays.

When intensive courses are being held on a campus, services will be held daily. And, of course, festival services are held for convocations and other major occasions.

Please contact either of the Deans of the Chapel for ULS (Charles Leonard at Philadelphia, John Largen at Gettysburg) if you have any questions. If you would like to volunteer to serve in worship, you may contact your campus' sacristans.

- Philadelphia Senior Sacristan: Kelsey Brown
- Philadelphia Sacristan: Kevin Tracey
- Gettysburg Senior Sacristan: Ashlin Liszka Marchese
- Gettysburg Sacristan: K. Scott Harvey

13.2 STUDENT BODY OF UNITED LUTHERAN SEMINARY

From the ULS Student Body Constitution: *We, the students of ULS, recognizing our identity as members of the church of Christ, state that the purpose of the Student Body Association of ULS is to empower, facilitate, and advocate for all students of ULS. This organization, trusting in the movement of the Holy Spirit, strives to welcome and celebrate the diversity of this seminary community, equip students for leadership in the world, and support the deepening of worship and community life.*

Members of the Student Body are defined as all persons who have been assessed student fees through their tuition or internship fees. As United Lutheran Seminary begins its first year, the Student Body will be looking for a variety of ways to enhance community life on both campuses. For more information about the organization, check out *Student Body* course on Moodlerooms or contact one of these Student Body officers.

President: Abby Johnson sb-president@uls.edu
 Vice President: Carla Christopher sb-vice-president@uls.edu
 Treasurer: JJ Keelan sb-treasurer@uls.edu
 Secretary: Joe DiMarius sb-secretary@uls.edu

14 CAMPUS INFORMATION

14.1

OFFICIAL COMMUNICATIONS

The Seminary's primary means of communication with students is through email. All official communications will be sent by email to students' uls.edu address. It is critical then, for students to check their email on a regular basis.

14.2

DAILY SEMINARY ANNOUNCEMENTS

The Common Cup, a daily newsletter published 3 times per week, will be sent to all community members with a schedule of current non-curricular events and announcements.

14.3 MAIL AND INTER-SEMINARY COMMUNICATIONS

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

14.4 RECYCLING POLICY

There are special receptacles on both campuses for materials which can be recycled including plastic containers, aluminum cans, and specific paper products. Look for marked containers in public buildings, dorms, apartment buildings and offices. Signs are posted around campus detailing what can and cannot be recycled.

14.5 COMMUTING STUDENT FACILITIES

Guest Rooms: Studios are available for overnight use by commuter students. Students wishing to rent a guest room can do so at hospitality@uls.edu to reserve a room on the Philadelphia campus. Contact Wendy Mizenko on the Gettysburg campus to reserve a room there. All rooms are \$35 a night.

The Lull Lounge is located on the first floor of The Brossman Center in Philadelphia and is available to students, staff, and faculty. Vending machines with a variety of beverages and snacks are available.

The Coffee Shop on the Gettysburg campus is in Valentine Hall. The coffee shop and facilities are for use by all members of the "Seminary family," and are not open to the general public.

Lockers: Commuter lockers are located adjacent to the mailroom on both campuses. 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.

14.6 ULS FITNESS CENTER

Use of the Fitness Room in the Wiedemann Center (ground floor hallway of Bagger Wing) is open to people age 18 or older who are ULS 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.

14.7 GETTYSBURG YWCA CURRENT YEAR RATES

The Seminary will provide Recreation Passes for all faculty, employees and students for a \$50 co-pay (payable to the Seminary) for each Recreation Pass.

Applications are available at the housing office. Completed applications should be taken to the YWCA service desk to obtain a recreation pass. Additional passes will be available for spouses and children at special rates through the YWCA Service Desk with a credit card or a check made payable to the YWCA of Gettysburg. Contact the YWCA for specific information regarding membership rates for family members. All YWCA passes are good from Sept. 1 to Aug. 31 each year. The fee for students joining after the Fall Semester is ½ the year total.

14.8 THE SAFE FUND

The Safe Fund was a gift from the LTSP 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 ULS as defined by its constitution and bylaws. Complete details are available from the treasurer of the student body.

14.9 FOOD PANTRY

Both ULS campuses host food pantries for student use. 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.

Gettysburg Campus..... Andrew Berdahl, aberdahl@uls.edu

Philadelphia Campus Courtney Smith, csmith@uls.edu

14.10 ABUNDANT LIFE STUDENT ADVISING CENTER

The Abundant Life Student Advising Center or ALSAC was begun in 2015 and is a part of the *Economic Challenge Facing Future Ministers* grant program established by the Lilly Endowment. Its goal is to *Empower ULS students and their families to reduce costs and maintain healthy financial habits.*

The ALSAC office is located on the Philadelphia campus on the second floor of the Brossman Center. Students are invited to come by to check out the incredible resources available including clergy shirts, dress apparel and worship robes. The ALSAC regularly receives clothing and book donations from a variety of sources including retiring pastors and professors.

The ALSAC has a variety of printed and online resources that can help students save money on everything from bus fare to CPE sites. Through The Benefits Bank online system, ALSAC staff members can assist students apply for state benefits, navigate the insurance marketplace and complete their tax returns. For more information, email an ALSAC staff member at center@uls.edu or phone 215.248-6377.

15 CAMPUS MAPS AND DIRECTIONS

Campus map and directions to the [Gettysburg campus](#).

Campus map and directions to the [Philadelphia campus](#).

