



**Lancaster**  
THEOLOGICAL SEMINARY

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2017 - 2018 STUDENT  
**HANDBOOK**



**"All were filled" - Matthew 14:13-21**  
**One of four bonded brass sculptures in Santee Chapel**

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555 West James Street Lancaster, Pa. 17603  
lancasterseminary.edu



**Lancaster**  
THEOLOGICAL SEMINARY

Lancaster Theological Seminary  
Mission Statement

Lancaster Theological Seminary  
educates and nurtures leaders  
to join in God's redemptive and liberating work  
so that all creation may flourish.

## ACCREDITATIONS AND AUTHORIZATIONS

Lancaster Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved: Master of Divinity, Master of Arts (Religion), Master of Arts (Ministry and Leadership), Doctor of Ministry.

The Commission contact information is:  
The Commission on Accrediting of the Association of Theological Schools  
in the United States and Canada  
10 Summit Park Drive Pittsburgh, PA 15275  
USA Telephone: 412-788-6505  
Fax: 412-788-6510  
Website: [www.ats.edu](http://www.ats.edu)

Lancaster Theological Seminary is also accredited by Middle States Association of Colleges and Schools.

Middle States Association of Colleges and Schools Commission  
on Higher Education (MSA/CHE) 3624 Market Street  
Philadelphia, PA 19104-2680  
215-662-5606 ~ [www.msache.org](http://www.msache.org)

All degree programs are approved by the Department of Education of the Commonwealth of Pennsylvania through the Division of Graduate and Professional Programs.

Lancaster Theological Seminary is approved by the U.S Department of Justice for the enrollment of non- immigrant international students and for Veterans Education under the provisions set forth by the Department of Veterans Affairs.

Lancaster Theological Seminary is approved by church and denominational groups for the training of persons for positions in ordained ministry.

## STATEMENT ON NON-DISCRIMINATION

Lancaster Theological Seminary affirms a commitment to equality of opportunity for all individuals and does not discriminate on the basis of age, sex, color, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, gender identity/expression preference, physical or mental disability, veteran status, or any other classification protected by law in admissions, financial aid, educational programs, housing and services, or in employment practices.

Beyond the policy of non-discrimination, the Seminary acts affirmatively to attain a more balanced representation of under-represented racial and ethnic minorities in order to add valuable diversity to the life of the school.

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## SECTION 1 – ACADEMIC YEAR AND TERMS

	Fall Semester (1)	Spring Semester (2)	
	Session 1	Session 2	Session 3
courses on a 10-week term	Term One 10 weeks* Term Two(1 <sup>st</sup> half) 5 weeks  DMIN 10 weeks including 1 week Intensive	Term Two (2 <sup>nd</sup> half) 5 weeks	Term Three 10 weeks  Summer Courses from May through June 30.  DMIN 10 weeks including 1 week Intensive

\* Plus Reading Week

## SECTION 2 – STUDENT CLASSIFICATIONS, GRADE LEVEL ADVANCEMENT AND TIME LIMITS FOR COMPLETION

### STUDENT CLASSIFICATIONS

- **FULL-TIME** master's students are officially defined as those who register for a minimum of 12 credits per semester (24 credits per academic year). Doctor of Ministry students are considered full-time while they are engaged in that program, even though they may not be registered for 24 credits during an academic year. The maximum credit load for each term may be exceeded only by special permission of the student's advisor and the Dean of the Seminary.
- **PART-TIME** students are master's students who take fewer than 24 credits per academic year.
- **UNCLASSIFIED** students are those who have earned baccalaureate degrees and would like to increase their knowledge of a particular subject matter or need time for vocational discernment. **A maximum of 18 credit hours may be earned in the Unclassified status before seeking a degree.**
- **SPECIAL STUDENT STATUS** may be applied for by persons who are in a degree program at an ATS (Association of Theological Schools) accredited institution and wish to take one course at Lancaster Seminary to be transferred into their program for graduation. Those who have already earned the Master of Divinity degree and wish to take one course for credit to satisfy certification requirements may also apply in this category.
- **SPECIAL (EMS)**, by special arrangement with Eastern Mennonite Seminary's Lancaster Campus, students matriculated in graduate theological studies at EMS may apply and register for courses offered by Lancaster Theological Seminary according to Lancaster Seminary's normal policies and procedures for admission of Special Students. Eastern Mennonite Seminary students may take more than one course at Lancaster Seminary. (See Section 3)

### TIME LIMITS FOR COMPLETION OF DEGREE PROGRAMS

- **Master of Divinity** program must be completed within 8 years of first registration.
- **Master of Arts (Religion)** program must be completed within 6 years of first registration
- **Master of Arts in Ministry Leadership** program must be completed within 8 years of first registration.
- **Doctor of Ministry** program must be completed within 5 academic years of first registration.

## SECTION 3 – ADMISSIONS POLICIES AND PROCEDURES

**To be considered for admission, a candidate must submit the following to the Admissions Office:**

- Completed Application for Admission
- Official transcripts from all post-secondary institutions attended or from which a degree was earned.
  - Master's applicants: Evidence of a baccalaureate degree earned from an accredited college or university. A cumulative grade point average of 2.5 is expected.
  - Doctor's applicants: Evidence of a Master of Divinity degree earned from an institution accredited by The Association of Theological Schools in the United States and Canada (ATS), or its educational equivalent<sup>1</sup> (see Section 17). A cumulative grade point average of 3.0 is expected.
- Four letters of reference (Two letters of reference for certificate applications)
- Biographical Essay
  - Master's and unclassified applicants should submit an essay of no more than 3 pages (double-spaced) addressing their life experiences, vocational interests, educational goals and gifts for ministry.
  - Doctor's applicants should submit an essay of not more than five pages (double-spaced) addressing their ministerial contexts, vocational interests, educational goals, gifts for ministry, and potential interests for final project.
  - Certificate applicants should submit a statement (no more than one page) explaining their interest in seminary studies and gifts for ministry.
- Application fee
- An interview with a member of the Admissions Team (Dean of Admissions, Director of Vocations, Faculty member of the Admissions Committee) is required for all degree and certificate programs. It is strongly suggested that the application and essay be completed and submitted before scheduling the required interview.
- Child Abuse and Criminal Background Checks are required of all who are registered for resident courses at Lancaster Seminary. This must be completed the application is reviewed by the Admissions Committee.
- Test of English as a Foreign Language (TOEFL) may be required of any applicant whose first language is not English.

**Application Deadlines:** All applications and supporting documents must be received by the following dates for admissions committee consideration:

- MDiv, MA(R), Unclassified, Certificates, Special: April 1 for entry into the following academic year; November 15 for entry into the next spring semester (only for M.A.(R) applicants).
- D.Min: May 1 – Applications and supporting documents received by this date are reviewed by the Admissions Committee in June for consideration of admission in the following fall semester.
- Materials received after the deadlines may be considered on a space-available basis.

**Persons who have not earned a baccalaureate degree:** The Association of Theological Schools in the U.S. and Canada (ATS) permits the admittance into the Master of Divinity degree program only of persons who have not earned a baccalaureate degree or its education equivalent<sup>2</sup>, but who meet all other admissions criteria, provided that the total number of such students does not exceed fifteen percent (15%) of the total Master of Divinity student body (ATS, Standard A.4.2). See Master of Divinity Program, Section 14.

**Doctor of Ministry Candidates:** Applicants to the DMin program are expected to have been engaged in professional ministry for at least three years after receiving the MDiv degree. Up to twenty percent (20%) of students in the degree program may be enrolled without the requisite three years of ministry experience at the time of admission if

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<sup>1</sup> D.Min. program applicants who wish to be considered for M.Div. equivalency must have earned at least 72 master's level credit hours along with at least three years of professional ministry. For specific course work expected and additional details, see Doctor of Ministry Program, Section 17.

<sup>2</sup> Consideration to accept an equivalency to a baccalaureate degree is determined by the Dean of the Seminary and Dean of Admissions and Recruitment based on review of official transcripts and work history confirmation, if applicable, sent directly to Lancaster Seminary by the institution at which credits were earned and/or work was performed. A cumulative GPA of 2.5 or higher is required (on a scale of 4.0).

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they demonstrate the level of competence and reflection appropriate for advanced, professional ministerial studies (ATS, Standard E.4.3). To be considered for such admission, applicants must meet the following criteria:

- They have been engaged in consistent professional ministry during the five years immediately prior to application.
- They are further required to submit their best example of written theological reflection on the practice of ministry for assessment by the Admissions Committee, including the Chair of the Doctor of Ministry Committee.

**Transfer Students:** In addition to submission of the required admissions application and documents, see Academic Policies and Procedures, Section 4, for criteria regarding transferring credits into a Lancaster Seminary degree program.

**International Applicants:** Lancaster Theological Seminary is authorized under Federal law to enroll non-immigrant students. Lancaster Seminary has been enriched by the presence on our campus of those from around the world and values the opportunity to participate in equipping them for leadership in congregations and agencies in their home countries. International applicants are required to meet the general requirements for admission as noted above, as well as additional language, financial and denominational endorsement standards. Test of English as a Foreign Language (TOEFL) is required of all international applicants. Contact the Admissions Office for detailed information about admissions requirements, appropriate programs and deadlines.

## SECTION 4 – ACADEMIC POLICIES AND PROCEDURES

**Advising:** A resident faculty member is assigned to serve as advisor for each student. The faculty advisor assists the student in choosing a course of study that best meets her or his educational and vocational needs. The role of the faculty advisor is to assist in a student's progress toward completion of the degree. Because completion of the degree is more than simply meeting stated requirements, students are encouraged to consult with the advisor on any number of matters, whether spiritual, emotional, vocational, or academic. Occasions for consultation on matters other than academics will vary from student to student, and a student often will seek out a faculty member other than her or his advisor. A student must consult with her or his advisor for clearance for registration for courses, adding or dropping a course, requesting an extension on a course, waiving a requirement, directed study approval, disciplinary matters, and final check for graduation.

**Dean of the Seminary:** The Dean of the Seminary oversees the academic procedures and policies of the institution and holds primary responsibility for matters related to student performance and community life. As outlined in this handbook, the Dean of the Seminary oversees student disciplinary actions, evaluates the alternative cross-cultural proposals, and grants permission for waivers, extensions, and other exceptions to seminary policies.

### Disability Services

In accordance with the Americans with Disabilities Act, the seminary provides academic accommodations for eligible students. A part-time Educational Specialist receives documentation and works with students and instructors to arrange for appropriate services.

### Chaplains

The seminary also provides part-time chaplains who are available by appointment to consult with students in a variety of situations, such as adjustment to seminary life, interpersonal and family issues, conflict situations, and spiritual needs.

**Graduation Requirements:** Upon recommendation of the faculty and final approval of the Board of Trustees, the Master of Divinity, Master of Arts (Religion), Master of Arts (Ministry and Leadership), and Doctor of Ministry degrees are awarded when all appropriate program requirements have been fulfilled. See Sections 14, 15, 16 and 17 for graduation and completion requirements specific to each program.

- All degrees are awarded at the annual Commencement at the end of the Spring semester. No degree, diploma, or certificate will be awarded unless all requirements have been satisfactorily completed and the student account with the seminary is paid in full.
- During the Fall semester of the year in which a student plans to graduate, s/he should meet with the faculty advisor to review the student's transcript and file to be certain that all courses will be completed in time for graduation.
- Although the Office of the Dean, the Registrar, and the faculty advisor will make every effort to notify the student of any outstanding requirements, the final responsibility for completing the necessary requirements rests with the student.
- If a student completes the degree program early, s/he may request clearance for graduation from the Registrar. This clearance will certify that the student has successfully completed all credits and requirements for the degree and, upon approval of the faculty and Board of Trustees, is eligible for graduation.
- A Master's student on the flat-fee tuition payment plan, or a Doctor of Ministry student, who completes the program early must complete all tuition payments prior to final clearance for graduation (MDiv: 6 payments at the prevailing semester rate; MAML: 4 payments at the prevailing semester rate; DMin: 15 quarterly payments at the prevailing tuition rate).
- In the year in which a student plans to graduate, information will be distributed concerning matters related to commencement. In addition, Doctor of Ministry candidates for graduation will receive information concerning matters related to submitting the final Doctoral Project.
- A graduation fee is charged to the student's seminary account in the Spring semester the student is expected to graduate, whether or not the student participates in the commencement service. This fee underwrites but does not cover all expenses incurred by the seminary for commencement.

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- Stafford loan Borrowers are required by law to complete Exit Counseling as instructed by the Financial Aid Officer. See Student Financial Responsibility, Section 6.
- **Early Participation in Commencement:** Under extraordinary circumstances a student who will not have completed all requirements and/or still needs to complete six or fewer credits for the degree by the end of the spring semester may appeal in writing to the Dean of the Seminary for consideration to be permitted to participate in the commencement ceremony in May, under the following conditions:
  - Written request must be received by the Dean of the Seminary no later than April 1 of the commencement year.
  - A final grade must be submitted no later than August 1 of the commencement year. The student's name will be removed from the list of graduates if the deadline is not met.
  - The date of the diploma may be August 31 to reflect the late graduation.
  - The student may be responsible for additional fees for special printing and distribution of the late diploma.
  - The final decision is at the sole discretion of the Dean of the Seminary on a case-by-case basis; approval for one student does not guarantee approval for another student.
  - The student must be in satisfactory financial standing with the seminary in order to be considered for early participation in commencement.

**Guidelines for Assigning Academic Credits:** The faculty has adopted guidelines for assigning academic credits for all courses available at Lancaster Seminary. "Credit hour" is the unit by which an institution measures its course work. The number of credit hours assigned to a course is defined by a combination of the number of hours per week in class and out of class preparation.

- **Face-to-Face Courses:** A face-to-face course offered at Lancaster Theological Seminary devotes most instructional time to in-person interaction, with minimal use of instructional technology.
- **Hybrid courses:** A hybrid course offered at Lancaster Theological Seminary uses online learning communities to support classroom interaction, devoting at least two-thirds of instructional time to in-person interaction. Guidelines for the granting of course credit and for the time expected of students is as follows:

## MDiv Face-to-Face Courses

# of academic credits	Class time per week	Preparation time per week	Total time per week	Pages of reading per course (approximate)
1.5 credits				
10 wk course	2 hr 10 min	2 hrs 30 mins	4 hr 40 mins	500
5 wk course	4 hr 20 min	5 hrs	9 hrs 20 mins	
3 credits	4 hr 20 min	5 hrs	9 hrs 20 mins	1000

## MDiv Hybrid Courses

# of academic credits	Class time per week	Preparation time per week	Total time per week	Pages of reading per course (approximate)
1.5 credits				
10 wk course	1 hr 30 mins	3 hr 10 min	4 hr 40 mins	500
5 wk course	3 hrs	6 hrs 20 min	9 hrs 20 mins	
3 credits	3 hrs	6 hrs 20 min	9 hrs 20 mins	1000

**Leave of Absence or Withdrawal from Studies:** A Leave of Absence is a temporary interruption in a student's program of study, granted with the expectation that the student will return according to the time frame projected on the request form. In some circumstances, a student may wish to voluntarily withdraw from studies at Lancaster Theological Seminary, without the expectation that he/she will return to studies.

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- **Leave of Absence:** A student may request a Leave of Absence by completing and submitting to the registrar a REQUEST FOR LEAVE OF ABSENCE OR NOTICE OF WITHDRAWAL FORM. [Doctor of Ministry students, see Section 17.]
  - Ordinarily, Leave of Absence will be granted for up to three terms for master's students, or one full year for doctoral students.
  - In certain circumstances, the faculty may recommend an administrative leave of absence.
  - A date the student reasonably expects to return should be provided.
  - In accordance with government regulations, a Stafford loan borrower who has been granted a leave of absence that will exceed 180 days within a 12-month period will be reported as withdrawn and will enter repayment. See Student Financial Responsibility, Section 6, for information on the policies regulating loan funds of students who leave seminary studies.
- **Reinstatement from Leave of Absence:** In order to be considered for reinstatement following an approved Leave of Absence a master's student must make an appointment with the Dean of the Seminary; a doctoral student must make an appointment with the Chair of the Doctor of Ministry Committee.
  - prior to June 1 to return in the fall; or
  - prior to December 1 to return in the spring .
  - The student's seminary account must be paid in full.
  - Any course(s) previously designated as "Incomplete" must be completed.
  - A grade must be reported to the registrar.
  - A plan for retaking any failed courses, if applicable, must be in place.
  - The student will be reinstated at the same grade level as when the leave was approved. See Student Classifications, Section 2.

Any other conditions agreed upon by the seminary and the student must be met.

- **Withdrawal from Studies:** To withdraw, the student must complete and submit a Request for Leave of Absence or Notice of Withdrawal form to the registrar. [Doctor of Ministry students see Section 17.]
  - A master's student will be considered automatically "Withdrawn" if s/he does not register in a fall or spring term and fails to request a leave of absence for two consecutive semesters.
  - A doctor's student will be considered automatically "Withdrawn" if s/he fails to secure a leave of absence for up to one full year.
  - Once withdrawn, either voluntarily or under any other circumstances, the student must reapply for admission if s/he wishes to return to study.
  - If accepted, the student will re-enter under the prevailing graduation requirements for the degree
  - Eligibility for credits to be accepted upon re-entry will be evaluated in accordance with stated Transfer Credits policies.
- **Official Date of Leave of Absence or Withdrawal**
  - For reporting purposes, the official date for either Leave of Absence or Withdrawal will be the last day the student attended class or the last day of the academic term, whichever date occurs first. See Sections 5 and 6 for further clarification.
  - If a Stafford loan borrower withdraws or is granted a Leave of Absence, the official date of leaving studies is determined by federal guidelines.
  - A student is considered on leave or withdrawn in good standing when the following conditions have been met:
    - All existing account balances must be paid in full, OR a written repayment agreement must be on file in the Business Office.
    - Seminary housing must be vacated within 30 days from the date of notice of Leave of Absence or Withdrawal, OR a written move-out agreement, approved by the Dean of the Seminary, must be on file in the Business Office. All other housing policies and procedures apply.
    - Under no circumstances will grades, transcripts, diplomas and/or any other certifications be released if there is an outstanding balance on the student's seminary account and/or if housing has not been vacated.

**Military Leave of Absence:** Whenever any member of the armed forces of the United States shall be called or ordered to active duty (other than active duty for training), including active State duty, the seminary shall grant the member a Military Leave of Absence from his or her education.

- Persons on Military Leave of Absence shall be entitled, upon release from active military duty, to be restored to the educational status they had attained prior to their being ordered to military duty without loss



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of credits earned, scholarships or grants awarded or tuition and other fees paid prior to the commencement of the military duty.

- If a Military Leave of Absence occurs prior to the student's completion of a semester, the student may be eligible for an adjustment of tuition.
  - If the adjustment results in a credit balance, the student may elect to request that the seminary credit the tuition and fees to the next semester or term after the termination of the Military Leave of Absence. See Student Financial Responsibility, Section 6.
  - If applicable, Lancaster Seminary scholarship awards may be adjusted.
  - Lancaster Theological Seminary shall comply with the policies set forth by the U.S. Department of Education regarding return of Title IV funds and deferment of loans by any Stafford loan borrower who is granted a Military Leave of Absence. See Student Financial Responsibility, Section 6.

**Separation from Seminary:** Lancaster Theological Seminary reserves the right, upon vote of the faculty, to separate from the seminary any student who fails to meet the standards of academic or community life; or whose character, emotional health, or personal maturity becomes a cause of concern to the community or raises reasonable doubts about the student's fitness for ministry or theological education, or for failure to meet their financial obligations.

- Separation may include administrative leave of absence, administrative withdrawal, suspension or dismissal. The date of separation will be the last day the student attended class or the last day of the term, whichever date occurs first.
  - A student who has been separated from the seminary by administrative leave of absence for more than one year, administrative withdrawal, suspension, or dismissal must reapply for admission. If accepted, s/he will be subject to the prevailing degree program requirements. Eligibility for credits to be accepted upon re-entry will be evaluated in accordance with stated Transfer of Credits policy in Section 4.
  - A student who has been separated from the seminary for less than one year by administrative leave of absence should follow the guidelines for Reinstatement from Leave of Absence to return in this section.
- If a Stafford loan borrower is separated from the seminary for any reason, the official date of leaving studies is determined by federal guidelines. See Student Financial Responsibility, Section 6.

**Student Records and Transcripts:** Official copies of student records are maintained by the Registrar. Included in these records are the following: application for admission and application essay, acceptance letter, correspondence relating to academic matters, comprehensive vocational review report and an official transcript of courses and evaluations.

- Access to a student's educational record is limited to the student himself or herself and agents of the seminary who have a legitimate educational interest and are acting within the course and scope of their employment and authority.
- While a student is matriculating, one (1) official transcript per semester will be processed upon the student's written request at no charge to the student. Additional copies will be processed at a fee of \$10.00 per transcript. Each request for a transcript must be accompanied by the student's signature; or the student may complete and sign a one-time RELEASE OF TRANSCRIPT AUTHORIZATION FORM which will be filed in the student's permanent record and will be valid until rescinded in writing by the student, or until the student is no longer matriculating at Lancaster Theological Seminary.
- Under no circumstances will a transcript, diploma, grades, certificate or any other certification be released if the student or former student has outstanding financial obligations to the seminary.

**Students' Rights in Compliance with the Family Education Rights and Privacy Act of 1974 (FERPA):** In accordance with federal law, students are hereby notified that they have the right to inspect and review any and all official records, files and data, including all material incorporated in their cumulative record folder.

- A written request by the student to view her or his own educational record should be submitted to the registrar. Within five (5) business days, the Registrar will respond with a time that the student may review the records.
- The student may request a hearing to challenge the contents of these records to insure that they are accurate and not in violation of any of their rights. A written request for a hearing should be submitted to the Dean of Students.



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- The student has the opportunity to request correction, amendment or supplementation of any such records. A written request for correction, amendment or supplementation of records should be submitted to the Dean of the seminary.
- By law, the seminary is permitted to disclose directory information concerning students as defined in the Act, unless a student has specifically waived those rights. At Lancaster Seminary, directory information includes:
  - Student's full name, address, telephone number, and seminary e-mail address
  - Degree program and Denomination
  - Dates of attendance
  - Photograph
  - Degrees and awards received
  - Participation in recognized activities
  - **A student who does not wish to have this information disclosed or published must notify the registrar in writing. The request for non-disclosure will remain in effect until it is rescinded in writing to the registrar. A non-disclosure request is not retroactive.**
- Students with questions concerning their rights within the Act may consult with the registrar.
- Individuals who did not complete the application process, or those who applied but were not enrolled, are not covered by the Act.
- FERPA Compliance issues are regulated by the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW; Washington, DC 20202-5920; [ferpa@ed.gov](mailto:ferpa@ed.gov); (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

**Style Guide for Writing Papers:** The faculty has adopted as the standard guide to writing papers for all programs the following handbook: Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8<sup>th</sup> edition (Chicago: University of Chicago Press, 2013). All students are urged to purchase this handbook. It is based on the 16<sup>th</sup> edition of *The Chicago Manual of Style*. Copies of the Turabian text and the *Chicago Manual of Style* are also available in Schaff Library.

- Papers that do not conform to this standard may be returned by professors for rewriting.
- Professors reserve the right to grant advance requests from students wanting to submit papers using MLA style.
- All students attending Lancaster Seminary are expected to be proficient in writing. Written work must display critical thinking skills as well as appropriate grammar, usage and mechanics. Students who experience difficulties with the basic elements of writing (i.e., parts of speech and grammar) are referred to the following book: Jan Venolia, *Write Right! A Desktop Digest of Punctuation, Grammar, and Style*, 4<sup>th</sup> edition (New York: Ten Speed Press, 2001).

**Submitting Assignments in Electronic Format** is at the discretion of the professor. Lancaster Seminary is not responsible for any work that may be lost in transmission to the professor. Students are advised to retain a copy of each assignment and to ensure that they make a plan for sufficient backup of all their work. Students should follow all policies and procedures set forth in Lancaster Theological Seminary's Electronic Communications Policy in Appendix I of this Handbook.

**Intellectual Property Rights Policy:** The purpose of this policy is to clarify ownership of intellectual property for faculty, staff, administration, students, and contractors of the Seminary. The Seminary bases its policy on [U.S. Copyright Office Circular #9, "Works Made for Hire,"](#) the [Columbia University Copyright Policy](#), and a similar policy by ATS-accredited [Columbia Theological Seminary](#).

## General Principles

1. The fulfillment of the Seminary's mission involves the creation, use, and dissemination of intellectual property, which may be expressed in many forms.
2. The Seminary has a long-standing tradition of recognizing the intellectual property rights of faculty, lecturers, and guest speakers and obtains permissions from these rights holders before distributing their works.
3. The Seminary claims copyright in its logos, promotional works, institutional works (including books, periodicals, electronic media, audio and video recordings produced by the Seminary), and any works that

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bear the Seminary's name. This includes works produced on behalf of the Seminary as works made for hire unless an agreement signed by all parties involved states differently.

## Seminary Ownership

1. Apart from the exceptions listed below, the Seminary is the sole owner of all intellectual property created through the use of Seminary resources or facilities, supported directly or indirectly by Seminary funds, and developed within the scope of Seminary employment. Employees of the seminary include faculty members, administrators, full-time staff, part-time staff, and student staff. The Seminary also owns intellectual property specially ordered or commissioned for use by the Seminary when a written agreement is signed that the work shall be considered a work made for hire.
2. The Seminary retains intellectual property rights in its brand identity. Members of the Seminary community must adhere to the Visual Identity Guidelines when using the Seminary's brand identity for official Seminary business. Unauthorized use of the Seminary's brand identity is strictly prohibited.

## Exceptions to Seminary Ownership

1. **Works by Students:** The Seminary recognizes that individuals enrolled in a Seminary course retain ownership and rights over the work they create while enrolled in that course. Works created by student staff of the Seminary within the scope of their employment as staff are not included in this exemption.
2. **Works by Faculty:** The Seminary does not claim ownership over the works of faculty created within the duties of regular faculty, as outlined in Section 3.1 of the Faculty Manual. Faculty members retain ownership and rights over their scholarship, work they create for their courses, and any other creative works they produce while employed by the Seminary. At times, faculty may be asked to sign an Agreement for Distribution of Digital Content that would grant permission for Seminary use of their work.
3. **Works by Guest Lecturers and Speakers:** The Seminary recognizes that individuals contracted to speak or lecture at a Seminary-sponsored event retain ownership and rights over the content they deliver at that event. All guest lecturers are asked to sign an Agreement for Distribution of Digital Content, which provides an option to grant permission for Seminary use of their work.

## Use of Teaching Materials

In order to facilitate joint work on teaching materials and support collaborative teaching, individuals who contribute teaching materials used in jointly developed and taught Seminary courses grant a nonexclusive, nontransferable license to the Seminary to permit other contributors to the course to continue using those jointly produced teaching materials in Seminary courses. Individuals contributing syllabi for courses in the Seminary's curriculum also grant a nonexclusive, nontransferable license to the Seminary to permit other instructors to use and/or adapt these syllabi for future course offerings at the Seminary.

## Appeals and Arbitration

Anyone who feels his or her intellectual property rights, as stipulated by this policy and by Title 17 of the U.S. Code, have been violated may make an appeal to the Dean of the Seminary. The decision of the Dean may be appealed to the President of the Seminary. The decision of the President of the Seminary may be appealed to the Board of Trustees of the Seminary.

**Transfer Credits, Advanced Standing and On-line Study:** In general, transfer credits are accepted from ATS-accredited institutions under the following guidelines:

- Credits were earned at an institution accredited by The Association of Theological Schools in the U.S. and Canada (ATS).
- Official transcript shows a grade earned of C or higher (GPA 2.0) for Master's students or B or higher (GPA 3.0) for Doctor's students.
- Credits have not been applied to another degree already received.
- Credits were earned not more than ten (10) years prior to Lancaster Seminary matriculation. Exception may be requested by written application to the Dean of the Seminary.
- Courses are appropriate for the degree program(s) being pursued at Lancaster Theological Seminary.
- Credits for courses for consideration in meeting Lancaster Seminary degree program requirements must meet the goals and objectives of the required courses as evidenced by a course syllabus, subject to approval by the Dean of the Seminary or the appropriate department professor.

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- All transfer credits and advanced standing are subject to approval by the Dean of the Seminary, based on these and other transfer of credit policies. To graduate from Lancaster Seminary, all Lancaster Seminary requirements for the degree must be successfully completed (MDiv, Section 14; MA(R), Section 15). Normally, it is assumed that required courses, or equivalent, will be completed with Lancaster Theological Seminary faculty.

## **Students from another ATS-accredited institution requesting transfer of credits into a Lancaster Seminary degree program:**

- **MDiv to MDiv: Transfer from MDiv program at another ATS accredited institution into MDiv at Lancaster Seminary:**
  - A minimum of 51 credits must be successfully completed at Lancaster Theological Seminary.
  - No more than 24 credit hours may be transferred toward the Lancaster Seminary MDiv degree.
  - All degree requirements for the MDiv must be fulfilled to be eligible to graduate.
- **MA(R) to MA(R): Transfer from MA(R) program at another ATS accredited institution into the Lancaster Seminary MA(R) program:**
  - Up to six (6) credit hours from a non-theological graduate institution may be considered for transfer.
  - No more than twenty-six (26) credit hours may be transferred toward the Lancaster Seminary MA(R) degree.
  - A minimum of 26 credit hours must be completed at Lancaster Theological Seminary, and all graduation requirements must be satisfied, in order to earn the Lancaster Theological Seminary MA(R) degree.
- **MA(R) to MDiv: Transfer from MA(R) program at another ATS accredited institution into the Lancaster Seminary MDiv program:**
  - If MA(R) or equivalent degree was not awarded, the equivalent of a minimum of two (2) years of study (at least 50 credits) and all requirements for graduation must be successfully completed at Lancaster Seminary to earn the Lancaster Seminary MDiv degree.
  - If MA(R) or equivalent degree was awarded from another institution: Up to 12 credits (1/6 of the Lancaster Seminary MDiv degree per ATS standards) may be considered for transfer as “Advanced Standing”<sup>3</sup> credits. The equivalent of a minimum of two (2) years of study (at least 50 credits) and all requirements for graduation must be successfully completed at Lancaster Seminary to earn the Lancaster Seminary MDiv degree.
- **If MA(R) degree was earned at Lancaster Theological Seminary:**
  - All credits earned toward the Lancaster Seminary MA(R) degree may be used toward the MDiv degree at Lancaster Theological Seminary provided that they meet all other conditions for transfer credits.
  - If accepted, the student will enter the MDiv degree program under the prevailing graduation requirements for the degree.
  - Upon successful completion of the MDiv program, the student must relinquish the Lancaster Seminary MA(R) diploma.

**Transfer from One Master’s Program to Another:** Students already accepted into the MDiv or MA(R) program at Lancaster Seminary may make application to transfer from MDiv to MA(R) or MA(R) to MDiv program according to the following guidelines (Note that course schedules may require additional time to complete the degree):

- Meet with the faculty advisor to discuss vocational goals, review the requirements for the new degree (see Sections 14 and 15), request advisor’s signature on the REQUEST FOR TRANSFER OF MASTER’S DEGREE PROGRAMS form and a statement of endorsement to be included with the form.
- Attach an updated Admissions essay explaining the change in vocational goals and direction. (minimum 1 page)
- Meet with and secure the recommendation and signature of the Dean of Admissions. Updated references supporting the change of degree request may be required. (pastor, judicatory, etc.)

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<sup>3</sup> Per ATS standard M.4.2 “Advanced Standing with Credit” is determined by “appropriate written and/or oral assessment that students have the knowledge, competence, or skills that would normally be provided by the specific courses for which they have been admitted with advanced standing.” M.4.3 “Advanced standing with credit cannot be automatically granted on the basis of ministerial or life experience or the content of undergraduate work.”

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- The completed and signed Request for Transfer of Master's Degree Programs must be submitted to the Admissions office, along with required documentation.
- The prevailing administrative fee will be added to the student's seminary account.

## **Doctor of Ministry Transfer Credits**

- Requests for transfer of a maximum of 6 credits must be approved by the Doctor of Ministry Committee.
- Official transcript must show that a grade of B (GPA 3.0 or higher) or higher was earned.
- See also Doctor of Ministry Degree, Section 17.

## **On-line Study**

- Up to thirty (30) credit hours of on-line study from an ATS-accredited institution, including Lancaster Seminary, may be applied toward the MDiv degree upon approval of the Dean.
- Up to fourteen (14) credit hours of on-line study from an ATS-accredited institution, including Lancaster Seminary, may be applied toward the MA(R) degree upon approval of the Dean of the Seminary.
- Up to six (6) credit hours of on-line study from an ATS-accredited institution, including Lancaster Seminary, may be applied toward the DMin degree upon approval of the Doctor of Ministry Committee.

## SECTION 5 – REGISTRATION POLICIES AND PROCEDURES

**Course Registration** for Fall term (Session 1) usually takes place the preceding March or April. Registration for Spring and Summer terms (Sessions 2 and 3) usually takes place the preceding November. (Specific registration dates for each semester will be communicated to students via seminar-assigned email and campus postings.)

- Registration information is announced to the community by e-mail no later than two weeks prior to the designated registration period and includes:
  - Specific information unique to each semester.
  - Instructions for on-line registration.
  - Directions for downloading course schedules.
  - Instructions for viewing and purchasing required and recommended textbooks.
- **On-line Registration** is to be completed via the SONISWEB system during the open registration period, unless otherwise noted.
  - A late registration fee will be assessed to returning students who submit registrations after the stated deadline.
  - Only students whose Seminary accounts are current will be cleared for registration. See Student Financial Responsibility, Section 6.
  - All students are expected to make payment in full for tuition and fees by the stated due dates for each semester. See Student Financial Responsibility, Section 6 for procedures and options for payment of tuition and fees.
  - Students who cannot register in a fall or spring term, but who wish to remain in the degree program, should follow the policies and procedures set forth in Academic Policies and Procedures, Section 4, for requesting a Leave of Absence. If they do not submit a request, it may be assumed that they wish to withdraw from the program and an Administrative Withdrawal may be processed at the discretion of the Dean of the Seminary.

**Registration Changes:** After the end of the formal registration period, changes in registration (adding or dropping courses may be made by completing the ADD OR DROP COURSES FORM, available for download from the seminary website.

- The Add or Drop Courses form must be signed by the student's faculty advisor to add and/or drop classes.
- The completed and signed form must be submitted to the registrar. A separate form must be submitted for each semester.
- A Change of Registration fee will be charged for each form submitted.
- **Adding Courses:** Courses may be added prior to the second meeting of the course.
- **Dropping Courses:** Courses may be dropped at any time prior to the last class session for any reason, including Leave of Absence, Withdrawal, Military Leave of Absence or Separation from Seminary.
  - The student must submit the signed Add or Drop Courses form to the registrar. The official date of dropping the course is the date the form is received by the registrar.
  - If the form is received by the registrar prior to the end of the 50% tuition refund period (See Student Financial Responsibility, Section 6), the dropped course(s) will not appear on the student's transcript.
  - If the form is received by the registrar after the end of the 50% tuition refund period, the dropped course(s) will be designated as Withdraw Pass (WP) or Withdraw Fail (WF) as determined by the professor. WP or WF will be recorded on the student's transcript, but will not be calculated in the GPA.
  - Dropping courses may affect the student's eligibility for financial aid.
- **Deadlines to Drop Courses Without Penalty**
  - Terms 1, 2, and 3 (10 weeks each) – Up to End of Day 8 of the Term
  - 3-credit Intensive Course – Prior to 3rd class meeting
  - 2-credit Intensive Course – Prior to 2nd class meeting
  - 1- or 1.5-credit Intensive Course – Prior to 2nd class meeting
  - Online or Hybrid courses – The deadline to drop will be determined by the Dean on a per-course basis.
  - Students who submit the signed drop form by the Deadline to Drop Courses Without Penalty may be eligible for a tuition adjustment according to the terms in Section 6.



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- All students who register for courses will be graded in those courses unless the Add or Drop Courses form is submitted to the registrar within the posted deadline.

**Directed Study:** Students may register for courses listed in the class schedule posted each semester. In addition, it is possible to arrange for a Directed Study with special permission of a resident faculty member/supervisor and approval by the Dean of the Seminary. A Directed Study is intended to give a degree or certificate student the opportunity to conduct study and research in an area of interest to her/him under the supervision of a faculty member. Because supervising a Directed Study affects faculty teaching load, professors are not obligated to undertake a Directed Study, and only full-time resident faculty may supervise a Directed Study.

- It is the student's responsibility to identify clearly the topic and to submit a proposal for a Directed Study.
  - A student should be prepared to spend a minimum of 30 hours for each hour of credit to be earned.
  - A student must have successfully completed a minimum of 6 credit hours of coursework before applying for a Directed Study.
  - Students are limited to no more than three (3) credit hours of Directed Study per term.
  - Because of the unique nature of each Directed Study, registration cannot be accomplished on-line.
  - Individual faculty members may not supervise more than six (6) credits of Directed Study within one academic year.
  - A Directed Study may not be used to fulfill a core curriculum course and is not intended to duplicate or act as a substitute for a regular course, except in rare circumstances with approval from the Dean of the Seminary.
- **Procedure to request Directed Study**
    - A draft Directed Study proposal should be submitted by the student to the requested professor no later than three weeks before registration periods. Submission of a proposal does not guarantee that the professor and/or Dean of Seminary will approve the proposal.
    - The student submits to the Registrar the completed and signed DIRECTED STUDY PROPOSAL form (available on the Seminary website), along with all supporting documentation. Forms that are not signed or accompanied by the requested documentation will be returned to the student.
    - Only one Directed Study may be taken per semester. Masters level students may not take more than 9 credits of Directed Study without approval by the Dean of the Seminary.
    - Doctor of Ministry students are permitted to take up to six (6) elective credits as Directed Study for the duration of the program upon approval from the Doctor of Ministry Committee.
    - An administrative fee is charged, in addition to regular per-credit tuition, for each Directed Study.

**Student Audit of Courses (non-credit):** Full-time students may audit up to six credits during a semester at no charge. Part-time students may audit courses for a charge equal to one-half the regular tuition rate.

- Students who wish to audit a course must seek permission from the professor. The extent of involvement of the auditor is to be negotiated with the professor. Professors may reserve the right to refuse auditors, and auditors will not be permitted in a course filled with the maximum number of registered students.
- The student may register to Audit a course during the regular on-line registration process by choosing "Audit" rather than "Credit." To complete the process, the student submits to the registrar a completed and signed AUDIT FORM. The Add or Drop Courses form is required if the request is submitted after the on-line registration period.
- At the conclusion of the course, the professor will determine if the student has successfully completed an audit. If so, the student will receive "AUD" on her or his transcript. If not, the course will not appear on the transcript.

**Course Extensions (Incompletes):** All work for courses is expected to be completed by the time established in the course syllabus. A student may request an extension for time to complete course work. Approval of such a request is not automatic and is limited to one course per semester.

- In order to request an extension for course work, a student must complete a REQUEST FOR EXTENSION OF CLASSWORK form.
- The form must be signed by the course instructor and the student's faculty advisor before an extension is considered. Unsigned forms will be returned to the student.
- The signed form must be submitted to the registrar no later than the last day of the academic term for which it is requested.

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- It is the student's responsibility to ensure that the signed extension form is delivered by the due date to the registrar for processing.
- Students on Academic Probation are not eligible to request extension of coursework during the semester of probation.
- **Course Extension Deadlines: Completed work must be delivered to the Registrar on or before the close of business on the designated date noted on the following schedule.**
  - **Extension for Term One must be submitted by December 5**
  - **Extension for Term Two must be submitted by March 15**
  - **Extension for Term Three must be submitted by June 5**
  - **Extension for Summer Term must be submitted by July 15**
  - **If the due date falls on a Saturday, Sunday or holiday, the work may be submitted by 8:30 a.m. on the following business day.**
  - **If the student fails to deliver completed work to the Registrar on or before the close of business by the designated deadline, a grade of "F" or "Fail" will be entered on the student's record. See also Standards for Academic Performance, Section 7.**
- The Registrar will record receipt of and forward the completed work to the professor.
- A course for which an extension has been granted will be entered on the student's transcript as "incomplete" (Inc), which will remain until the professor submits a change of grade, provided the student complies with the designated submission dates.
- **Additional Extension or Variance on Course Extension Deadline:** Under extenuating circumstances a student may request more than one extension or a variance on extension deadlines. In this case, the student must
  - Petition the Dean of the Seminary in writing indicating the extenuating circumstance as well as a plan and time frame for completion of the work.
  - Submit to the Registrar an updated REQUEST FOR EXTENSION OF CLASSWORK FORM with the signatures of both the course instructor and the student's faculty advisor, as well as the date by which the work must be submitted.
- Informal arrangements between the student and the professor are not recognized without the submission of the proper paperwork and approval of the Dean of the Seminary, and a student risks having a failing grade posted to her/his academic record.
- For recipients of Federal Stafford loans, "Incomplete" grades on the transcript may affect the determination of Satisfactory Academic Progress toward completion of the degree, required for loan eligibility.
- Grades for courses in which extensions have been approved are due from the professor no later than the end of the subsequent term.
- An administrative fee is charged for each request for extension of course work.

**Registration for Clinical Pastoral Education (CPE):** Students in the Master of Divinity and Master of Arts (Religion) programs are encouraged, but not required, to participate in Clinical Pastoral Education (CPE) during the course of their studies. Because CPE programs fill quickly, it is recommended that students explore program options and apply early.

- Students wishing to apply CPE to their Field Education requirement can receive 1.5 credits for PT355, and should not register for Field Education. If students are not applying CPE toward Field Education no requirement is needed for Field Education.
- Documentation of acceptance by the CPE site must accompany registration for CPE.
- Students are charged at the regular Lancaster Seminary tuition rate, and may request reimbursement for the site fee only (not to exceed \$500.00), according to the policy outlined in Student Financial Responsibility, Section 6.
- In order for credits to be awarded, the student must present to the registrar for the student's file a copy of the CPE evaluation and a statement of successful completion of the CPE provided by the CPE supervisor. Under no circumstances may a student receive more than 1.5 credit hours for CPE.
- CPE completed prior to study at Lancaster Seminary is not eligible for transfer into a Lancaster Seminary degree program

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**Registration for the Cross-Cultural Component of the Master of Divinity Program** – See Master of Divinity Program, Section 14.

**Other Registration Opportunities:** Lancaster Seminary has established relationships with the following programs through which seminary students may earn academic credits.

- **On-Line Study:** Whether through Lancaster Seminary or any ATS-accredited institution, students may request authorization to undertake on-line study.
  - A completed EXTERNAL OR ON-LINE STUDY REQUEST FORM must be submitted to the registrar for consideration and approval by the Dean of the Seminary prior to the registration period.
  - See Academic Policies and Procedures, Section 4, for Lancaster Seminary's policy regarding the maximum number of on-line credits that will be accepted toward each degree program.
  - See Appendix I : Technology skills and knowledge requirements for participating in Lancaster Seminary's 21st century learning environments"
- **Inter-Institutional Studies:** Exchange programs with the following institutions have been established:
  - **Millersville University** and **Franklin & Marshall College** cross-registration opportunities have been established whereby full-time degree-seeking master's seminarians may, upon approval from both institutions, take eligible courses during the fall or spring term and pay Lancaster Seminary tuition. Terms of the exchange and forms are available in the registrar's office.
  - **Drew Theological Seminary:** Lancaster Seminary has entered into an agreement with Drew Theological Seminary to offer United Methodist doctrine, polity, and history courses on the Drew campus in Madison, New Jersey, or on-line. Lancaster Seminary students who wish to register for the United Methodist courses at Drew will do so in the normal registration process. Drew's tuition and fees will be charged to the student's Lancaster Seminary account.
  - **Eastern Mennonite Seminary Lancaster Campus:** By special arrangement, degree-seeking students may apply and register for courses offered by EMS Lancaster campus in accordance with EMS policies and procedures.
  - Other opportunities as announced.



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## SECTION 6 – STUDENT FINANCIAL RESPONSIBILITY

With a commitment to modeling good stewardship, Lancaster Seminary provides the following guidelines related to student financial responsibility

It is expected that students attending Lancaster Seminary assume the responsibility of:

- Full payment of tuition and fees generated from their registration.
- Full payment of all charges for residential or commuter housing and any other miscellaneous charges.

**Monthly Student Statements:** Lancaster Seminary does not mail paper billing statements to enrolled students. The monthly billing statement is available in the SONISWEB system as a ledger form or billing statement form. Failure to acknowledge and review the electronic statement does not relieve responsibility for timely payments.

**Tuition and Fees**<sup>4</sup> are set each year by the Board of Trustees. For students who pay on a per-credit basis, tuition is assessed for every course for which a student registers and is charged to student accounts. A tuition adjustment may be applicable if a student drops a course by submitting the ADD OR DROP COURSES FORM by the stated deadline as set forth in the Tuition Adjustment Refund Policy in this section. The prevailing fee schedule is available on the website at My LTS – For Students. Note: Non-attendance does not constitute a course drop. It is the responsibility of the student to submit the Drop form by the deadline to drop courses without penalty to be considered for a tuition adjustment (see Section 5).

**Master of Divinity and Master of Arts in Ministry and Leadership students on a flat-fee tuition plan will be billed a flat rate twice per year.**

**Tuition Discount:** Students who pay on a per-credit basis and who register for 12 or more credits in a semester will receive a tuition discount of \$100 per credit. The discount will be applied to the student account after the deadline to drop courses without penalty. (See Tuition Adjustment Refund Policy in this section.)

### Explanation of Related Fees:

- **Student Activity Fee:** All students are charged a Student Activity Fee for the Fall and Spring semesters. The revenue from the Student Activity Fee is managed by the Seminarian Community Council. This fee is non-refundable should the student leave studies for any reason.
- **Technology Fee:** All students are charged a Technology Fee for the Fall and Spring semesters that is used solely for services that Lancaster Seminary provides for students, including student computing and technology equipment, software, networks, site assistance and troubleshooting, and the support staff necessary for these functions to operate effectively. The fee may be pro-rated should the student leave studies for any reason.
- **Course Evaluation Override Fee:** Students are required to complete Course Evaluations each term for their enrolled courses; failure to do so may result in a course evaluation override. There will be a course evaluation override fee charge for each course evaluation override where an evaluation is not completed.
- **Graduation Fee:** A graduation fee is charged to all students in the last semester of study whether or not the prospective graduate participates in the commencement ceremony. This fee underwrites, but does not cover all expenses incurred by the Seminary for commencement and the graduation process.
- **Course fees** may be charged for certain courses as announced and/or when Course Packets are required.
- **Cross-Cultural Seminar Fee:** The cost of the Cross-Cultural seminar is included in the cost of the flat fee for MDiv students
  
- **Overdue Balance Fee:** An Overdue Balance Fee will be assessed at a rate of 2% on balances outstanding 30 days or more. This fee will be assessed monthly until the Seminary account has been paid in full.
- **Master of Arts (Religion) Fee:** The Capstone Project Fee is charged upon registration for MA300.
- **Master of Arts (Ministry and Leadership) Fee:** Fee is charged upon registration for the Capstone Thesis/Project.

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<sup>4</sup> Lancaster Theological Seminary reserves the right to revise or alter all regulations pertaining to student tuition and fees and collection of tuition and fees whenever such revision or alterations are deemed necessary.

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- **Doctor of Ministry Fees:** In addition to quarterly tuition, Doctor of Ministry students are charged the Technology Fee and Student Activity Fee one time each semester. A Major Project Consultation Fee and/or Major Project Advisor Fee may also be charged when appropriate. See also Doctor of Ministry Program, Section 17.
- **Other fees include** a Refund Check Fee for any additional checks requested after Loan Credit refund; a fee for Stop Payment of check; a fee for Return checks; and a fee if PPL Account is not changed from seminary account to apartment resident.

**Payment of Tuition and Fees:** Tuition bills for the Fall Semester will be made available in July, with payment due August 15. Tuition bills for the Spring Semester will be made available in early December, with payment due January 15. **Students are expected to make payment-in-full for tuition and fees by the stated due dates.**

- Every student registered for a course will be financially responsible for tuition for the course.
- A student who submits the Add or Drop Courses form to the registrar to officially drop the course within the deadlines set forth under Tuition Adjustment Refund Policy may be eligible for a tuition adjustment according to the policy. See also Adding and Dropping Courses in Section 5.
- Non-attendance does not constitute a course drop. It is the responsibility of the student to submit the Drop form by the deadline to drop courses without penalty to be considered for a tuition adjustment (see Section 5).

**Defer Payment of Tuition for Degree-seeking Students:** If payment-in-full by the stated due date is not possible, degree-seeking students may make an arrangement to defer payment of tuition only under the following guidelines:

- Degree-seeking students are eligible for the deferred tuition payment plan.
- Deferred Tuition Payment applies to tuition only; all other fees and charges must be paid in full when due.
- DEFERRED TUITION PAYMENT PLAN REQUEST FORM must be submitted to the Business Office prior to the payment due date for the semester (August 15 for fall semester; next business day after January 15 for the spring semester).
- The form must be accompanied by the Deferred Payment Plan Fee (\$50.00), one-third (1/3) of the tuition amount reflected on the statement (less scholarships and loans), and all other fees and charges on the statement.
- By signing and submitting the Deferred Tuition Payment Plan Request form, the student agrees to pay tuition in the installments specified and according to the plan deadlines noted on the form.
- Students who not in compliance with the terms of the Plan will not be considered in good financial standing.
- The Overdue Balance Fee will be assessed if the student is not in compliance with the terms of the Deferred Tuition Payment Plan.

**Submitting Payments:** All payments are to be mailed or delivered to the Business Office in time to arrive on or before the due date noted on the monthly statement.

- Checks or money orders may be delivered or mailed to Business Office, Lancaster Theological Seminary, 555 West James Street, Lancaster, PA 17603.
- Payments may be made through the seminary website at [www.lancasterseminary.edu](http://www.lancasterseminary.edu) > My LTS – For Students > Business Office. Processing fees apply.

**Past Due Accounts:** Only students whose seminary accounts are up to date are considered in good financial standing, except as noted under the Deferred Tuition Payment Plan agreement. A student who owes \$1,500 or more to Lancaster Seminary at the time of registration for the next semester will be placed on Hold and will be unable to register for additional classes or

- Receive diplomas or participate in commencement;
- Issued official transcripts;
- Receive grades<sup>5</sup>.
- The seminary reserves the right to assign a financial mentor to a student whose account is seriously past due, as determined by the Vice President of Operations and Finance, and may require her or him to complete the seminary's educational offerings related to finances and stewardship as available.

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<sup>5</sup> In accordance with FERPA regulations, students have a right to examine their educational records, including electronic records. Upon written request for an appointment with the registrar, a student may set up a time to view his/her education record. Grades will not be printed nor disclosed over the phone or email

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- The Overdue Balance Fee will be assessed until the seminary account has been paid in full.

**Prior Year Charges and Outstanding Balances:** Any student whose Seminary account shows a balance over \$200 as of the end of a Spring Semester (June 30) must arrange to meet with the Business Office to develop a financial plan. Failure to do so may lead to a student being placed on Administrative Leave of Absence (See Section 4 > Separation from Seminary).

**Financial Mentoring Available:** Lancaster Seminary has engaged financial mentors who are available to assist students in creating a plan for payment and for future financial planning. The seminary reserves the right to assign a financial mentor to students whose accounts are seriously past due. Students may also be required to complete the seminary's educational offerings related to finances and stewardship as available. To request a financial mentor, contact Cheryl DeMarco at 717-290-8743 or e-mail to [cdemarco@lancasterseminary.edu](mailto:cdemarco@lancasterseminary.edu).

**Tuition Adjustment Refund Policy:** Students who submit the REGISTRATION CHANGE to drop courses or submit a Request for Leave of Absence or Notice of Withdrawal to leave seminary studies prior to the end of a semester may be eligible for an adjustment of tuition charges. If the adjustment results in a credit balance, the student may be entitled to a refund based on the date the appropriate signed form or notice is received, according to the following schedule:

- 100% Tuition Refund if appropriate signed form or notice is received by the registrar
  - Terms 1, 2, 3, and DMin (10 weeks each) - Up to End of Day 8 of the Term
  - 3-credit Intensive Course – Prior to 3rd class meeting
  - 2-credit Intensive Course – Prior to 2nd class meeting
  - 1- or 1.5-credit Intensive Course – Prior to 2nd class meeting
- 50% Tuition Refund if appropriate signed form or notice is received by the registrar
  - Term 1, 2, 3 and DMin (10 weeks each) - Up to End of Day 16 of the Term
  - 3-credit Intensive Course – Prior to 4th class meeting
  - 2-credit Intensive Course – Prior to 3rd class meeting
  - 1- or 1.5-credit Intensive Course – Prior to 3rd class meeting
  - Online or Hybrid courses as determined by the Dean.
- No tuition refund for courses that have been completed nor for dropped courses or withdrawals for which the appropriate signed form or notice is received by the registrar after the end of the 50% Tuition Refund period.
- Master of Divinity and Master of Arts (Ministry and Leadership) students on the flat-fee billing will not receive a refund for dropping a single course but will be able to re-enroll in the course at a later time without additional charge.
- Lancaster Seminary Scholarship may also be adjusted.
- Students in their second semester and beyond who leave the Seminary will be assessed an Administrative Fee of \$100. Students who leave the Seminary within their first semester of study will not be assessed the Administrative Fee, but will forfeit the non-refundable Entrance Deposit.
- Student Activity Fee, which goes directly to the Seminarian Community Council, is non-refundable. Registration-related fees may be pro-rated.

## **Tuition Adjustment for Leave of Absence, Military Leave of Absence, Separation or Withdrawal**

- If a student leaves Seminary study prior to the student's completion of a semester, the student may be eligible for an adjustment of tuition.
- If the adjustment results in a credit balance, the student may be entitled to a tuition refund, which shall be calculated by the registrar based on the date the Request for Leave of Absence or Notice of Withdrawal form is received, according to the schedule in Section 6.6.
- If applicable, Lancaster Seminary scholarship awards may be adjusted.
- If applicable, return of Stafford Loan Title IV Funds will be determined according to federal guidelines.

**Reimbursement for Clinical Pastoral Education (CPE):** Students paying on a per-credit basis who register for CPE are charged tuition at the regular Lancaster Seminary tuition rate. Students who are requesting to do the first unit of CPE to fulfill one year of their field education requirement should register for PT355. (See also Registration Policies and Procedures, Section 5.)

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- At the request of the student registered for PT355, the Seminary will cover the site fee only, not to exceed five hundred dollars (\$500.00).
- Any other fees charged by the site are not eligible for reimbursement.
- If the student does not complete the CPE, the student will be responsible for reimbursing the Seminary any funds paid on the student's behalf.
- In order for the Seminary to cover the cost, the student must submit or arrange for the center to send an invoice to the Business Office after the 50% refund period has passed for the semester in which he or she is enrolled.
- The Seminary cannot prepay CPE fees. If prepayment is necessary, the student must pay the advance cost, and present a receipt to the Seminary for reimbursement after the 50% refund period has passed.

**Financial Aid at Lancaster Seminary:** Lancaster Seminary provides financial aid to eligible students in the form of Lancaster Seminary Scholarships and Federal Stafford Loans. If an eligible student wishes to be considered for financial aid, s/he must submit a Financial Aid Application to the Financial Aid Office each academic year. For full instructions and further information, refer to the Lancaster Seminary Financial Aid Handbook on the website at [www.lancasterseminary.edu](http://www.lancasterseminary.edu) > Admissions > Financial Aid Information.

- **Financial Aid Application Deadline:** Prior to May 15 of each year, returning students who wish to be considered for seminary scholarships for the next academic year must complete the Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) and submit it to Lancaster Seminary along with the paper Lancaster Seminary Financial Aid Application form. Both the FAFSA and the Lancaster Seminary Financial Aid Application form are used to determine eligibility for both Lancaster Seminary Scholarships and federal Stafford loans (if applicable). Prospective students must comply with all instructions from the Office of Admissions and Financial Aid to be considered for scholarship assistance for the following academic year.
- **Eligibility for Lancaster Seminary Scholarships:** To be eligible for Lancaster Seminary scholarship funds, a student must be
  - seeking a degree or certificate AND
  - registered for a minimum of six (6) credits per semester, AND
  - making satisfactory academic progress (Section 8) and be responsible members of the Seminary community (Section 9).
  - In most instances, the student must demonstrate financial need.
  - Students awarded Lancaster Seminary scholarships are required to
    - attend three (3) financial education classes of a maximum of 1.5 hours each (no academic credit).
    - Waivers will be considered on a case by case basis by the Financial Aid Officer and the Dean of the Seminary.
- **Lancaster Seminary Scholarships:** Tuition scholarships are generally available to Lancaster Seminary students who meet the eligibility requirements. The amount of funds available for Seminary allocation to students varies each year. Scholarships are awarded as long as funds are available, and apply to tuition only.
  - Scholarships will be awarded for a maximum of 75 attempted credits for MDiv students, a maximum of 52 attempted credits for MA(R) students or a maximum of 48 attempted credits for MAML students.
  - Scholarships may be need-based and/or merit-based.
  - Some scholarships may require specific criteria.
  - Scholarship amounts may be adjusted according to the number of credits for which the student has registered.
  - Lancaster Seminary scholarship funds cannot be applied to classes taken at other seminaries or institutions.
- **Federal Stafford Loans:** Lancaster Theological Seminary participates in the Federal Family Education Loan (Title IV) Program.
  - MDiv, MA(R) and MAML students enrolled for a minimum of six (6) credits per semester and all DMin students are eligible to apply for Stafford Loans.
    - **Fall Semester Certification:** returning students should apply by May 15; new students should apply as soon as they are accepted if they have not already done so in conjunction with the

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- admissions process. At the latest, this application should be completed no later than one month prior to entrance.
- Spring Semester Certification: new or returning students who did not apply in the Fall semester should apply by December 1 for timely spring disbursement.
  - Students who apply by the stated dates and are certified to receive federal Stafford loans to be received on the Seminary's disbursement dates for each semester will not be assessed the Deferred Payment Fee.
  - Students who apply after the beginning of the semester for which they are requesting loans may be automatically assessed the Deferred Payment Fee.
- A student who has \$50,000 or more of prior student loan debt will be required to meet with the Financial Aid Counselor prior to acceptance.
  - Any previous default action must be resolved before admission is finalized. Financial Aid Officer will provide information as needed, but it will be the student's responsibility to clear the default.
  - A student who owes \$1,500 or more to Lancaster Seminary at the time of registration for the next semester will be unable to register for additional classes or receive transcripts, diplomas or grades<sup>6</sup>. (See also Past Due Accounts).
  - **Exit Counseling Requirement:** Exit counseling with the coordinator of financial aid is required on or before the last day of attendance when a student ceases to be enrolled at least half-time or discontinues studies.
    - A loan recipient who leaves study for any reason is required to notify her/his lender promptly.
    - Graduating students should schedule their exit counseling sessions not later than the last day of April of the year of graduation.
      - ◆ Completion of Exit Counseling is required to be cleared for graduation.
      - ◆ Students who complete studies in December or January must complete exit counseling before the last day of attendance.
    - The Seminary notifies the NSLDS (National Student Loan Database System) within 30 days of a student's leaving Seminary studies or dropping below half-time enrollment.
    - The effective date of leaving Seminary studies is determined by federal guidelines.

**Return of Title IV Funds for Stafford Loan Borrowers:** For Stafford loan borrowers who leave the seminary, return of Title IV Funds will be determined according to federal guidelines. If a student has completed more than 60% of the payment period, he or she is considered to have earned 100% of the Title IV loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs. If a student withdraws before completing more than 60% of the payment period, the amount of any Title IV loan aid the student received for the period must be recalculated to reflect the portion of the period completed prior to leaving studies. The unearned Title IV loan aid for the percentage of the payment period not completed must be returned to the applicable Title IV program. Return of the Title IV Funds will be distributed in the following order: [Note: Lancaster Theological Seminary students are eligible for Unsubsidized Federal Stafford Loans only.]

1. **Unsubsidized Federal Stafford Loan**
2. Direct Unsubsidized Stafford Loan
3. PLUS loans received on behalf of the student
4. Direct PLUS loans received on behalf of the student
5. Other Title IV grant or loan assistance

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<sup>6</sup> In accordance with FERPA regulations, students have a right to examine their educational records, including electronic records. Upon written request for an appointment with the registrar, a student may set up a time to view his/her education record. Grades will not be printed nor disclosed over the phone or email



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## SECTION – 7 STANDARDS FOR ACADEMIC PERFORMANCE

In addition to the specific curricular requirements, there are two primary standards used to assess academic performance: (1) at least a 2.0 grade point average (GPA) for each semester for Master's students; at least a 3.0 grade point average (GPA) for each semester for doctoral students; and (2) satisfactory academic progress toward completion of the degree. Determination of Satisfactory Academic Progress is outlined in Upholding Academic Standards, Section 8, for master's students, and in Section 17 for Doctor of Ministry students.

**Grades and Cumulative Grade Average:** Students regularly receive both oral and written feedback on course work. Formal evaluation for courses includes the assignment of letter grades or a designation of "Pass" or "Fail." The following indicates the numerical equivalents for letter grades used to determine cumulative grade averages. It identifies grades which figure into the GPA and for which credit is earned (counted toward the program) or attempted:

Grade	Description	Points	In GPA	Credits
A	Excellent	4.0	Y	Earned
A-	Excellent	3.7	Y	Earned
B+	Good (M)	3.3	Y	Earned
B	Good	3.0	Y	Earned
B-	Good (M) Not Passing (D)	2.7	Y	Earned (M) Attempted (D)
C+	Fair (M) Not Passing (D)	2.3	Y	Earned (M) Attempted (D)
C	Fair (M) Not Passing (D)	2.0	Y	Earned (M) Attempted (D)
Pass	Equal To C or greater (M) Equal To B or greater (D)	0.0	N	Earned
C-	Not Passing	1.7	Y	Attempted
D+	Not Passing	1.3	Y	Attempted
D	Not Passing	1.0	Y	Attempted
D-	Not Passing	0.3	Y	Attempted
F	Not Passing	0.0	Y	Attempted
Fail	Equal. To C- or lower (M) Equal to B- or lower (D)	0.0	N	Attempted
I	Incomplete	0.0	N	Attempted
W, WP, WF	Withdrawn from course	0.0	N	Attempted

**Earned and Attempted Credits:** All credits for which a student registers are considered "attempted" credits whether or not they have been successfully completed.

- **Master's students (M):**
  - Credits for courses for which a student earns a letter grade of C or higher or Pass are considered attempted and earned credits toward completion of the degree. Letter grades are used in calculating the GPA.
  - Credits for courses for which a student earns a letter grade of C- or lower, Fail, WP or WF are considered attempted credits only and are not counted toward completion of the degree. Letter grades are used in calculating the GPA.
- **Doctor's students (D):**

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- Credits for courses for which a student earns a letter grade of B or higher or Pass are considered attempted and earned credits toward completion of the degree. Letter grades are used in calculating the GPA.
- Credits for courses for which a student earns a letter grade of B- or lower, Fail, WP or WF are considered attempted credits and are not counted toward completion of the degree. Letter grades are used in calculating the GPA.
- Neither "Pass" nor "Fail" is calculated in grade point averages.
- "F" or "Fail" that has not been resolved by the last day of the term following the one in which it was earned will remain on the student's permanent record.

**Alternate Grading Option:** Professors designate courses as either letter graded or pass/fail at the beginning of the term as noted on the course schedule posted for the semester. A student may choose the alternate form of evaluation (except for Ministerial Studies sequence courses) by taking the following steps:

- Complete the portion of the ALTERNATE GRADE FORM marked "Pass/Fail Grading Option For Graded Course" or "Letter Grade Option For Pass/Fail Course."
- The student must submit the completed form to the registrar within the first two weeks of the beginning of a Fall or Spring term 10-week course or before the second class period of shorter term courses.
- Once an alternate grading option is chosen and processed, it is irrevocable.
- In addition to submitting the proper form to the registrar, the student is responsible for notifying the professor at the beginning of the term that s/he would like a grade for a course that has been designated as pass/fail.
- At the completion of the term, the instructor may submit a letter grade for all members of the class. If the student has elected to be evaluated with a pass/fail, the transcript will show a "Pass" for a grade of C or higher, or a "Fail" for a grade of C- or lower

**Repeating a Course:** Master's students may be required to repeat failed courses as follows:

Required courses with a grade of C- or below, Fail, WP or WF must be repeated and successfully completed in order to fulfill graduation requirements.

- Elective courses with a grade of C- or below, Fail, WP or WF may be repeated at the student's discretion.
- Both the C- or below or Fail grades and the subsequent passing grade from repeating the course are included in the student's permanent record. In the case of letter grades, the new passing grade is included in calculating grade point average.
- A required course may be repeated more than once only upon authorization from the Dean of the Seminary.
- The student will be charged tuition at the time of registration for the course to be repeated.
- Scholarship funding is not provided for any repeated course tuition charges.
- Courses for which a passing grade has been earned may not be repeated for the purpose of improving the grade.

**Class Attendance:** Students are expected to attend every class session in its entirety. Attendance in each course is recorded in the manner preferred by the instructor.

- Absences and tardiness may be taken into consideration in evaluating the seminarian's total contribution to the work of the course.
- All absences not satisfactorily explained by the seminarian are regarded as unexcused.
- The student is responsible for consulting with the professor about the best means for making up work missed due to absence.
- Normally, missing 20% or more of class sessions will result in failure of the course.

**Contesting a Grade:** A student who is dissatisfied with the grade earned in a course must first seek to resolve the issue through a direct conference with the course instructor. If the dispute cannot be resolved in this manner the master's student may bring the concern to the Dean of the Seminary, or the doctor's student may bring the concern to the Chair of the Doctor of Ministry Committee.

- The Dean of the Seminary (or Chair) shall confer with the student and the instructor for the purpose of negotiating a solution.
- If a mutually satisfactory outcome cannot be found through such negotiation, the student may request a formal review by submitting a written request to the Dean of the Seminary (or Chair), within five (5) business days from the date of the decision, stating reasons for contesting the grade.

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- The Dean of the Seminary (or Chair) then will arrange to have the student's work evaluated by a second reader, either another Lancaster Seminary professor qualified in the same field or another person outside the Lancaster Seminary faculty who is equally well qualified.
- After receiving a report from the second reader, the Dean of the Seminary (or Chair) will make a determination on the final grade.
- If the student is not satisfied with the decision of the Dean of the Seminary (or Chair), s/he may appeal to the Faculty within five (5) business days from the date of the report, for further review.
- The decision of the Faculty is final.



## SECTION 8 – UPHOLDING ACADEMIC STANDARDS

**Determination of Satisfactory Academic Progress:** A student is considered to be making “satisfactory academic progress” as follows:

- **Masters Students**
  - A cumulative GPA of 2.0 for graded courses is maintained and/or
  - No more than one (1) failing grade (F, Fail or WF) per semester is earned, not to exceed three (3) failing grades for the duration of the degree program.
- **Doctors Students**
  - A cumulative GPA of 3.0 for graded courses is maintained;
  - no course or components of the program are failed;
  - an average of ten (10) credit hours per semester are successfully completed within the first three years in the program; and
  - the completion of the doctoral project is on schedule.
- **Federal Stafford Loan Borrowers:** Federal regulations require that Stafford loan borrowers must make satisfactory academic progress toward a degree, to be reviewed at the end of each academic year, and must be on track to complete the degree program within the time limits described in Section 2. Stafford loan borrowers who are not making satisfactory academic progress or are on probation may file an appeal to continue to receive a loan for the next year by completing and submitting to the Financial Aid Office an ACADEMIC PROGRESS APPEAL FORM, documenting extenuating personal circumstances and/or a remedial academic plan approved by the advisor.

**Progress Toward Completion of the Degree:** If there is an indication that a masters student is not making satisfactory academic progress toward completion of a degree, the student’s faculty advisor and the Dean of the Seminary, after consultation with the student, may formulate a motion for action by the faculty. Faculty action may include:

- **Suspension** pending satisfactory completion of remedial steps such as tutoring, special course work or counseling, or
- **Administrative Leave of Absence** with terms to be specified by the faculty; or
- Dismissal.
- In the case of a Master of Divinity student, the Dean of the Seminary may report an action of the faculty to the student’s authorizing committee or similar endorsing denominational body.
- If there is an indication that a doctoral student is not making satisfactory academic progress toward the degree (for example, failing any course or component of the curriculum), the chair of the Doctor of Ministry Committee, in consultation with the student’s advisor and the student, may make a recommendation to the Doctor of Ministry Committee. The Committee may formulate a motion for action by the faculty that may include the above.
- **Appeals:** A student has the right to appeal an action of the faculty according to the process set forth in Standards for Conduct, Section 9.

**Academic Probation:** A master’s student is automatically placed on academic probation for the subsequent semester and will be notified by the Dean’s Office of his or her probationary status when:

- The grade point average for courses taken during a fall or spring semester is below 2.0, or
- F, Fail or WF is earned for any course.
- To be removed from academic probation, the student must:
  - Achieve a 2.0 or higher grade point average, and/or all “Pass” grades for courses taken as Pass/Fail, during the semester of probation;
  - Complete all course work by the end of the semester due date with no course extensions;
  - Meet regularly during the semester with his or her faculty advisor; and
  - Achieve a 2.0 or higher cumulative grade point average, and/or all “Pass” grades for courses taken as Pass/Fail.
- If the student does not meet the conditions of academic probation, the Dean of the Seminary in consultation with the student’s advisor, will formulate a motion for action by the faculty. This action may include continuation of probation, suspension or dismissal. In the case of a Master of Divinity student, the Dean of the Seminary may report the decision of the faculty to the student’s authorizing committee or

similar endorsing denominational body. Stafford loan borrowers are subject to federal regulations regarding probation

## SECTION 9 - STANDARDS FOR ACADEMIC INTEGRITY

As a theological seminary educating and strengthening persons for service to church and society, the Seminary expects students to commit themselves to high standards of academic and community life. Expected in all matters is honesty, respect for others and care for the quality of community life. For the sake of clarity, the standards for academic integrity are divided into two categories: Academic Honesty and Personal Conduct.

When a student violates the Standards for Academic Integrity, the Seminary seeks to address the breach in both pastoral and just ways. The Seminary adopts a restorative justice framework to assess and, in some cases, adjudicate academic integrity violations. We understand restorative justice to be a response to God's call to address wrongs with reparation and transformation. Restorative justice seeks to repair harm and facilitate healing for all parties involved.

**Academic Honesty:** Lancaster Seminary assumes and expects that students will be honest in examinations and in acknowledging sources used in all assignments. With respect to academic work and other Seminary business, the seminary expects students to represent themselves and their work honestly to their instructors and other seminary representatives.

Breaches of the Seminary's standards for Academic Honesty include, but are not limited to:

- cheating on examinations or papers;
- plagiarism, including but not limited to:
  - misrepresenting the nature and extent of one's own research;
  - offering work done by others as one's own;
  - employing words and/or ideas originating with others without proper acknowledgment; and/or
  - submitting the same work for more than one course without clear prior consent of all instructors.

**Personal Conduct:** As a Christian community of learning, the Seminary expects that persons show respect for one another. Such respect includes care for the personal well-being and faith development of others. It involves sensitivity to personal differences, including racial, sexual, ethnic and religious diversity. Such respect also extends to respect for the property and privacy of others.

Students in any program of and/or employed by the seminary are subject to all policies adopted by Lancaster Theological Seminary. Such policies include, but are not limited to, Anti-Harassment Policy; Smoking Policy; Alcohol and Substance Abuse/Drug-Free Workplace Policy; general Guidelines for Conduct; Use of Phone and Mail Systems Policy; and Electronic Communications Policy (See Appendix I).

In order to maintain the standards of this community of learning and to ensure just and fair dealings with all persons, the procedures in Section 11 may be followed when there is a breach in the Personal Conduct expectations. When appropriate, the Dean of the Seminary, in consultation with the chair of the Standards Committee, the student's faculty advisor, President, and/or by written request of any of the parties directly involved, may convene the Standards Committee for a restorative justice conference or a conduct hearing (see procedure below).

**Procedure:** When there is a breach of the Standards for Academic Integrity, the following procedure shall be followed<sup>7</sup>:

- The professor or aggrieved party will meet with the Dean of the Seminary, explaining and providing documentation for the alleged breach of the seminary's Standards for Academic Integrity.
- If the Dean of the Seminary determines that the evidence warrants further investigation, s/he will convene a meeting with himself/ herself, the chair of the Standards Committee, the professor(s) of the course(s) or aggrieved party(ies), the student, the faculty advisor, and (if the student desires) a seminary chaplain.
- If, during this meeting, the Dean of the Seminary believes that a breach of the seminary's Standards for Academic Integrity is indicated, the following steps may be taken:
  - If the alleged breach is the student's first offense while at the seminary, the Dean of the Seminary may

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<sup>7</sup> Revised by the faculty, 5/9/2016.

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choose to issue a formal warning to the student and place documentation indicating such in the student's file. No additional action is taken. The student has the right to request a restorative justice conference or conduct hearing convened by the Standards Committee.

- If the alleged breach is not the student's first offense while at the seminary, the Dean of the Seminary in consultation with the chair of the Standards Committee may refer the student to participate in either a restorative justice conference or a conduct hearing convened by the Standards Committee.
- Regardless of a student's prior conduct or offenses, cases are referred to the Standards Committee at the discretion of the Dean of the Seminary, in consultation with the chair of the Standards Committee and the faculty advisor.
- If the Dean of the Seminary is the professor of the course in which a breach is alleged, the chair of the Standards Committee will oversee this procedure.

**Standards Committee:** The Standards Committee is appointed annually by the Dean of the Seminary, and consists of at least two faculty members (excluding the President and the Dean of the Seminary) and two students. The Standards Committee meets once at the beginning of the academic year for training, and thereafter only when called.

- When called for a restorative justice conference, the Standards Committee will schedule the conference as soon as possible, usually within five business days of receiving a referral. Parties invited to the conference shall include the student(s) involved, the professor(s) of the course(s) or aggrieved party(ies), the faculty advisor, and a chaplain or support person designated by the student. The purpose of the conference is to review what happened, to identify the extent of the harm resulting from the student's actions, and to seek ways for the student to repair the harm and be restored to the seminary community. The participants in the restorative justice conference shall draft a provisional agreement between the student and the seminary to make reparations for his/her actions and will be signed by all conference participants before the conclusion of the meeting. This agreement is presented to the faculty for review and approval as soon as possible. If no agreement is made, the Standards Committee will deliberate based on the disciplinary actions that may be taken in a conduct hearing (see below), and formulate a motion for faculty action.
- When called for a conduct hearing, the Standards Committee meets as soon as possible, usually within five business days of receiving a referral. In most cases the Committee will request pertinent information, meet with the student(s) involved, the professor(s) of the course(s) or aggrieved party(ies), and any other appropriate persons. If the committee concludes that disciplinary action is appropriate, it will formulate a motion for faculty action. The faculty's action may include any of the following:
  - Formal Admonishment: A formal admonishment consists of a written statement that becomes a part of a student's permanent file.
  - Suspension: Action to suspend a student includes a recommendation of steps the student should take to be permitted to resume studies.
    - A student may apply to the Dean of the Seminary for removal of suspension after satisfactory completion of recommended steps.
    - Removal of suspension is an action of the Dean of the Seminary in consultation with the faculty.
    - Students returning from suspension may be asked to participate in a re-entry circle facilitated by the chair of the Standards Committee.
  - Dismissal: Students dismissed from the Seminary may not resume studies without re-applying and being admitted. Dismissal will be recorded on the student's transcript and a copy of the dismissal action will become a part of the student's permanent file.
  - Other action appropriate to the circumstances.
- Upon the faculty's action, the Dean of the Seminary will communicate the outcome to the student, including any amendments or changes made by the faculty to the restorative justice agreement or the conduct hearing's motion.
- In the case of a Master of Divinity student, the Dean of the Seminary will report the decision of the faculty to the student's endorsing denominational body when such action is appropriate.
- The Office of the Dean shall keep and monitor all faculty actions, whether delivered through a restorative justice conference or a conduct hearing.

**Appeals:** A student receiving a disciplinary action by the faculty may appeal to the President according to the following procedure:

- A written request for appeal should be submitted to the President within five (5) business days of the date of the

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- faculty's decision, documenting the basis of the appeal.
- If appropriate, the President will meet with the student, the faculty advisor, and/or the chairperson of the Standards Committee.
- If, after discussion, the student requests a formal appeal, the President will appoint an Appeals Committee comprised of one faculty member (excluding the President and the Dean of the Seminary), one student, one ministerial guide if appropriate, and one faculty member or pastor recommended by the student.
- After hearing the point(s) of substance or process upon which the appeal is based, the Appeals Committee will make a report to the President.
- The President will respond to the student within five (5) business days after receiving all supporting documentation and/or report from an Appeals Committee.
- The decision of the President is final.
- During any appeal, the student is responsible to abide by course and handbook regulations, including class attendance and assignments.

## SECTION 10 – FACULTY REVIEW OF STUDENT PROGRESS

Substance of the Review: The faculty reviews, on at least an annual basis, each student's progress toward completion of his or her degree program. This evaluation includes areas related to readiness for ministry consistent with the seminary's mission statement, academic policies and standards for student conduct. The review includes assessments of:

- Academic Performance
- Vocational Development
- Maturity of faith and character

Purpose of the review: The purpose of the review is to identify areas of affirmation and concern in ways that may be helpful to the faculty in supporting the student and in being faithful to the needs of the church. If the faculty determines that a student's progress toward readiness for ministry is deficient in regard to academic performance, vocational development or maturity of faith and character, it may, at its sole discretion, recommend or require of the student one or more of the following:

- Supportive consultation with the faculty advisor.
- Remedial studies at Lancaster Seminary or elsewhere.
- Transfer to a different degree program, if applicable.
- Leave of Absence
- Dismissal from studies.
- Other appropriate responses.

In the case of a Master of Divinity student, the Dean of the Seminary may report the determination, recommendation, requirement or action of the faculty to the student's authorizing committee or similar endorsing denominational body when such action is appropriate.

**Appeal Process:** An appeal of a faculty determination, recommendation, requirement or action may be made according to the procedure set forth in Appeals in Section 9.

## SECTION 11 – GRIEVANCE POLICY AND PROCEDURE<sup>8</sup>

If a student feels aggrieved by a faculty member, a staff member, or another student, the issue should first be discussed with and, if possible, resolved with the other relevant party. Ideally, this should be achieved by meeting face to face with the other party rather than through memo, email or voice mail. Lacking a mutually satisfactory resolution, a student may bring a formal grievance to the Dean of the Seminary. Upon receipt of a formal grievance in the form of a written statement of the student's concern, the following action will be taken:

- After investigating the situation, the Dean of the Seminary will respond to all parties in writing.
- Any grievance involving the Dean of the Seminary should be addressed to the President.
- Any grievance involving the President should be addressed to the Executive Committee of the Board of Trustees.
- The Dean of the Seminary, President or Executive Committee shall proceed in such a manner as s/he in her or his sole discretion deems appropriate.
  - S/He shall review all pertinent file material and may discuss the matter informally with all parties involved, either collectively or in individual sessions, but is not obligated to invoke a fact-finding task force or Standards Committee.
  - A decision and course of action will be rendered in writing.
- The aggrieved person may request reconsideration of the decision and action in writing within five (5) days after the date of decision to:
  - The Dean of the Seminary for an issue involving a faculty or staff person.
  - The President for issue involving the Dean of the Seminary.
  - The Executive Committee of the Board of Trustees for issue involving the President.
- Reconsideration by the Executive Committee of the grievance and the preceding actions is at the sole discretion of that Committee.
  - The Committee may decline reconsideration or may proceed to review the matter in such manner, and in such time frame, as it in its sole discretion shall deem appropriate.
  - The action of this Committee shall be reported to the staff person and/or faculty member and the President in due course.
  - The action of the Executive Committee shall be final.

**Faculty Grievance against a Student:** A policy and procedure for a grievance by a faculty member against a student is documented in the *Faculty Manual*, which may be found on the website under “Faculty/My LTS-Faculty”.

**Consensual, Amorous Relationships Between Faculty and Students:** A policy addressing consensual, amorous relationships between a faculty member and a student is documented in the *Faculty Manual*. ([lancasterseminary.edu/faculty/my-lts-faculty/](http://lancasterseminary.edu/faculty/my-lts-faculty/))

**Violations of the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA):** See Section 4.

**Complaints in areas related to the accrediting standards of The Commission on Accrediting of The Association of Theological Schools in the United States and Canada** are investigated by the Lancaster Theological Seminary Board of Trustees and may be reported to the following:

The Commission on Accrediting of The Association of  
Theological Schools in the United States and Canada  
10 Summit Park Drive  
Pittsburgh, PA 15275  
Telephone: 412-788-6505  
Fax: 412-788-6510  
Website: [www.ats.edu](http://www.ats.edu)

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<sup>8</sup> Revised and adopted by the faculty 10/7/13.

## SECTION 12 – SCHAFF LIBRARY

For Library hours and information, please visit <http://library.lancasterseminary.edu>

### Circulation

- A Lancaster Seminary photo ID card or library card is required to check out library materials. All materials must be properly checked out at the circulation desk and returned to the circulation desk drop box or after-hours book drop when due.
- Reference materials, periodicals, lectionary resources, special collections and archives do not circulate. Masters and certificate students may check out circulating materials for 30 days. DMin students may check out circulating materials for 90 days. Audio-visual material and curricular resources may be checked out for 14 days. Course reserve materials may be checked out for 3 hours.
- Students may place holds on up to 10 books and/or 3 media items at a time. Students must be logged in to the library's catalog to place items on hold. For items that are currently available, library staff will pull the items and hold them behind the circulation desk for pickup. Items that are not picked up within 7 days of being placed on hold will be returned to the shelf. Reserve items may not be put on hold.
- Patrons are responsible for renewing and returning their items in a timely manner. Renewals may be made through the library's system by logging in to your account. Requests to renew materials by email or telephone are not accepted. There is a limit of 2 renewals per item. All circulating materials are subject to recall after one week if requested by another patron and will be due within seven days of the recall. Materials on hold cannot be renewed.
- The patron who checks out library material is responsible for its return or replacement if damaged or lost. Library materials are regarded as damaged upon their return when they are seen to have suffered beyond the ordinary wear and tear that responsible use brings. Under such circumstances a patron may be charged for a replacement at a rate of actual cost plus \$25 fee.

### Special Collections and Archives

- Materials from special collections and archives may be requested from a library staff member Monday through Friday, 9:00 a.m. to 4:00 p.m., as library hours permit.
- Use of these materials is restricted to a designated reading area. Only pencils, paper, and portable electronic devices essential to the immediate research are permitted in conjunction with use of materials. Pens, indelible pencils, food and beverages are prohibited.
- Because many of these materials are fragile, any photocopying must be approved and conducted by the Seminary Librarian at her/his discretion. Use of digital cameras may be allowed with the consent of the Seminary Librarian.

### Access to eResources

- Students, faculty, and staff may access all databases, eJournals, eBooks, and other eResources the library owns or subscribes to both on and off campus by logging into their seminary accounts.
- Tutorials and guides are available on the library's website.



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## Privacy Policy

- It is the policy of Schaff Library, Lancaster Theological Seminary that the privacy of all users will be respected in compliance with federal and state laws as well as professional standards.
- Schaff Library will not reveal personally identifiable information of individual users or reveal what information sources or services they consult under most circumstances.
- Reasons for disclosure include being required by search warrant or subpoena or if there is a substantiated reason to believe that violations of the law or of Seminary policies have taken place: or when failure to act might result in significant bodily harm or significant property loss.
- All library records and other information relating to an individual's use of the library and its resources are considered confidential. These records include, but are not limited to, circulation records of library materials, address and other registration information, reference or informational questions asked, interlibrary loan transactions, and computer database searches. This information, however, may be consulted and used by library staff in the course of carrying out library business.
- The library system's default setting is to anonymize reading history immediately when items are checked-in.
- Patrons have the right to manage their privacy settings on their library accounts and how long their records are kept. Privacy settings are found in the patron's account details under the tab, "Your Privacy."

## Reference Assistance

- The Seminary Librarian is usually available for reference inquiries during regular seminary business hours. Circulation staff are also available to answer questions during the library's hours of operation.
- You may submit questions through the library's website. Under most circumstances these will be answered within 24 hours or one business day.

## Interlibrary Loan (ILL)

- Materials not in our collection may be secured from other libraries through interlibrary loan.
- Charges from the lending library will be passed on to the patron.
- The Interlibrary Loan request form is available on the library's web site.
- Due dates, renewal periods and fines are determined by the lending library. We ask for your cooperation in timely return of items. Our ability to obtain interlibrary loan materials is compromised when we send things back late. We will impose a fine of \$2.00/day for materials returned after OUR stipulated return date.

## Reciprocal Borrowing Arrangements

- Lancaster Theological Seminary students may borrow materials directly from Franklin & Marshall College. Students open a library account at the F&M Library with their student ID and are subject to the policies of the F&M Library. For more information, see <http://library.fandm.edu>
- Lancaster Theological Seminary students currently enrolled in classes may also borrow materials directly from any member library of the Southeastern Pennsylvania Theological Library Association. Students who anticipate borrowing materials from one of these libraries needs to obtain a signed enrollment verification form from the Seminary Librarian or Circulation Manager before visiting the other library. For a list of libraries, see <http://www.septla.org/member-libraries.php>
- Schaff Library also participates in the nation-wide ATLA Reciprocal Borrowing Program. For a list of participating libraries, see <https://www.atla.com/Members/programs/Pages/Reciprocal-Borrowing-Initiative.aspx>

## Reserve Materials

- Reserve materials are shelved in the area behind the circulation desk and may be requested from a circulation worker or library staff member.
- All reserve materials must be checked out, even if only for photocopying.
- Return all reserve materials to the circulation desk.
- There is a limit of 3 reserve materials that may be checked out to a borrower at one time.
- Reserve materials checked out within three hours of closing, may be used overnight and returned within one hour of opening the next day the library is open.
- The fine for **each** overdue reserve item is \$1.00 PER HOUR.

## **Overdue Materials and Delinquent Fine Notices**

- Patrons receive the following notices automatically: advance due, date due, 2 days overdue, 15 days overdue, and 29 days overdue.
- Overdue materials accumulate fines at the rate of \$.25 per day per item to a maximum of \$15.00 per item.
- Overdue materials not returned within 30 days of the due date are automatically declared “long overdue – lost,” and the patron is charged for a replacement at a rate of actual cost plus \$25 fee.
- For student patrons only: When the total unpaid fine reaches \$5.00 borrowing privileges are suspended.

## **Collection of Fines and Lost/Damaged Materials Charges**

- Fines are to be paid at the time materials are returned.
- Fines paid upon return of materials or receipt of notice and invoices for lost/damaged materials may be paid at the circulation desk. Please have the correct amount or you may write a check to “LTS.”
- If material is declared lost and payment is submitted, no refund can be made if the material is found and returned at a later date.
- Fine forgiveness is available and requests are reviewed on a case-by-case basis. Inquiries can be made with the Circulation Manager.
- Graduating seniors must have accounts in good standing by the registrar’s deadline in order to graduate.

## **Internet Terminals and Computers**

- Internet Terminals are available on the library’s main floor for library searches and Internet browser-based work only.
- Computers with word processing software and other tools are also available on the library’s main floor and are intended for student use only.
- Bring your own USB flash memory drive or use Google Drive to save your work. Anything saved to the computer’s hard drive is deleted.
- Use of the library’s computers and Internet Terminals must comply with the Seminary’s Electronic Communications Policy.

## **Photocopying, Printing, and Scanning**

- A multifunctional device is available in the library for photocopying, printing and scanning. Patrons must first open a deposit account before using the device to copy and/or print. Open your deposit account and add money to it at the circulation desk. The circulation desk accepts cash and check payments.
- Scanning is available free of charge and does not require a deposit account. Scans may be sent via email or saved to a USB flash drive.
- The costs per page for copying and printing are:

Black & White	8.5 x 11	Single sided	4 cents
		Double sided	7 cents
	8.5 x 14	Single sided	6 cents
		Double sided	11 cents
	11 x 17	Single sided	8 cents
		Double sided	14 cents
Color	8.5 x 11	Single sided	10 cents
		Double sided	19 cents
	8.5 x 14	Single sided	15 cents
		Double sided	28 cents
	11 x 17	Single sided	20 cents
		Double sided	38 cents

### Cell Phones and Personal Electronic Devices

- Cell phones must be turned off or set for silent operation while you are in the library. If you must receive or make a call, please move to the designated conversation area, student snack area, or outside before doing so.
- Personal electronic devices, including laptops, tablets, and portable music players, must remain silent or be used with headphones. Patrons may be asked to discontinue use of these devices if they disturb other library users.

### After Hours Access Privileges

Current Lancaster Seminary Students may apply for after hours access privileges. Access is granted via the ADA doors from 6 a.m. to midnight, 7 days/week, for one enrollment period at a time. Privileges granted at the beginning of Term 1 (August) are good until the Seminary closes for the Christmas holidays. Privileges granted at the beginning of Term 2.2 (January) are good until Memorial Day weekend. After hours access is not available during the summer months and during select holidays when the Seminary is closed. Students must reapply each enrollment period to retain the privilege.

Students will be notified when the application period begins. All applications must be received by the posted deadline to be considered. Students must be currently enrolled in courses and have a library account in good standing in order to be granted the privilege.

All students approved for after hours access privileges, even those reapplying, must attend a mandatory orientation each enrollment period. Agreements are signed and access fobs are only issued at a mandatory orientation. Students who do not attend a mandatory orientation will not be granted access.

Students are asked to pay a refundable \$15 deposit for their access fob. Fobs must be returned to the Business Office to receive a deposit refund. Students with lost fobs will forfeit their deposit and will be asked to pay another deposit for a replacement fob.

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## Amenities

- The library is spacious and comfortably equipped with carrels, tables, comfortable seating and meeting rooms. The library's website provides access to our catalog, eResources, digital archives, tutorials, and guides.
- Patrons are asked to not re-shelve items. Library staff will remove all materials from tables and carrels that are not checked out. Items no longer in use can be left on tables or returned to the circulation desk drop box.
- Personal items and reference materials cannot be held at the circulation desk for students during classes.
- The library is not responsible for personal items left in the library. A lost and found box is located near the circulation desk.
- Restrooms are located on the lower level. A unisex ADA-accessible restroom is on the main floor.
- Beverages must be in containers with secure lids. Food is not permitted on the lower level of the library. Small snacks are permitted on the main floor. The snack area is a place for meals and/or messy foods and is located off the entrance lobby. A refrigerator, microwave, coffee pot, and electric kettle are available in the snack area for communal use. Everyone is asked to clean up after themselves.
- The library is a smoke- and tobacco-free environment. Smoking, use of smokeless tobacco products, e-cigarettes and the use of unregulated nicotine products is strictly prohibited.
- Used books are available for sale next to the Circulation Desk. Proceeds go toward collection development.

## SECTION 13 - STUDENT AND COMMUNITY LIFE

### Student Life

**Changes of Personal Biographical Information:** Students may change their addresses and/or phone numbers via their SONISWEB accounts. Changes should be reported as soon as they occur. A request for name change must be accompanied by a photo copy of a driver's license, Social Security card or other legal identification reflecting the new name.

**Classroom Etiquette:** The use of recording devices and computers during classes should be arranged with professors before classes begin each semester. Eating during class should be limited to break times. Audible cell phone or pager ringers must be turned off or set for silent operation in the classroom while class is in session. A student who must receive or make a call should leave the classroom before doing so.

**Disability Services:** Lancaster Seminary strives to provide an environment in which all students have equal access to educational opportunities and the campus community. With this goal in mind, the seminary makes it possible for students with documented cognitive disabilities to use reasonable auxiliary aids and services to ensure effective participation, provided such auxiliary aids and services meet licensing and accrediting standards and do no change program purposes or impact necessary skills.

- Requests for academic accommodations must be initiated by the student. While obvious physical disabilities will usually not need to be documented, those with other disabilities such as, but not limited to brain injury, learning disabilities, ADD/ADHD, or other neurological or psychological disabilities will likely need to document their needs to the Seminary where the documentation remains confidential.
- Casual academic accommodations negotiated between individual professors and students are not recognized under this policy.
- To request academic accommodations under the Americans with Disabilities Act (ACT), contact the Registrar, Teresa Benneian (717-290-8748).
- The student must request academic accommodation each academic year.
- See Appendix II for complete information. Request forms may be downloaded from the seminary website at Current Students > Student Services at LTS > Student Accessibility.

**Health Insurance:** Lancaster Theological Seminary strongly encourages all students to carry a health benefit plan for themselves and their dependents. Lancaster Seminary does not provide an infirmary or employ resident medical personnel. Health care is an individual responsibility for all students. Students must complete, sign and return a DECLARATION OF HEALTH BENEFIT COVERAGE form to the Registrar.

- Lancaster Seminary has partnered with EHD to offer a way for students to obtain individual health insurance that is in compliance with all healthcare reform and allows students to purchase comprehensive insurance at competitive prices. For additional information contact the Business Office. For a no-obligation quote, contact EHD at 866-312-9554 or [www.ehdhealthplans.com](http://www.ehdhealthplans.com).
- **International Students:** Students who are citizens of countries other than the U.S. who have been issued F-1 visas to study at Lancaster Seminary are required to purchase health care coverage from a U.S. provider. There are no exceptions to this policy
- **Waiver of Health Coverage Policy:** Students must provide proof of healthcare coverage and/or sign a waiver acknowledging that they assume full responsibility for payment of their own health care costs.

**Housing for Students:** Unfurnished one- and two-bedroom apartments are available to rent by degree-seeking master's students registered at Lancaster Seminary for a minimum of 24 credits per academic year. Housing reservations are on a first-come, first-served basis upon receipt of a \$100 housing reservation fee, which will be credited to the first month's rent. The fee is non-refundable should the decision to rent change.

- **Apartments:** Priority is one-bedroom apartments for single students and couples; two-bedroom apartments for students with dependent children. For more information or to reserve resident student housing, first-time students should contact the Director of Admissions and Financial Aid.
- **Utilities:** Apartment rent includes water, sewer, and heat. **Electric service is the responsibility of the tenant, and the tenant is required to contact PPL upon or prior to occupancy to convert the electric service account to the tenant's name.** Telephone and cable service are **optional and are the responsibility of the tenant.**

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- **Commuter Rooms: Overnight housing in Richards Hall** may be reserved by commuter students. For more information or to make reservations for commuter rooms, contact the administrative assistant in the Business Office.
- **Move-out dates:** Richards Hall Commuter Rooms: The last day of each semester. Apartments should be vacated by May 31 for graduates, or within 30 days of leaving seminary study for Leave of Absence, Withdrawal or Separation. Return of security deposit will be determined after inspection of the premises by the maintenance department prior to move-out.
- **Pet Policy<sup>9</sup>:** Pets are permitted only with prior approval from the Business Office and tenants agree to comply with the full POLICY FOR PETS AND SERVICE ANIMALS upon executing a lease to occupy seminary housing. Failure to request permission to keep a pet in a tenant's apartment will be considered a breach of the tenant's lease or other rental agreement, and both the tenant and the pet may be required to vacate the premises. Pet owners will be aware of and comply with all related Lancaster City ordinances, including Article 715, Chapter 96.
  - Keeping pets on campus is restricted to the student apartments in Nevin, Harner and Bowman. Keeping pets in these apartments is a privilege, not a right. Tenants must commit to abiding by the Pet Policy in order to enjoy the privilege of keeping a pet on campus.
  - Pets are not permitted in the following buildings: Dietz Refectory, Richards Hall, Mayer Commons, the Lark Administration Building or the Philip Schaff Library. Therefore, pets are not permitted in classrooms, chapel or in any office.
  - Pet waste must be immediately picked up and disposed of in a sanitary manner as described in the Pet Policy.
  - All adult dogs and cats must be spayed or neutered, with documentation; vaccinations must be up to date; must wear identification tags at all times and must be on a leash and under the tenant's control at all times when out of the tenant's residence.
  - Tenants or any other person violating the Pet Policy, including bringing a pet into a building where pets are not permitted; failure to pick up dog waste on seminary grounds, etc., may incur fines as published on the Pet Policy. Violations should be reported to the Business Office.
  - In addition to security deposits and rent for seminary housing, a one-time pet security deposit of \$300 is required, refundable if the seminary determines that there are no damages or other expenses caused by the pet(s) upon the tenant's vacating the apartment or relocating the pet(s).
  - In addition, the following non-refundable annual fees are required for pets:
    - Dog, \$150; second dog, \$75 .
    - Cat, \$75; second cat, \$25
    - Other animals, first, \$50; second other animal, \$50.
  - Pet security deposits will be held over each year, subject to an annual inspection. The annual inspection may result in a request for additional deposit for the following year. Significant pet damage may be deducted from the one-month security deposit from housing.
  - **Service Animals:** The Americans with Disabilities Act (ADA) defines a service animal as any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability. Animals meeting this definition are considered Service Animals under the ADA, regardless of whether they have been licensed or certified by a state or local government.
    - The service animal will be permitted to accompany the individual with a disability to all areas of the facility where the person is normally allowed to go. An individual with a service animal may not be segregated from other people.
    - Service animals used by tenants are subject to the Annual Pet Fee, Pet Deposit and behavior and care expectations set forth in the Policy for Pets and Service Animals in Appendix VI.
    - Tenants planning to bring service animals onto campus on a regular basis must register the service animal with the Business Office.
    - All federal and state laws supersede the seminary policy in cases where there is a contradiction between them.
- **Immunization:** In compliance with the College and University Vaccination Act signed into law on July 2, 2002, all students living in Pennsylvania college-, university-, and/or seminary-owned housing must either 1) provide proof that they have been vaccinated for meningococcal disease, OR 2) sign a waiver indicating

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<sup>9</sup> It is the student's responsibility to review and abide by the full Policy for Pets and Service Animals in Appendix VI prior to bringing a pet to campus, whether to visit or to live.



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they have declined to be vaccinated. Students will be provided with a form to certify that they have complied with this law prior to being permitted to occupy Seminary housing.

- **Change in Housing Request:** To request a change in resident student housing, returning students in good academic and financial standing should submit to the Business Office a REQUEST FOR SEMINARY HOUSING CHANGE form found on the seminary website.

## Services to Families of Seminarians

**Auditing Seminary Courses:** Spouses/Partners of registered students may audit up to two eligible courses (six credits) per semester for Continuing Education (non-credit) at no charge. Audits are at the discretion of the professor. To audit a course, the person should submit a completed audit form available on the website, or contact the registrar.

**Counseling Services:** Students and/or their immediate family members who may need to deal with religious, emotional, interpersonal, marital and vocational concerns, as well as to resolve difficulties in academic work, should contact the Dean of the Seminary or one of the Seminary Chaplains for consultation and referral.

**Off-campus Employment Opportunities:** Notices of church and non-church employment opportunities and internships, including denominational positions, are posted on the seminary website. No endorsement of these openings is implied.

**Part-time On-campus Employment Opportunities:** A limited number of on-campus work opportunities may be available to students and spouses/partners during the academic year and the summer. Notices of openings will be posted on the website. Interested persons should apply as instructed in the notices.

## Community Life

### Campus Communication

- **Student E-mail Accounts:** E-mail is the official vehicle for communications to enrolled students, and enrolled students are required to subscribe to the campus e-mail. All enrolled students are assigned a Lancaster Seminary e-mail account and will be notified of their campus e-mail addresses and initial passwords. General notifications and announcements will be communicated via the student e-mail directory and will not be distributed to the campus mailboxes or to students' personal e-mail accounts. It is the student's responsibility to check his or her e-mailbox regularly, either on campus in the Library or Richard's Hall, or via the WEB. (See Appendix V)
- **Campus Mail slots:** Mail slots are provided on the lower level of the Lark Academic Building for all persons enrolled in courses for credit or continuing education audit, as well as for all faculty, adjunct faculty, ministerial guides and Seminary administrators and staff. Campus publications as well as U.S. mail are distributed through these mailboxes.
- **Leadership Letter:** This publication, produced in the Office of Advancement, features current campus events and topics of interest about alumni/ae, faculty, students, and friends of the seminary.
- **Posting of Notices:** Notices, flyers, invitations, etc., shall be submitted to the faculty administrative assistant to be posted on seminary bulletin boards in Lower Level Lark. Officers of the Seminarian Community Council are responsible for notices posted on the SCC-designated bulletin board. Notices to be posted in the Lark Building should be submitted to the administrative assistant to the faculty.

**Campus Security:** A report on campus security is distributed annually to the seminary community, and a copy may be obtained in the Business Office.

**Chapel Worship Services:** The Seminary Community gathers regularly for worship throughout the year. A service of Word and Sacrament is celebrated on Wednesday mornings.

**Community Hours:** Community hours and community socials are offered at the beginning of each academic term and at other moments throughout the year. Students will be notified by e-mail and by campus flyers..

**Concierge:** Student concierges are available before and after normal business hours for minor security/safety issues by calling 717-572-0819. They also provide hospitality services evenings and weekends.



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**Electronic Building Access:** Electronic Building Access has been implemented in most academic buildings. For access to night classes in Lark Building or for weekends in Mayer Commons, a key fob — the device needed for access — must be secured from the Business Office. There is a deposit required that is refunded when the key fob is returned.

**Inclusive and Expansive Language<sup>10</sup>:** The faculty has adopted a statement on inclusive and expansive language and commends it to all members of the community for study, reflection, discussion and use. (See Appendix III)

**Lancaster Theological Seminary Website:** Lancaster Theological Seminary information may be obtained through the website at [www.lancasterseminary.edu](http://www.lancasterseminary.edu). Information for students, including forms, access to SonisWeb, course offerings and descriptions, student handbook, on-campus job opportunities, graduation information, may be found under “My LTS–For Students” on the website.

**Lectures and Special Events:** Lectures and special events are offered throughout the year for which students and their dependents may register. Contact the Office of Continuing Education or the seminary website for a schedule of events and information about registration.

**Meeting Room Reservations:** Seminary spaces for meetings or gatherings must be reserved in writing through the Business Office. Reservation forms are available in the Business Office; reservations may be requested via e-mail to [rgermeyer@lancasterseminary.edu](mailto:rgermeyer@lancasterseminary.edu).

**Non-discrimination Statement:** Lancaster Theological Seminary affirms a commitment to equality of opportunity for all individuals and does not discriminate on the basis of age, sex, color, race, creed, national origin, religion, marital status, citizenship status, ancestry, sexual orientation, gender identity/expression preference, physical or mental disability, veteran status, or any other classification protected by law. in admissions, financial aid, educational programs, housing and services, or in employment practices. Beyond the policy of nondiscrimination, the Seminary acts affirmatively to attain a more balanced representation of under-represented racial and ethnic minorities in order to add valuable diversity to the life of the school.

**Parking:** All parking in Seminary lots is by permit only, with the exception of spaces for short-term visitors. A permit to park in a designated lot does not guarantee that space will be available.

- Visits longer than thirty minutes require a temporary permit available from the Business Office.
- Parking is permitted only in paint-demarked parking spaces.
- DO NOT park in the driveway in front of Bowman Hall. THIS IS A FIRE LANE! Loading and unloading are permitted, for a maximum of ten minutes.
- Extended parking in the fire lane will result in the vehicle being ticketed and towed at the owner's expense.
- **Parking Tags/Parking Permits:** Parking tags or permits, issued by the Business Office for a one-year period, are required to be permitted to park in all lots owned by the Seminary. A permit to park in a designated lot does not guarantee that space will be available. Parking tags must be returned to the Business Office upon graduation, leave of absence, withdrawal or separation from the Seminary.
- **Resident Student Parking:** Resident vehicle parking tags are issued to students residing in seminary apartments.
  - If two students live in one apartment and both own vehicles, one may have a resident campus parking tag and the other must park on the street.
  - All resident parking is along the main campus driveway.
  - Spaces in front of Richards Hall are available at all times for resident students living in campus apartments.
  - Resident parking tags are void at the date of departure from campus housing, but may be exchanged for a Pine Street Lot/Commuting Student parking lot tag if the resident becomes a commuting student.
- **Commuting Student/Pine Street Lot:** All spaces are reserved for commuting students. Commuting students will be issued parking tags for the Pine Street Parking Lot.
  - A gate-opener is needed to access this lot and may be requested from the Business Office.
  - On-street parking is usually available nearby.

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<sup>10</sup> See Appendix III for the full Inclusive and Expansive Language Statement.

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- Remember to read the street cleaning signs or you will be ticketed by City Police!
- **Richards Hall Parking:** Commuters who rent rooms in Richards Hall for more than two nights per week receive a special parking pass for the area directly behind their short-term residence. In the event that extra spaces are available, they will be assigned to Richards Hall residents based on history of prior usage.
- **Administration, Faculty, Staff, Trustees:** A West Lot parking tag will be issued for parking only in this area. Between the hours of 7:30 am and 5:00 pm, all parking spaces in this parking lot are reserved for visitors, administration, faculty, staff and trustees. After 5:00 pm and before 7:30 am and anytime on weekends or holidays, anyone associated with the Seminary may use this lot.
- **Visitor Parking:** Visitors on campus for Seminary business may park in the indicated visitor parking spaces in the West Lot for up to thirty minutes; if more time is required and/or if visitor spaces are not available, a temporary parking tag may be obtained in the Business Office. This tag shall be hung from the inside rear-view mirror of the vehicle.
- **Handicap Parking:** Designated spaces in the West Lot and in the area outside Richards Hall are reserved for persons with disabilities.
- **Violations of Seminary Parking Policies:** Rounds are made on a regular basis, and parking tickets are issued to violators. Fines may be paid in the Business Office. Unpaid accumulated parking violation fines will be reflected on the student's seminary account and will result in the loss of parking privileges and/or the vehicle being towed at the owner's expense.
- **Repeat violations of parking policies** (i.e., more than two parking tickets given to a particular vehicle) will also result in the revocation of parking privileges and the vehicle being towed at the owner's expense.
- **City Street Cleaning:** Observe signs indicating days and times of street cleaning. Fines are levied by the City for failure to observe the "No Parking" times.
- **Bicycle Storage:** Because of fire and safety regulations, bicycles may not be stored or parked in halls or stairwells of buildings. Apartment residents may store bicycles in the basement of Bowman Apartments in the room between the laundry and the west storage room. Laundry room keys will open the outside doors to the basement area.

**Recreational Facilities:** At the discretion of Frank & Marshall College, Lancaster Theological Seminary students may be permitted limited use of the facilities at the F&M Alumni Sports and Fitness Center located on Harrisburg Avenue. The scope, policy and process for this privilege are reviewed annually by F&M and may change without notice. Current policy information and subsequent updates will be posted on students' seminary e-mail accounts. Students should not contact F&M directly, but should request information through the Lancaster Seminary Dean's Office.

**Sabbath Room:** A sacred space located adjacent to the Glatfelter Conference Room has been consecrated for use by the Seminary Community for prayer, meditation and contemplation. Members of the Seminary Community may reserve the room for one-hour blocks of time. Guidelines for using the Sabbath Room and a reservation calendar are located outside the entrance to the room.

**Seminary Identification Card:** Students are issued a Seminary identification (ID) card at orientation and annually thereafter. The Seminary ID card is necessary to check out library materials at Lancaster Theological Seminary and at Franklin & Marshall College Library. Other local establishments may provide certain discounts for which a school ID card is required.

**Seminary Governance:** The Board of Trustees of Lancaster Theological Seminary governs Lancaster Theological Seminary under its by-laws. The Board calls a President to serve as the chief executive officer, to whom the Board delegates the day to day administration of the seminary. In consultation with the President, the Board of Trustees also calls a Vice President of Academic Affairs/Dean of the Seminary and regular faculty. The Board delegates the academic administration of the seminary to the President, Vice President of Academic Affairs/Dean of the Seminary and faculty. The President has organized the administrative work of the Seminary as follows:

- **Senior Leadership:** The President of the Seminary, Dean of the Seminary, Vice President of Advancement and Communications, and Vice President of Operations and Finance serve as Senior Leadership.
- **Administrative Cabinet:** An Administrative Cabinet consults with the President on general administration of the seminary, facilitates the flow of information, implements policy decisions of the Trustees and functions as staff for institutional planning and strategy. Members include the President and representatives

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from each department of the seminary: Chief Academic Officer, Chief Advancement Officer, Chief Admissions Officer, and Chief Financial Officer. The moderator of the Seminarian Community Council is invited to serve on the Administrative Cabinet and to provide input and facilitate communication with the wider student body.

- **Faculty:** Regular full-time faculty members meet regularly and have responsibility for academic policy in educational programs of the seminary. Adjunct faculty and administrative officers of the seminary have voice, but no vote.
- **Seminary Committees:** In addition to scheduled meetings of the regular faculty, the following other committees meet regularly throughout the semester: (1) Diversity and Educational Life Committee of the Seminary; (2) Doctor of Ministry Committee; and (3) Faculty Development and Review Committee. A regular faculty member usually serves as chair in each committee and, as applicable, the committees may consist of faculty, staff, administration, students and trustees.

Committee Name	Mission	Areas of Concern
<b>DIVERSITY &amp; EDUCATIONAL LIFE COMMITTEE OF THE SEMINARY</b>	To assist the seminary community in creating campus opportunities that actively participate in God's redemptive and liberating work so that all creation may flourish.	It reviews curricular matters, resources the seminary community on matters of race and other forms of diversity, sponsors events for the seminary community.
<b>DOCTOR OF MINISTRY COMMITTEE</b>	Review and recommend to the Faculty changes in academic policy, including course proposals and changes, degree requirements, and revisions of the <i>Student Handbook</i> related to the Doctor of Ministry program.	Doctor of Ministry Program
<b>FACULTY DEVELOPMENT AND REVIEW COMMITTEE</b>	Review and recommend to the faculty and administration policies, procedures, appointments, tenure and promotion as related to the faculty.	Professional development of the faculty.

**Seminarian Community Council:** The Seminarian Community Council (SCC) is a student organization that strives to enrich the social, cultural and spiritual experiences of the community by promoting the expression and development of friendship and worship. Each Spring officers are elected. For further information, e-mail the SCC at [scc@lancasterseminary.edu](mailto:scc@lancasterseminary.edu). Each semester, students are charged an Activity Fee which goes directly to the SCC.

## SECTION 14 – MASTER OF DIVINITY PROGRAM

**The Master of Divinity** program is an integrated program of study that provides a foundation for various forms of ministry. In many denominations, completion of a Master of Divinity degree is a prerequisite for ordination.

As expressed in the seminary's Mission Statement, the Master of Divinity curriculum is a program of study, worship, practice and common life which endeavors to educate and nurture leaders to join in God's work in the world.

Its purpose is to enable students to:

- Encounter and engage theological disciplines in order to contribute to contemporary modes of thinking and community building.
- Develop critical skills for theological analysis of and creative engagement with current challenges and changes in the church and the world.
- Enhance practices of ministry through focused skill development, empowering capable leadership in parish and related contexts.
- Critically engage matters of faith, justice, and human difference in local and global contexts.
- Cultivate a willingness to lead, sustained via ongoing vocational discernment, self-awareness, and accountability with partners in ministry.
- Develop a life-long commitment to individual and communal spiritual practices, rooted in faith, hope, love, and justice.

**The Master of Divinity is offered on two schedules: Day**, designed to be completed in three years, and **Weekend**, designed to be completed in four years. Students commit to one program for their full seminary career. The requirements for both programs are the same—75 academic credits, a roster of required courses, and a limited number of elective credits. The degree must be completed within 16 semesters (8 years) from the time of first registration.

Lancaster Theological Seminary strongly encourages all Master of Divinity students who are preparing for ordination to work closely with their faculty advisors and respective denominational representatives to assure that all academic requirements for ordination are met prior to graduation. The Seminary does not require the endorsement of relevant church bodies as a condition of admission or good standing in the program. Lancaster Seminary is committed to maintaining a close relationship with students and denominational leaders as candidates prepare for ordination. From the admissions evaluation through the Comprehensive Vocational Review process and subsequent advisement, the Seminary will assist all students intending to be ordained to meet denominational requirements.

### MASTER OF DIVINITY PROGRAM REQUIRED COURSES AND COMPONENTS

Requirements for Graduation in the Master of Divinity Program, Day and Weekend schedules

- Successful completion of 75 credits, including elective courses and a distribution of required courses as noted above, with a cumulative grade point average of at least 2.0.
- Completion of Comprehensive Vocational Review [CVR] (in conjunction with MS300).
- Completion of Boundary Training Workshop (pre-requisite for FE 101).

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The requirements are as follows:

	<b>Required Foundational Courses</b>	Credits
BI 100	Interpreting the Bible	3
BT 100	Boundary Training	0
CH 100	Church History	3
ET 100	Ethics	3
FE 101 *	Field Education 1	.5
FE 102	Field Education 1	.5
FE 103	Field Education 1	.5
FE 201	Field Education 2	.5
FE 202	Field Education 2	.5
FE 203	Field Education 2	.5
MS 100	Theological Education & Spiritual Journey	1.5
MS 200	Formation 1	1.5
MS 300**	Formation 2	1.5
MS 400	Cross Cultural	3
NT 100	New Testament	3
OT 100	Old Testament	3
PL 100	Ministerial Ethics	1.5
PT 100	Pastoral Theological Method	3
RE 100	Religious Education	3
TH 101	Theology	3
WP 100	Preaching	3
WP 200	Worship	3
	<b>Required Integrative Courses (IS)</b>	
IS 210	Church and Social Change	3
IS 220	Christianity and the Arts	3
IS 230	Developing Leaders	3
IS 240	Living Christian Movements 1	3
IS 250	Living Christian Movements 2	3
IS 260	Making Disciples/Evangelism	3
IS 270	Interpreting in Context	1.5
IS 280	Knowing God	1.5
	<b>Electives</b>	12
		<b>75</b>
	<b>Additional courses</b>	
Credits that exceed 75 are paid on a per-credit basis. The seminary is committed to helping students meet denominational requirements, including polity and biblical languages. Because requirements vary widely across denominations, these courses are not included in the flat-fee tuition, and their schedule may vary from the Day and Weekend blocks		

\* Boundary Training is a pre-requisite for field education, held after classes end in April.

\*\* Includes the Comprehensive Vocational Review, a mid-career assessment, scheduled by student outside of normal hours

The courses in the Day and Weekend schedules are offered in a consistent pattern. **See Chart A: Sequence of Courses in the Day and Weekend programs.**

**Persons who have not earned a baccalaureate degree:** The Association of Theological Schools in the U.S. and Canada (ATS) permits the admittance into the Master of Divinity degree program only of persons who have not earned a baccalaureate degree or its educational equivalent, but who meet all other admissions criteria, provided that the total number of such students does not exceed fifteen percent (15%) of the total Master of Divinity student body (ATS, Standard A.4.2).

- Preference is given to applicants who have had some college education.

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- At no time will the number of students without a baccalaureate degree exceed 15% of the Master of Divinity student body.
- Completed applications from persons in this category will be considered for admittance based on a schedule announced by the Admissions Office. Applications in this category will be considered in accordance with the ATS guidelines on a space-available basis for applicants who meet all other admissions requirements for the degree.
- Contact the Admissions Office for other specific admissions criteria and deadlines.
- **Bachelor's Degree Educational Equivalent:** Consideration to accept an equivalency to a baccalaureate degree is determined by the Dean of the Seminary and the Dean of Admissions based upon review of official transcripts and work history confirmation, if applicable, sent directly to Lancaster Seminary by the institution at which credits were earned and/or work was performed. A cumulative GPA of 2.5 or higher is required (on a scale of 4.0).

**Field Education:** Students are required to be engaged in Field Education placements in congregational, agency or institutional settings approved by the seminary. Each term of Field Education receives 0.5 academic credit.

- **Internship:** A year-long internship in a congregational, agency or institutional setting may be available to students who have successfully completed at least 24 credits and who want an immersion experience in a ministry setting. Permission of the Director of Field Education is required. In some instances, the faculty may require a student to undertake a year-long internship.
- **Clinical Pastoral Education as Field Education Experience:** CPE may serve as one of the student's two field education placements. See Sections 5 and 6.

**Comprehensive Vocational Review (CVR):** An important component of the Master of Divinity program is the Comprehensive Vocational Review (CVR) evaluation of spiritual formation, learning, development and integration. The CVR is an opportunity for the student to examine and assess her or his progress in preparation for ministry and suitability for continuing in the program. At the conclusion of the CVR interview, a report is prepared by the faculty advisor that will include recommendations requiring follow-up and/or validation that the student should move forward in the program. The report becomes part of the student's portfolio. If the student is endorsed by a denomination, the seminary will provide the judicatory representative with a copy of the CVR report. It is the responsibility of the student to schedule the appropriate CVR in accordance with information and guidelines found in the CVR packet available on the seminary website.

- The CVR is to be undertaken after at least 24 credits and before 42 credits have been completed.
- The student is required to make available to participants a self-assessment paper, current transcript, field education evaluations and other documents as required well-ahead of the scheduled CVR meeting.
- The above documents are shared during a meeting with an interview committee that includes the student, faculty advisor, ministerial guide, a judicatory representative and a student peer.
- If the CVR has not been undertaken by the time the student has completed 60 credits, the student must seek permission from the Dean of Students in order to register for additional courses.

**International Cross-Cultural Seminar [MS400S]** (See also, Appendix IV for Educational Goals, Requirements, Learning Objectives Exceptions and Alternates)

- In light of the value placed on the appreciation of others, a goal of the MDiv program is that students experience and reflect on social and economic otherness (e.g., poverty, wealth); national and cultural otherness (e.g., another country with a primary language different from one's own); racial and ethnic otherness (e.g., situations where Euro-American culture is not dominant); ideological otherness (e.g., different theological and political convictions); and ecclesiastical otherness (e.g., different pieties, liturgies, polities, mission emphases). Such experience and reflection are to include what such otherness means for oneself personally and vocationally, and also for the church, its nature, vocation and ministry.
- An important means to achieve an appreciation of social, political, economic and ecclesial otherness is the International Cross-Cultural Seminar, an intensive encounter in a Latin American, Middle Eastern, African, Asian or Eastern European setting, in accordance with the guidelines of the Seminary and the commitment of the faculty.
- Lancaster Seminary sponsors at least one approved two- to three-week International Cross-Cultural Seminar each May. The International Cross-Cultural requirement is comprised of three parts:
  - Meetings of preparation in the semester immediately prior to the Seminar,
  - The Seminar itself, usually in May, and



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- Meetings of reflection, debriefing culminating in the submission of a final assignment in the semester immediately following the Seminar and a presentation to the seminary community by the Cross-Cultural group. Preparation and reflection meetings may be in the form of classroom time or retreats at the discretion of the coordinator of the Cross-Cultural Seminar.
- **Registering for the Cross-Cultural Component:** Students will register for the International Cross-Cultural (MS 400S) in the term prior to the trip.
  - Upon registering for MS 400S, the student should be prepared to submit a photocopy of the photo page of his or her valid passport to the Administrative Assistant to the Faculty. Registration for MS 400S will not be valid until this documentation has been submitted.
    - It is recommended that Master of Divinity students begin the process of renewing or applying for and obtaining passports as early as their first year of study to avoid delays in preparing for the seminar. Passports are valid for a period of 10 years.
    - If the photocopy of the photo page of a valid passport has not been submitted by the time airline tickets are scheduled to be purchased or other travel arrangements are to be made, the student's name will be removed from the roster of MS400S, and travel arrangements may not be made on behalf of that student.
  - The cost of the Cross-Cultural Seminar is included in the student's flat-fee billing. Students are responsible for paying additional costs for personal expenditures prior to and during the trip (such as, but not limited to, passports, medications and immunizations or vaccinations specifically for the trip, insurance, personal care items, snacks, souvenirs, etc.).

**Participation by Students in Other Lancaster Seminary Programs:** Upon authorization of the Dean of the Seminary and depending upon space available, students in other Lancaster Seminary degree programs may request to participate in the Cross-Cultural Seminar under the following conditions:

- The student must participate in all segments of the Cross-Cultural Seminar, including meetings of preparation and meetings of post-trip reflection.
- Upon registration, the student is required to include a deposit of one-half (1/2) of the prevailing Cross-Cultural Seminar Fee, with the balance due no later than 30 days immediately prior to the Cross-Cultural trip.
- All other policies and provisions regarding the Cross-Cultural apply.

**Alternate Cross-Cultural Seminar Request:** In light of serious medical or familial issues, or similar extenuating circumstances, a student may, after consultation with his/her advisor, approval by the disabilities coordinator and the global theological education advisor, submit a written proposal for an alternate Seminar no later than

- **November 15** for persons planning to meet the requirement the following Summer.
- The proposal must meet the goals and objectives for the Cross-Cultural requirement. The proposal should include:
  - a physician's assessment and recommendation that the student not participate;
  - a description of the alternative plan;
  - explanation of how each of the above-stated objectives can be accomplished;
  - explanation of how each of the above-listed qualities and components will be included;
  - a description of the educational, vocational and personal rationale for the alternate trip.
- The alternative experience is to be the student's responsibility and is to be equivalent to a seminary-sponsored seminar in scope, objectives and components.

## **Steps in the approval process for an Alternate Cross Cultural Seminar**

- Approval of the Disabilities Coordinator to submit an alternate proposal
- Submission of a formal alternative that addresses the learning requirements of this aspect of the degree; done in collaboration with Dr. Soto, Global Theological Education Advisor
- Approval of the alternative by Dr. Soto
- Submission of the approval to the Dean of the Seminary
- Upon written approval by the Dean of the Seminary, the registrar will process the registration.

Financing the seminar is a common burden and not normally considered grounds for an exception.

**NOTE:** *Approval of one seminarian's proposal for a specific alternative does not constitute precedent for another seminarian to obtain approval for the same alternative. Each proposal is treated as unique, and each alternative is*



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*re-evaluated after the fact. In rare cases, upon recommendation by one's faculty advisor, an opportunity within the USA may be considered, provided that all of the other qualities and components, including "otherness," can be assured in ample measure.*

**Waiving a Required Course:** Occasionally students have had prior study or experience in an area for which a course is required. In order to avoid redundancy in study, it is possible to request a waiver for a required course. To waive a required course or to arrange for a substitute requirement, a student must

- Complete a REQUIREMENT WAIVER FORM (available on the Seminary website).
- Secure the signature of the faculty advisor as well as a faculty member responsible for the area in which the course is taught.
- Submit the completed and signed form to the registrar for processing.
- Waiving a required course does not reduce the number of credit hours required for graduation.
- In certain circumstances it may be appropriate for a student to waive a required course by arranging a substitute course. The substituted course must be successfully completed before the request for waiver will be considered.
- In cases in which substantial alterations of course requirements are called for, a proposal of alternate study is worked out among the student, the faculty advisor and the Dean of the seminary. The merits of previous experience and study are evaluated in terms of their equivalency to the requirements.
- Because waivers are related to specific circumstances, the granting of a waiver should not be regarded as a precedent.

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## CHART A: SEQUENCE OF MDIV COURSES IN THE DAY AND WEEKEND SCHEDULES

### Lancaster Theological Seminary DAY MDIV Course Map

Aug	Sept	Oct	Nov	Dec	Jan	Feb	Feb	March	April	May	June - July
<b>Day Program – 25.5 Credits – Year 1</b>											
<b>Semester I</b>						<b>Semester II</b>					
1 <sup>st</sup> Term		2 <sup>nd</sup> Term -Part I		2 <sup>nd</sup> Term - Part II		3 <sup>rd</sup> Term		Boundary Training <b>Saturday In May</b>		Hebrew or Greek School Option	
MS100 Theological Education (First 5 Wks)		PT100 Pastoral Theological Method		PT100 Pastoral Theological Method Cont'd		ET100 Ethics				6 credits (Beyond flat fee)	
BI100 Interpreting the Bible (Second 5 Wks)		BI100 Interpreting the Bible (First 5 Wks)		IS270 Interpreting in Context		OT100 Old Testament		<b>Elective 3.0</b>			
TH101 Intro to Theology		MS200 Formation		MS200 Formation Cont'd							
IS230 Developing Leaders											

<b>Day Program – 24 Credits – Year 2</b>											
<b>Semester I</b>						<b>Semester II</b>					
1 <sup>st</sup> Term		2 <sup>nd</sup> Term -Part I		2 <sup>nd</sup> Term - Part II		3 <sup>rd</sup> Term		MS400 Cross Cultural		Hebrew or Greek School Option	
FE 101 Field Education or CPE 0.5		FE 102 Field Education or CPE		FE 102 Field Education or CPE Cont'd 0.5		FE103 Field Education or CPE 0.5		3.0		6 credits (Beyond flat fee)	
CH100 Church History		NT100 New Testament		NT100 New Testament Cont'd		IS240 Living Christian Movements (1)		<b>CVR</b>		MS 400 Cross Cultural Prep 2 Saturday afternoons.	
WP200 Worship		IS210 Church & Social Change		IS210 Church & Social Change, Cont'd		RE100 Religious Education					
		MS300 Formation		MS300 Formation Cont'd		MS 400 Cross Cultural Prep 2 Friday afternoons					

<b>Day Program – 25.5 Credits – Year 3</b>											
<b>Semester I</b>						<b>Semester II</b>					
1 <sup>st</sup> Term		2 <sup>nd</sup> Term -Part I		2 <sup>nd</sup> Term - Part II		3 <sup>rd</sup> Term		Graduation May			
FE201 Field Education or CPE 0.5		FE202 Field Education or CPE		FE202 Field Education or CPE Cont'd 0.5		FE203 Field Education or CPE 0.5					
WP100 Preaching		IS250 Living Christian Movements (2)		IS250 Living Christian Movements (2) Cont'd		IS260 Making Disciples					
<b>Elective 3.0</b>		IS220 Christianity and the Arts		IS220 Christianity and the Arts Cont'd		PL100 Ministerial Ethics					
<b>Elective 1.5</b>		<b>Elective 1.5</b>		IS280 Knowing God		<b>Elective 3.0</b>					

T/Th = Meets Tuesday and Thursday  
AM = Meets in the morning

W/F = Meets Wednesday and Friday  
PM = Meets in the afternoon

The schedule is subject to change; please consult registration materials for a particular year.

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## Lancaster Theological Seminary MASTER WEEKEND MDIV Course Map

Aug	Sept	Oct	Nov	Dec	Jan	Feb	Feb	March	April	May	June - July	
<b>Weekend Program – 18 Credits – Year 1</b>												
<b>Semester I</b>						<b>Semester II</b>						
1 <sup>st</sup> Term			2 <sup>nd</sup> Term – Part I			2 <sup>nd</sup> Term - Part II			3 <sup>rd</sup> Term		Boundary Training <b>Saturday In May</b>	Hebrew or Greek School Option  6 credits (Beyond flat fee)
TH101 WH Theology			IS230 WH Developing Leaders			IS230 WH Developing Leaders Cont'd (			WP200 WH Worship			
MS100 WH Theological Education (First 5 Wks)			BI100 WH Interpreting the Bible Cont'd (First 5 Wks)			IS270 WH Interpreting in Context			OT100 WH Old Testament			
BI100 WH Interpreting the Bible (Second 5 Wks)												

<b>Weekend Program – 18 Credits – Year 2</b>												
<b>Semester I</b>						<b>Semester II</b>						
1 <sup>st</sup> Term			2 <sup>nd</sup> Term – Part I			2 <sup>nd</sup> Term - Part II			3 <sup>rd</sup> Term		MS400 Cross Cultural  <b>CVR</b>	Hebrew or Greek School Option  6 credits (Beyond flat fee)  MS 400 Cross Cultural Prep 2 Saturday afternoons.
PT100 WH Pastoral Theological Method			NT100 WH New Testament			NT100 WH New Testament Cont'd			WP100 WH Preaching			
MS200 WH Formation			<b>Elective 1.5</b>			PL100 WH Ministerial Ethics			MS300 WH Formation  MS 400 Cross Cultural Prep 2 Friday afternoons			

<b>Weekend Program – 19.5 Credits – Year 3</b>											
<b>Semester I</b>						<b>Semester II</b>					
1 <sup>st</sup> Term			2 <sup>nd</sup> Term – Part I			2 <sup>nd</sup> Term - Part II			3 <sup>rd</sup> Term		Hebrew or Greek School Option  6 credits (Beyond flat fee)
FE101 Field Education or CPE 0.5			FE102 Field Education or CPE			FE102 Field Education or CPE Cont'd 0.5			FE103 Field Education or CPE 0.5		
IS210 WH Church & Social Change  <b>Elective 3.0</b>			CH100 WH Church History  IS220 WH Christianity and the Arts			CH100 WH Church History Cont'd  IS220 WH Christianity and the Arts Cont'd			ET100 WH Ethics  IS240 WH Living Christian Movements (1)		

<b>Weekend Program – 19.5 Credits – Year 4</b>											
<b>Semester I</b>						<b>Semester II</b>					
1 <sup>st</sup> Term			2 <sup>nd</sup> Term – Part I			2 <sup>nd</sup> Term - Part II			3 <sup>rd</sup> Term		Graduation May
FE201 Field Education or CPE 0.5			FE202 Field Education or CPE			FE202 Field Education or CPE 0.5 Cont'd			FE203 Field Education or CPE 0.5		
IS250 WH Living Christian Movements (2)  <b>Elective 3.0</b>			RE100 WH Religious Education  <b>Elective 1.5</b>			RE100 WH Religious Education Cont'd  IS280 WH Knowing God			IS260 WH Making Disciples  <b>Elective 3.0</b>		

T/Th = Meets Tuesday and Thursday  
AM = Meets in the morning

W/F = Meets Wednesday and Friday  
PM = Meets in the afternoon

The schedule is subject to change; please consult registration materials for a particular year.

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## SECTION 15 – MASTER OF ARTS (RELIGION) PROGRAM and MASTER OF ARTS (MINISTRY AND LEADERSHIP) PROGRAM

The **Master of Arts (Religion)** is a graduate degree for persons who, having completed a baccalaureate degree, now seek advanced study in religion as an aid to their vocational, spiritual and intellectual development. Fundamental to the Master of Arts (Religion) program is the understanding that there are many callings other than ordained ministry for which individuals may wish to prepare. Thus, the Master of Arts (Religion) is designed as a flexible degree program that is adaptable to the personal goals and particular occupational needs of committed laypersons who are not seeking ordination.

Students who pursue the MA(R) may include persons who are discerning their vocational direction, and are eager to explore whatever "calling" they may have through a course of theological study. It is not unusual for students entering the Master of Arts program to decide to apply for admittance into the Master of Divinity program at a later date. Others may be clear that they will not pursue ordination, but are seeking further study, either as a means of personal enrichment or as a preparatory step for advanced graduate studies in religion. Some may be preparing for commissioned, licensed, or some other form of non-ordained recognized ministry, such as educational ministries and ministries of music or social service. Still others may be those who are already ordained, or soon will be, and serve in denominations for which no formal theological education is required. These persons complete the Master of Arts (Religion) program, structuring their courses of study to strengthen the ministries in which they are engaged.

The MA(R) program seeks to [1] provide religious insights and training, both practical and theoretical, for those wishing to pursue non-ordained, church-related occupations; [2] prepare persons who want to undertake careers and roles informed by religious commitment and perspectives; and [3] provide a means through which individuals may seek religious knowledge or probe questions of personal religious concern.

While the program allows a student to undertake a broad-based study in the traditional theological disciplines, it also provides the opportunity to concentrate in one or more fields of special interest. Each candidate for the Master of Arts (Religion) is expected to work closely with a faculty advisor in designing a course of study appropriate to his or her stated goals.

Students in the Master of Arts (Religion) degree program who continue full-time study may be assured that the basic requirements for completing the degree, as set forth in this handbook, will remain the same until graduation. The degree must be completed within 12 semesters (6 years).

Requirements for Graduation in the Master of Arts (Religion) Program include the successful completion of 52 academic credits, including the following curricular and program requirements:

- 12 credits must be completed according to the following distribution:
  - 3 credits from the Biblical Field (BI, OT or NT courses), excluding biblical languages;
  - 3 credits from the Historical Field (CH courses), excluding courses in denominational polity;
  - 3 credits from the Theology and Ethics Field (TH courses);
  - 3 credits from the field of Church Life and Work (EM, PH, PL PT, RS, WP, SD or WR courses)
- An additional 12 credits must be completed in the area of the student's chosen concentration.
- **Completion of MA100: Theological Studies Foundational Seminar** [3 credits]
- **Completion of MA300: Master of Arts (Religion) Capstone Project** (a Capstone Project fee will be charged upon registration for MA300) [3 credits]
- Submission of a portfolio consisting of four representative projects from the student's course of study: one each from the biblical, historical, theology and ethics, and church life and work fields
- The remaining credits to reach 52 may be chosen according to the student's vocational goals, occupation or interests.

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The **Master of Arts in Ministry and Leadership** (MAML) is a 48 credit professional degree designed to enhance the ministry and leadership of those already established in a ministry setting: church, religious institution, faith-based organization, or other non-profit organization. The degree engages students in critical theological reflection, development of core ministerial practices, cultivation of leadership capacities, and engagement with spiritual practices. Entry into the program requires a minimum of three years of documented service in a ministry setting, full-time or part-time; paid or volunteer.

Reflective of the seminary's Mission Statement, the Master of Arts in Ministry and Leadership curriculum is a program of study, worship, practice and common life that supports leaders who join in God's work in the world.

## Degree Goals

Its purpose is to enable students:

- To articulate a theology of ministry and leadership that is informed by their theological studies, ecclesial context, and personal experience;
- To synthesize and apply ethical, philosophical, and theological concepts of organizational leadership and change;
- To analyze the role of leadership strategies in fostering organizational growth and stability;
- To integrate theological ideas, approaches, and practices into their ministerial practice.

## Requirements for the Degree

- Successful completion of 48 credits, including elective courses and required courses, with a cumulative grade point average of at least 2.0.
- Collegium participation each term of the program
- Completion of Comprehensive Vocation Reflection [CVR]
- Completion of Boundary Training Workshop
- A Theology of Ministry Capstone Thesis that articulates the student's understanding of ministry

Curriculum Area	Credits
<b><i>Religious Heritage</i></b>	
B1100 Interpreting the Bible	3
OT100 Old Testament	3
NT100 New Testament	3
TH101 Introduction to Theology	3
ET100 Ethics	3
CH100 Church History	3
PT100 Pastoral Theological Method	3
<b><i>Cultural Context &amp; Leadership</i></b>	
IS230 Developing Leaders	3
IS210 Church and Social Change	3
WP200 Worship	3
WP100 Preaching	3
RE100 Religious Education	3
<b><i>Electives</i></b>	
Elective	3
Elective	3
Elective	1.5
<b><i>Ministerial &amp; Spiritual Formation</i></b>	

MS100 Theological Education & the Spiritual Journey	1.5
Theology of Ministry Capstone Project	1.5
PL100 Ministerial Ethics	1.5
Boundary Training	NA
Collegium	NA
Comprehensive Vocation Reflection	NA

**Collegium** – Each term MAML cohorts will gather with an assigned Ministerial Guide and faculty advisor to perform theological reflection, inviting students to integrate their theological studies, theological positions, and pastoral leadership.

**Comprehensive Vocation Reflection** – At the end of the first year of studies, the assigned Ministerial Guide will conduct a discernment circle to assist the student in their ministerial and leadership development and to engage the student on central theological topics. The circle will consist of the student, Ministerial Guide, MAML peer, faculty advisor, and ministry supervisor. A denominational leader may be invited if needed. The student will submit a packet to the circle members in advance of the meeting. The packet will include a theology of ministry statement, responses to assigned theological questions, self-assessment, and formation goals. The CVR should support the professional development needs of the student and support the student in the initial stages of preparing the Theology of Ministry Capstone Thesis.

**Theology of Ministry Capstone Thesis or Project** – The Capstone Thesis or Project constitutes a required component of the Master of Arts in Ministry and Leadership curriculum, to be completed in a student's final year of study. Students receive 1.5 academic credits for this requirement. The Project entails a fee of \$150.

## SECTION 16 – NON-DEGREE GRADUATE STUDIES

**Unclassified Status:** Unclassified Status is designed for persons who have earned a baccalaureate degree and who would like to increase their knowledge of a particular subject without pursuing a degree; or those who need time to decide on a particular degree program.

- A maximum of eighteen (18) credits may be taken in Unclassified status.
- Academic credits earned may be transferable into a master's program at Lancaster Seminary in accordance with transfer policies set forth in Section 4.
- Students in Unclassified status may be taking face-to-face or hybrid classes.

**Special Student Status:** Special Students status is designed for students in good academic and financial standing in a degree program at another ATS-accredited institution who desire to supplement their studies with a course at Lancaster Seminary. Those who have already earned a MDiv degree at another institution who may need to take a course for academic credit to satisfy judicatory requirements for standing or ordination may apply for Special Student status. Acceptance applies only to course, term and year specified on the application.

**Special Student-Eastern Mennonite Seminary, Lancaster Extension:** By special arrangement with Eastern Mennonite Seminary's Lancaster Campus, students matriculated in graduate theological studies at EMS may apply and register for courses offered by Lancaster Theological Seminary according to Lancaster Seminary's normal policies and procedures for admission of Special Students. Eastern Mennonite Seminary students are permitted to take more than one course at Lancaster Seminary.

**Certificate in Theological Studies:** This certificate is designed for part-time study over two to three years or full-time study over one year. Academic credits earned are transferable into a master's program at Lancaster Seminary for students who hold a baccalaureate degree (some restrictions apply).

The course of study includes completion of eighteen (18) credits, the equivalent of six (6) three-credit courses, including the following:

- 3 credits in Biblical Studies (BI, OT or NT courses)
- 3 credits in Church History
- 3 credits in Theology
- 3 credits in Practical Theology (Religious Education, Pastoral Leadership, Pastoral Theology, Spiritual Development, Worship, Preaching, or Youth Ministry).
- 6 credits of electives

Bachelor's degree or bachelor's equivalent required for admission.



## SECTION 17 - DOCTOR OF MINISTRY PROGRAM

The Doctor of Ministry degree (DMin) is designed to enable qualified religious professionals to advance in competency to a high level of performance in the practice of ministry and to improve the profession as a whole through systematic study and research. The program is integrated closely with the practice of ministry, and participants are expected to fulfill the requirements of the degree while continuing their regular practice in a congregation or other place of ministry.

The program enables competent religious professionals to become more proficient in exercising their vocational skills and in integrating theological learning with the practice of ministry by:

- Shaping their practice intentionally;
- Sharing learning and research with colleagues;
- Contributing to the development of a more effective profession.

The DMin is a hybrid program, combining face to face intensives with online learning. Students must take significant responsibility for pacing their work and are expected to initiate contact with advisors, consultants and other faculty members throughout their course of study.

**Admissions Policies and Procedures:** To be considered for admission, a candidate must submit to the Admissions Office:

- A completed DMin Application
- Evidence of Master of Divinity degree, or equivalent (see below), from an accredited theological institution; a cumulative grade point average of at least 3.0 is expected.
- At least three years of professional ministry experience following the MDiv
- Official transcripts from each college, university, and seminary attended
- Four letters of reference
- Vocational Essay
- Application Fee
- Interviews with a faculty member and the Dean of Admissions. It is preferable that the application and essay be completed and submitted before scheduling interviews with the Admissions Office.
- **Application Deadline: July 1** - Applications and supporting documents received by this date are reviewed in July for consideration for admission in the following Semester 1.
- Up to twenty percent (20%) of students in the degree program may be enrolled without the requisite three years of ministry experience at the time of admission if they demonstrate the level of competence and reflection appropriate for advanced, professional ministerial studies (ATS, Standard E.4.3). To be considered for such admission, applicants must meet the following criteria:
  - They must have been engaged in consistent professional ministry during the five years immediately prior to application.
  - They are further required to submit their best example of written theological reflection on the practice of ministry for assessment by the Admissions Committee, including the Chair of the Doctor of Ministry Committee.

**Master of Divinity Equivalency Criteria:** Admission to the DMin program requires an MDiv degree, or its educational equivalent from an institution accredited by The ATS (ATS, Standard E.4.2). Lancaster Theological Seminary employs the following template to determine whether an applicant who does not currently hold an accredited MDiv degree has met the minimum number of master's-level courses and hours to qualify for MDiv equivalency. Ministerial experience alone is not considered the equivalent of or a substitute for the master's degree.

- To be considered for MDiv equivalency in Lancaster Theological Seminary's DMin program an applicant must have earned at least 56 master's-level credit hours along with significant ministerial leadership.
- Significant ministerial leadership is defined as at least three years of professional ministry.
- Additionally, instruction in the following areas must constitute part of that 56 credits:
  - Bible - 6 credits (2 courses)
    - 3 credits in Introduction to New Testament
    - 3 credits in Introduction to Old Testament/Hebrew Bible

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- Theology – 6 credits (2 courses)
  - 3 credits in Theology
  - 3 credits in Ethics or a related elective
- Practical Theology - 6 credits (2 courses)
  - including pastoral care, pastoral counseling, worship, preaching, religious education
- If it is determined that the applicant's educational background does not meet the equivalent of an MDiv, the DMin program will designate specific "leveling courses" as a pathway to gain equivalency.
  - The meeting of MDiv equivalent does not result in the conferral of the MDiv degree. Its sole purpose is to qualify the applicant for admission to the DMin program.
  - Regular per-credit tuition will be charged for credits needed for leveling courses.
- The DMin Committee Chair, in consultation with the faculty, will evaluate the applicant's previous study and report the findings directly to the applicant. The MDiv equivalent evaluation will yield one of three possible results:
  - 18 credit hours or less of leveling work required: Applicants with 18 credit hours or less of required leveling work to be completed may be granted permission to begin the DMin program, depending upon the extent of their previous theological course work. Their status in the program remains 'provisional' until all leveling courses are completed.
  - 19-30 credit hours of leveling work required: Applicants with 19 to 30 credit hours of leveling work to be completed may proceed with the application process, but they will not be permitted to begin program coursework until they have reduced the balance of required leveling work to 18 credit hours or less.
  - More than 30 credit hours of leveling work to be completed: If the applicant needs more than 30 credit hours of leveling work to achieve MDiv equivalent, s/he is ordinarily considered ineligible for the DMin program.

**Requirements for Graduation in the Doctor of Ministry Program:** Upon recommendation of the faculty and final approval of the Board of Trustees, the Doctor of Ministry degree is awarded when all appropriate program requirements are fulfilled.

- Successful Completion of all Components of the Degree and 30 Academic Credits including 12 credits in required courses; 9 credits in elective courses; 9 credits for the Major Project
- In the year in which a student plans to graduate information concerning matters related to commencement and submitting the final copy of the Major Project for publication will be provided.
- All degrees are awarded at the annual Commencement in May.
- No degree or diploma will be awarded unless all of a student's accounts with the seminary are paid in full.
- **Non-credit Components of the degree:**
  - Doctor of Ministry Spiritual Retreat: This retreat is generally the 6th day of the Semester 1 intensive. Students who entered prior to 2016 are required to attend each year. Students entering in 2016 and onward are required to attend during their first two years, and may attend in subsequent years.
  - Doctor of Ministry Symposium: The purpose of the DMin Symposium, usually held in early April, is to recognize the contributions our doctoral students make to ministry and provide a context for the presentation of Doctoral Projects by candidates preparing for spring graduation. Annual attendance at the Doctor of Ministry Symposium is required for all students, either in person or electronically.
  - For students who entered the program prior to 2016, three gatherings are scheduled each year for students who have completed their required seminars. Students will provide an update on their Major Projects and offer one another mutual support. These are normally scheduled in November, February, and July. The fall and spring gatherings are mandatory; the summer gathering is optional. Specific dates are provided annually.
  - Requests to be excused from the Retreat, the Symposium, or the fall and spring post-seminar gatherings must be submitted in writing to the Chair of the Doctor of Ministry Committee. Unexcused absences will result in a review by the DMin Committee of the student's standing in the program.

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**Residency Requirement:** In the first two years of their program, candidates must attend the Semester 1 and Semester 2 intensives on campus in their entirety.

**Progress Toward Completion of the Degree:** If there is an indication that a student is not making satisfactory academic progress toward completion of a degree (for example, failing any course or component of the curriculum), the Chair of the Doctor of Ministry Committee, in consultation with the student's advisor and the student, may make a recommendation to the faculty members of the Doctor of Ministry Committee. They may take action, including:

- suspension pending satisfactory completion of remedial steps, such as tutoring, special course work or counseling; or
- dismissal.
- A student has a right to appeal a decision of the faculty according to the policy and procedure set forth in Section 9.

**Duration and Time Required to Complete the Degree:** The DMin program combines academic study with ongoing practice of ministry and is designed to be completed in three years. A fourth year will normally be granted if the Major Project Consultation has been successfully completed and there is evidence of the will and ability to complete the project within one year.

- A Continuation Fee set by the Board of Trustees will be charged quarterly when the program continues into a fourth year. A Technology Fee and Student Activity Fee will be charged in August and February while a student continues in the program.
- Students approaching the end of their fourth year in the program who desire a continuation may make a request in writing to the Doctor of Ministry Committee for a one-year continuation.
- The degree is to be completed within 5 academic years from the time of first registration.
  - Continuation beyond the fifth year to complete the Major Project may be granted only by special action of the Doctor of Ministry Committee.
  - The student must submit a written request to the Chair of the DMin Committee stating sufficient reason for the extension and proposing a revised time table for the completion of the project.
- Following successful completion of all academic credits and components of the degree, a letter certifying that the student has earned the degree may be requested in writing, for use until the diploma is presented at the following commencement.

**Advising:** The Vice President of Academic Affairs and Chair of the Doctor of Ministry Committee will assign advisors to students at the start of their program.

The student is expected to initiate contact with the advisor for counsel and guidance throughout the course of study.

- The student must consult the advisor for clearance for registration; approval for registration changes, directed studies, requesting extensions, waiving a requirement, requesting a continuation in the program, requesting a leave of absence and any other academic or disciplinary matter.
- No later than during the required course, "Major Project Proposal Preparation," the Vice President of Academic Affairs in consultation with the student and the Chair of the Doctor of Ministry Committee, will assign a Project Supervisor to guide and assist the student in preparing for the Major Project Consultation. In addition to the advising duties noted above, the Project Supervisor will:
  - Assist in the preparation of the Major Project Proposal;
  - Attend the Major Project Consultation in person or electronically;
  - Guide the student during the research and writing of the Major Project;
  - Approve the student for graduation;
  - Aid the student in preparing for the public presentation of the Major Project at the Doctor of Ministry Symposium;
  - Sign off on the final version of the Major Project in preparation for its publication via ProQuest.

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**Transfer of Doctor of Ministry Credits:** Whether the student is coming into the DMin program at Lancaster Seminary from another institution or is a Lancaster Seminary doctoral student taking courses at another institution, credits carrying a grade of “B” (grade point value of 3.0 on a 0-4 scale) or better generally may be transferred provided that the transfer credits requested were earned in a post-master’s degree program from an accredited theological institution; have not been applied to another degree already received; were not earned more than ten years prior to anticipated graduation; are appropriate for the Doctor of Ministry degree program; are approved by the Doctor of Ministry Committee, based on these and other transfer of credit policies. (See also Section 4.)

- To request that up to six (6) elective credits be transferred into the program, the student must petition the Doctor of Ministry Committee in writing.
- Students who have completed an accredited advanced training program in American Association of Pastoral Counselors (AAPC), the American Association of Marriage and Family Therapists (AAMFT) or Association of Clinical Pastoral Education (ACPE) may request to transfer up to six (6) elective credits toward the Doctor of Ministry program.
- See Payment of Tuition and Fees in this section for the policy regarding tuition adjustments for transfer credits.

**Withdrawal or Leave of Absence from the Doctor of Ministry Program or Separation from the Seminary:** In addition to the policies and procedures outlined in Section 4, the following policies and procedures must be followed for withdrawal or to request a Leave of Absence from the Doctor of Ministry program.

- **Withdrawal**
  - The student is responsible for notifying the Chair of the Doctor of Ministry Committee in writing of his or her intent to withdraw from the program.
  - Billing of tuition and continuation and other fees will continue and the student will be responsible for payments unless and until the proper notification is on file.
  - Students who withdraw from the program are expected to complete payment at the time of withdrawal for all credits taken.
  - All payments and procedures must be completed before transcripts will be released.
- **Leave of Absence**
  - The student is responsible for submitting a written request for a Leave of Absence for up to one year to the Chair of the Doctor of Ministry Committee.
  - The Chair will notify the student in writing of the Committee’s decision regarding a Leave of Absence.
  - If approved, billing is suspended during the Leave of Absence period.
  - In preparation for returning from a Leave of Absence, the student is to meet with the Chair of the Doctor of Ministry Committee prior to the start of the semester in which the student returns.
  - Return from Leave of Absence will not be approved until payment of all bills is up to date.
- Federal Stafford loan borrowers: See Sections 4 and 6 for information on the policies regulating loan funds of students who leave seminary studies.

**Tuition and Fees** are set by the Board of Trustees each year and the prevailing tuition and fees may be found on the Fee Schedule posted on the Seminary website. Tuition and fees for the Doctor of Ministry program include:

- Non-refundable Entrance Deposit that is credited to first tuition bill, plus \$10 to cover the cost of a criminal background check required of all applicants.
- Tuition that covers up to thirty (30) credits (billed in 11 quarterly segments at the prevailing rate)
- In each of the first two years in the program: four billings (August, November, February, May)
- In the third year in the program: three billings (August, November, February)
- Technology Fee and Student Activity Fee are charged in August and February of each year in the program.
- A graduation fee in the year of graduation is applied whether or not the candidate participates in the commencement ceremony.
- Major Project Fee and Advisor Fee related to the Major Project.
- Continuation Fees billed quarterly and Technology and Student Activity Fees billed in August and February if continuation of the program is approved.
- Situational fees such as those related to late registration, directed study, overdue balance, course extension, etc.

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- Incidental costs and fees and/or travel related to outside readers, adjunct faculty, Supervisory Committees or consultants are the responsibility of the student, and these costs will not appear on your Lancaster Seminary statement.
- See also Student Financial Responsibility - Section 6.

**Payment of Tuition and Fees:** Payment is expected no later than the date noted on the statement, even if the candidate is not taking courses during the semester.

- Persons who exceed three years to complete the program are expected to complete payment of tuition according to the three-year schedule.
- Tuition adjustment for credits transferred into the program at the time of admission or later during the program, as approved by the Doctor of Ministry Committee, will normally be made in the form of adjustments to payments 9 through 11. The amount of the adjustment will be based on the per credit tuition rate current at the time the adjustment is made and will not exceed six credit hours.
- If payment is not received by the date of the next billing, and alternate payment arrangements are not made, the Business Office will notify the Dean of the Seminary; the student may not be permitted to continue in the program until the previous balance is paid in full.
- After two missed payments, a candidate may be placed on administrative leave for up to one year, or until payments have been completed or a formal payment arrangement has been made through the Business Office.
- A student whose circumstances make this tuition payment plan impossible is responsible for making alternate payment arrangements with the Business Office.

**Components of the Doctor of Ministry Degree:** The components of the degree build on the previous study and experience of the student.

- Required Courses (3 credits each for a total of 12 credits) These courses are taught in hybrid fashion; each has a required face to face intensive on campus as well as online components before and after.
  - Listening as an Act of Love (Semester 1, year 1): Listening has the potential to transform both the listener and the one being heard; it is an act of love. This course uses ethnographic methodology to create rich opportunities for sharing stories and strengthening interpersonal relationships between individuals and among groups. Students engage in pastoral interviews and life story collection in their ministry settings, gradually enhancing their skills.
  - America's Changing Religious Landscape (Semester 2, year 1): This course examines the fundamental shifts in society and culture that have occurred in the last few decades and have produced a radically altered environment for the Christian faith.
  - Issues of ideological and religious pluralism, multiple value systems, hybrid spirituality, fluid personal identities, economic polarization, and global cross- pollination will be considered, with an eye to their implications for Christian life and ministry.
  - Developing Leaders and Cultivating Partnerships (Semester 1, year 2): Effective leaders are familiar with an array of emerging leadership models and are continuously developing their repertoire of practical leadership skills. This course includes an exploration of organizational dynamics and contemporary notions of leadership.
  - Projects will help students deepen their understanding of their ministry settings and expand their range of context-specific leadership approaches and tools. Throughout, partnerships will be emphasized, both within and beyond organizational boundaries.
  - Major Project Proposal Preparation (Semester 2, year 2): This course will guide students in the preparation of their Major Project Proposals. Students will identify a suitable topic or area of research, clearly frame their research questions, develop a rationale and methodology appropriate to investigating it, and articulate its anticipated contribution to the wider practice of ministry. Students will assist their peers throughout the course in the design, content, and format of the final project. During the on-campus intensive, students (in most cases) will have opportunity to meet with their Major Project Supervisors.



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- **Elective Courses** (3 credits each for a total of 9 credits) Students normally choose one elective in each of their first three semesters in the program.
  - Courses Designed for DMin students. The courses listed below will be designed for DMin students, offered only in hybrid format with an on campus intensive and distance interaction before and after the intensive. Most of these courses will also be open to interested pastors with MDivs and to MDiv students who have taken the necessary prerequisites.
    - **Theological Improv (Semester 1):** How do we share Christianity's good news in intelligible and attractive ways in rapidly changing cultural contexts? This course considers a variety of rhetorical styles, strategies of communication, and conceptual frameworks to enhance one's ability to think theologically "on one's feet." Conversation between inherited Christian formulations and contemporary sensibilities and questions facilitates engagement with those who have never been church.
    - **Living and Dying Well (Semester 1):** As many are living longer than previous generations, this course examines sociological dimensions of being elderly, the ongoing and distinctive gifts of elders, and the creating and maintaining of inter-generational communities. It further addresses the distinctive pastoral needs of these populations and theological frameworks guiding such issues as the spiritual care of persons across the spectrum of dementia; supporting those moving into institutional living; collaboration with community services, medical personnel, and chaplains; faith-based end of life decision making; issues of forgiveness at the end of life; curative and palliative care and hospice; pastoral presence during life-threatening illness, dying, at the time of death, and in bereavement; and theological reflection on death.
    - **What Happens When All Are Welcome? (Semester 2):** Many communities say that all are welcome but genuine openness to the needs of everyone requires keen attentiveness on the part of leaders and community members. This course will explore what it means to be responsive to race/ethnicity, socioeconomic location, gender, sexual orientation, ability, theology, vocation and other forms of diversity as we foster community.
    - **Sustaining a Spiritual Life in the 21st Century (Semester 2):** Do you find it difficult to grow spiritually? Understanding what is happening to us spiritually takes patience, discipline, self-awareness, and grace. There are no shortcuts. God invites us to draw closer in a variety of ways, even in times of spiritual fatigue, confusion, temptation, and over-stimulation. This class will explore these challenges and ways in which historical and contemporary writers on the spiritual life have responded to them.
    - **Where Theology and Strategic Planning Meet (Semester 1, to be offered starting in 2017):** The Bible has a lot to say about money and your budget says a lot about your faith. Is your money going where your perceived mission says it should? This course seeks to cultivate theologically-inspired financial practices for congregations and non-profit institutions to enable medium- and long-term focus on goals beyond what is financially urgent. It will increase students' familiarity and comfort levels with financial planning, reading financial documents, fundraising, and grant-writing.
    - **Forming Faith in an Internet World (Semester 1, to be offered starting in 2017 or 2018):** How does religious education capitalize on the ways people learn to live, think and believe in the contemporary world? This course seeks to cultivate innovative educational practices that engage such modes as social networking, texting, blogging and playing online games, as well as the insights of cultural critics, social and natural sciences, and artistic creativity.
  - Additional Elective Opportunities
    - DMin students may take many of the seminary's masters-level electives with additional work to be negotiated with the professor.
    - Directed Study: Up to six (6) credits of elective courses may be taken as Directed Study. The procedures outlined in Section 5 should be followed when requesting a Directed Study. To request a Directed Study, the student must:

- ❖ Clearly identify the topic and submit a proposal for directed study
  - ❖ Submit a draft proposal to the requested professor well in advance of the term in which it is requested. Submission of a proposal does not guarantee approval of the proposal.
  - ❖ Submit to the registrar the completed and signed DIRECTED STUDY PROPOSAL form (available on the Seminary website), along with all supporting documentation. Forms that are not signed or accompanied by the requested documentation will be returned to the student.
  - ❖ All directed studies are subject to the approval of the Vice President of Academic Affairs.
- **Engagement with “Big Questions”** In each of the first three semesters of a student’s program, in the context of both required and elective courses, a student must engage significant human and religious questions:
    - What does it mean to be human? What is needed for human flourishing? (Semester 1, year 1)
    - Is God one? How wide is God’s mercy? (Semester 2, year 1)
    - What is the nature of power? How much agency do human beings exercise? (Semester 1, year 2)
  - **Major Project Proposal and Major Project Consultation:** The student will complete the Major Project Proposal in the required course, Major Project Proposal Preparation.
    - Upon approval of the Major Project Supervisor, it is the responsibility of the student to schedule the Major Project Consultation.
    - The Consultation is attended by the student, the Project Supervisor and a faculty member of the Doctor of Ministry Committee, who conducts the Consultation.
    - Copies of the Major Project Proposal should be distributed to the Chair of the Doctor of Ministry Committee and all who will attend the Major Project Consultation at least two weeks prior to the scheduled consultation.
    - Major projects that include research with human subjects may be required to receive approval from the Institutional Review Board (IRB) of Franklin & Marshall College. The Consultation committee will make a recommendation regarding seeking this approval.
    - A format for the Major Project Consultation is available on the Doctor of Ministry page of the seminary website.
    - Upon satisfactory completion of the Major Project Consultation, the faculty member chairing the consultation writes a letter, with copy to the registrar, advising the student of the outcome of the Consultation and summarizing any recommendations. The student is permitted to begin the research and writing phase of the program.
    - **It is important that students recognize that a satisfactory outcome of the Major Project Consultation represents an expression of confidence in the student’s ability to complete the degree. If, however, after several drafts of the Major Project Proposal, it appears that no further progress is being made, the student may be asked to withdraw from the program. Likewise, failure to make timely progress toward completion of the project will require a careful assessment of the student’s ability to complete the degree.**
  - **Major Project (9 credits)** The Major Project is a focused document that serves as the culmination of the degree. It will be published through ProQuest. It should normally follow the outline submitted in the Major Project Proposal. However, in the process of the research and writing, the candidate, in consultation with the Project Supervisor, may find that some changes in the proposed outline are appropriate or even necessary. The Major Project should demonstrate the student’s ability to:
    - conceptualize an important problem or issue in ministry;
    - articulate a rationale for the significance of the project;
    - hypothesize probable findings and conclusions, when appropriate;
    - show familiarity with and an understanding of the literature applicable to the research area and its pertinence to the chosen topic and engage in conversation with that literature throughout the project;
    - utilize a method appropriate for the issue under consideration and be able to justify its pertinence;
    - reflect theologically on the central issue of the project;
    - offer suggestions for further research.Final Format of the Project Report: Though each report will have its own unique content and format, the following major sections are to be included in the final report:



- a 100-word abstract of the project's main theme;
  - theological rationale and reflection;
  - major goals of the research project;
  - research method(s) employed;
  - analysis of conclusions and application to ministry;
  - a comprehensive bibliography.
  - The final report is expected to address clearly its intended audience (i.e., peers in ministry, educated laity). It should review and critically analyze the primary results of the research with an emphasis on how the learning involved enhances the practice of ministry. The desired length of the final written document is between 100 and 150 typed, double-spaced pages, exclusive of appendices, bibliography, etc. With the approval of the Project Supervisor, the length of the document may vary given the nature of the project.
- **Major Project Presentation:** Upon approval of the final draft of the Major Project by the Project Supervisor, each candidate is required to make a public presentation of the project at the DMin Symposium. Candidates are encouraged to be creative in their presentations in keeping with the nature of the project and the style best suited for sharing the contributions of their research with colleagues. The following areas of discussion should be included:
    - How did you become interested in the project and why do you believe it is important?
    - What is the basic research question or assertion at the core of the project?
    - What were the research procedures and/or creative strategies used to produce your Major Project and why were they chosen?
    - What are your central findings or insights?
    - Are you able to identify areas that would merit further research?
    - How do you see the project contributing to church and society?
    - How has the project enhanced your practice of ministry (e.g., preaching, pastoral care, leadership, teaching, etc.)?
    - How has the project influenced your vocational development in ministry (e.g., ministerial identity, sense of mission, etc.)?
  - The presentation of the doctoral project is not given a grade, but all in attendance are asked to complete an evaluation form. It is understood that the candidate may wish to utilize feedback from the presentation and the evaluations in the form of corrections, clarifications, additions or ideas for further research. In consultation with the Project Supervisor, these may be included in the draft of the doctoral project report prior to submitting the final copy for publication. Any revisions should be made, reviewed, and approved by the Project Supervisor within 2 weeks of the Symposium.
  - **Final Copy and Abstract of the Major Project:** The student will receive instructions on submitting the final document for publication from the Chair of the DMin Committee or the Seminary Librarian. Please pay special attention to the deadlines for this process, set forth in the section on Timelines and Deadlines, below, since it must be completed before the degree can be granted.

**Time Lines and Deadlines:** In order to be on track to receive the diploma at a given commencement service, the following time line must be observed, beginning with Semester 1 prior to the date of graduation:

- OCTOBER 1 Apply for graduation according to the deadlines posted by the registrar.
- NOVEMBER 1 Full draft of the Major Project must be submitted to the Project Supervisor.
- DECEMBER 15 Project Supervisor must provide feedback to the student.
- FEBRUARY 1 Final revisions must be complete and resubmitted to Project Supervisor for final approval.
- FEBRUARY 15 Project Supervisor must provide final approval of the Major Project and authorization for presentation at Symposium Day as scheduled.
- APRIL 30 Deadline for submission of final copy and abstract to ProQuest.
- MAY 2 Deadline for Major Project Supervisor to register acceptance of submitted Project in ProQuest.
- MAY COMMENCEMENT DAY

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**Recommended Three-Year Sequence:** The following three-year sequence is the recommended schedule for timely completion of the degree. In adhering to the two semester format, students should keep in mind that electives taken as Directed Study, as well the Major Project may be completed over the summer months. Master's-level elective courses may be taken in any of the seminary's terms and are not shown on this table.

	Year 1	Year 2	Year 3
Semester 1	Listening as an Act of Love Elective DMin Retreat	Developing Leaders and Cultivating Partnerships Elective	Research and Writing Major Project
Semester 2	America's Changing Religious Landscape Elective	Major Project Proposal Preparation	Finalizing Major Project Major Project Presentation
			Submission of Major Project
Summer	Optional Directed Study	Research and Writing Major Project	May Commencement

**Final Student Evaluation:** Each Doctor of Ministry student will receive a Final Student Evaluation form at the conclusion of each course taken. This form provides an assessment of abilities that are correlated with skills and aptitudes expected of doctoral students. See Sample Final Student Evaluation Form.

- A copy of the final evaluation submitted by the instructor will be distributed to the student, the student's advisor and the registrar for the student's academic file.

**Determination of Satisfactory Academic Progress:** A Doctor of Ministry student is considered to be making satisfactory progress toward the degree if

- a grade of B or better is achieved in each course taken during the first two years of the program;
- the completion of the Major Project is on schedule in year 3 (or years 3 and 4);
- annually attends DMin retreat (years 1 and 2 for students entering in 2016 or later) and Doctor of Ministry Symposium (in person or electronically).
- See also Section 8.

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## Sample Final Student Evaluation Form

Course No. \_\_\_\_\_

Course Title: \_\_\_\_\_

### Final Student Evaluation

Student Name: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

	U	-2	-1	+1	+2	+3
<b>Course Objective #1</b> <i>To be written in for particular course</i>						
<b>Course Objective #2</b> <i>To be written in for particular course</i>						
<b>Course Objective #3</b> <i>To be written in for particular course</i>						
<b>Course Objective #4</b> <i>To be written in for particular course</i>						
<b>Demonstrates mastery of course content</b>						
<b>Completes assignments in a timely manner</b>						
<b>Writes effectively</b>						
<b>Integrates theory and practice</b>						
<b>Questions and criticizes constructively</b>						
<b>Critically evaluates ideas and issues</b>						
<b>Generalizes cogently from specifics</b>						
<b>Supports arguments with evidence</b>						
<b>Organizes thought well</b>						
<b>Exhibits creativity and originality</b>						
<b>Takes criticism constructively</b>						
<b>Shows self-understanding</b>						

**Areas needing further attention and effort, with suggestions:** (some examples follow) *Consistently turning in assignments late disrupted the learning process, especially when you did not have an assignment prepared that was being used in class on the day it was due. Perhaps you need to take a look at how you are organizing your time.*

*You were a little timid in your critique of ideas, though when you did “take on” an idea, you often showed good insight. Keep working at constructive criticism of ideas, drawing on your own strengths in the area of learning from your practice.*

**Areas showing special strengths:** (some examples follow)

*Your work was strongest when you were relating theory to practice. It seems important to you to have concrete examples...you did an especially nice job of using illustrations from your experience to illuminate the theoretical materials we studied.*

*Your sensitivity to others’ feelings and opinions in the group helped to stimulate open discussion.*

Grade: \_\_\_\_

Professor: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDICES**

## Appendix I

### INSTITUTIONAL POLICIES

#### **Crime Awareness and Campus Security: Policy, Procedures and Reports**

##### **Anti-Harassment Policy**

Lancaster Theological Seminary is committed to maintaining an environment free of unlawful discrimination, and therefore, has a zero tolerance for harassment, exploitation, and intimidation. We will not tolerate actions, words, jokes, or comments based on an individual's sex, pregnancy, race, or ethnic background, age, religion, or any other legally-protected characteristic, if such conduct would be offensive to a reasonable person. In addition, sexual conduct (both covert and subtle) can serve to create an offensive environment and therefore, is prohibited.

Lancaster Theological Seminary will not tolerate sexual misconduct in any form, including acquaintance or date rape. Lancaster Theological Seminary will take appropriate action to prevent, correct, and discipline behavior that is found to violate school policy or laws proscribing rape or sexual assault.

Lancaster Theological Seminary prohibits rape and sexual assault.

##### **Scope:**

The prohibition against sexual harassment applies to everyone—Trustees or subcommittees thereof, Administration, supervisors, faculty, students, salary and hourly employees, contractors, vendors and visitors. Lancaster Theological Seminary will not tolerate sexual harassment of any kind by any one.

##### **Purpose:**

To maintain an environment free of sexual and other harassment.

##### **Definition:**

For the purposes of this policy, we define sexual harassment as follows: (1) sexual flirtations, touching, advances, etc. ; (2) verbal abuse of a sexual nature; (3) graphic or suggestive comments about an individual's dress or body; (4) sexually degrading words to describe an individual; (5) displaying sexually suggestive objects or pictures, including nude photographs.

Sexual harassment also includes: (1) explicitly or implicitly suggesting that submission to sexual conduct is a term or condition of an individual's employment [matriculation, favorable grades or evaluations, or academic decisions]; (2) using submission or rejection of the conduct as a basis for employment [or academic] decisions; (3) substantially interfering with the individual's work [or academic] performance or creating an intimidating, hostile or offensive work [or learning] environment.

No member of the Board of Trustees or Administration, supervisor, faculty, employee, [student], or other individual has the authority to condition an employee's job or benefits [or a student's matriculation, favorable grades or evaluations, or academic decisions] in exchange for sexual favors.

##### **Procedure:**

If you believe you are a victim of impermissible harassment, sexual or otherwise, or you observe another person subject to such harassment, you are required to promptly report the facts of the incident to your supervisor [to the Dean of the Seminary in cases involving students, either as victims or alleged perpetrators] or, if your supervisor [or Dean of the Seminary] is implicated, to the President. If the President is implicated, the Chairperson of the Board may also be notified. An investigation will be promptly conducted. To the extent possible, the investigation will be conducted in a confidential manner and information will be communicated only to those persons who have a need to know. In all cases, an investigation will be conducted and the employee [student] advised of the conclusions. No retaliation against any person who files a complaint or cooperates in an investigation shall be taken.

Employees and supervisors must report an incident of sexual harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same fashion as complaints by victims of harassment. After appropriate investigation, any employee [or student] who is found to have engaged in harassment of another employee [or other member of the community] will be subject to appropriate disciplinary action and may be subject to immediate discharge [or dismissal/expulsion]. Additional action may include: referral to counseling; withholding of a promotion; reassignment, temporary suspension without pay or financial penalties [or, in the case of a student, penalties described in Section 9 of the Student Handbook]. Any employee [student]

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who makes an intentional or reckless false complaint will also be subject to the same disciplinary action as outlined above [or in Section 9 of the Student Handbook].

Employees are apprised if they believe that they are the victim of impermissible harassment, they also have the right under state and federal law to file a complaint with the Pennsylvania Human Relations Commission (PHRC) and the federal Equal Employment Opportunity Commission (EEOC). Such a complaint must be filed with the PHRC within 180 days of the last date of unlawful harassment and with the EEOC within 300 days of the last incident of unlawful harassment.

## **Information About Registered Sex Offenders**

Information about registered sex offenders under section 1701(j) of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S. Code 1407(j), may be obtained from the City of Lancaster Police Department.

Federal law requires persons who must register as sex offenders to provide notice to the state if they are employed by or a student at an institution of higher education. Sex offenders must register with the City of Lancaster Police Department. They must notify the police department within five days of enrolling in Lancaster Theological Seminary, or of being convicted of an offense qualifying them as sex offenders. The Family Education Rights and Privacy Act (FERPA) does not prohibit institutions from disclosing information about registered sex offenders.

## **Prevention of Sexual Assault and Rape**

Lancaster Theological Seminary uses a number of means to prevent sexual assault and rape including: Encouraging students to inform themselves about crime prevention techniques, such as those offered by the City of Lancaster Police Department;

Encouraging students to make use of the public safety resources, such as escorts/concierges provided the Business Office.

### **Responding to Sexual Assault and Rape**

Since Lancaster Theological Seminary maintains a Business Office, all violations of the law involving sexual assault or rape should be reported immediately to the Business Office for further investigation by the City of Lancaster Police Department's rape unit.

Incidents of sexual assault and rape should also be reported to the Dean, or any other senior administrator of Lancaster Theological Seminary. Students are not required to report incidents to the Police Department or District Attorney, although they are encouraged to do so. Lancaster Theological Seminary officials will honor requests for confidentiality by the student alleging sexual assault or rape, but shall report anonymous information to the Business Office, so that incident can be included in Lancaster Theological Seminary crime statistics.

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

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

Finally, the student shall be informed of counseling, mental health and other services: Lancaster YWCA Sexual Assault Prevention & Counseling Center 24 hour Hotline:  
717-392-7273

## **Procedures for Disciplinary Action in the Case of Sexual Assault and Rape**

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

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

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

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entitled to information about the school policy on sexual assault and rape, and the procedures that will be followed to address the charges.

If formal charges are brought against the accused student by Lancaster Theological Seminary, the Dean will notify the accused in a written statement outlining the charges. The student charged will have seven (7) 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 Lancaster Theological Seminary staff members from the administrative council. 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 (5) 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 Lancaster Theological Seminary, 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 Lancaster Theological Seminary. 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 Lancaster Theological Seminary, 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. If a student is determined to have committed sexual assault, rape, acquaintance rape, other forcible or non-forcible sex offense, disciplinary action up to and including dismissal from academic programs may be imposed by Lancaster Theological Seminary.

## **Alcohol & Substance Abuse/Drug-Free Workplace**

In accordance with the laws of the United States under the Drug Free Schools and Communities Act, Amendments of 1989, Public Law 101-226, Section 22, Lancaster Theological Seminary has adopted the following policy and hereby constitutes itself as a drug-free workplace.

Lancaster Theological Seminary prohibits the unlawful manufacture, sale, distribution, use, dispensation, receipts, transportation or possession of illegal drugs or unauthorized controlled substances on the school's premises or while engaged in business for the school off the premises. Lancaster Theological Seminary also prohibits the unauthorized use of alcoholic beverages on the premises. Further, it is a violation of Lancaster Theological Seminary policy for anyone to engage in work for the school [or participating in educational offerings] or to report to work [classes] in any impaired or intoxicated condition or under the influence of alcohol, drugs, or illegal substances.

This policy applies to all full-time and part-time employees, temporary workers and volunteers of Lancaster Theological Seminary as well as to all students, consultants, vendors, and other individuals providing services to the school on the premises at any time or while engage in business for the school.

Violation of prohibition against the unlawful possession, use or distribution of illicit drugs brings with it strict disciplinary sanctions. For students, those sanctions [may] be executed by the Standards Committee and may include expulsion from the Seminary. [See Section 9 of the Student Handbook.] For employees, the oversight of disciplinary actions will be addressed first by the immediate supervisor and then the Office of the President, and may include termination of employment.

The unlawful possession of illicit drugs and alcohol brings with it strict legal sanctions under local, state and federal laws. Information concerning these laws is available in the Business Office. The use of illicit drugs and the abuse of alcohol involve serious health risks, including physical and/or psychological addiction, degenerative biological diseases and disorders and even death. More information about health risks involved in alcohol abuse or illicit drugs is available in the Business Office. Lancaster Theological Seminary encourages anyone in need of drug or alcohol counseling, treatment, rehabilitation or re-entry program to avail themselves of the various services and programs in this community.



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Available counseling and treatment programs: Council on Drug and Alcohol Abuse: 717-299-2831

Lancaster County Drug and Alcohol Commission-Prevention Unit: 717-299-8023

Support Groups:

Alcoholics Anonymous: 717-394-3238

Al-Anon: 717-393-7767

Alateen: 717-393-7767

Narcotics Anonymous: 717-393-4546

Substance Abuse Victorious: 717-656-4271

The Seminary reserves the right to require employees [and students] to submit to random drug and alcohol abuse screenings.

## **Procedures to report Criminal Activity and Emergencies**

Members of the Lancaster Theological Seminary community, or any other person authorized to be present on the Lancaster Theological Seminary campus, should report any suspected criminal activity or other emergency that poses a threat to life or property.

If immediate danger to life or property exist, dial 911.

If immediate danger is not present, call Security/Concierge 717-572-0819

In all cases, report the incident to the Business Office. It is the policy of the seminary that all crimes be reported. Incidents that may or may not be crimes may also be reported to the Business Office. Such incidents may also be reported to those facilities persons with responsibility for controlling access to buildings or facilities and officials having significant responsibility for student and campus activities. Licensed counselors and campus clergy are exempt from certain reporting requirements. All matters of strictly pastoral concern are treated with confidentiality. The appropriateness of confidentiality in other instances is assessed on a case-by-case basis. Lancaster Theological Seminary encourages counselors and clergy, if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security Department Report. For clarity on issues of confidentiality, please check with the Dean of the Seminary, or the Vice President of Business and Finance.

**Each year employees and each student taking one or more classes for academic credit will receive in writing a copy of this policy and the policy will be reviewed every other year.**

## **SMOKING POLICY**

It is the policy of Lancaster Theological Seminary to prohibit smoking on campus with the following exceptions:

- the walkway running north and south between Mayer Commons and Richards Hall
- the walkway running north and south between the Refectory and Richards Hall
- the Refectory and immediate vicinity during the annual Churchill Society event for the remainder of that relationship/contract
- contracts for residence housing signed prior to July 1, 2006, and those by outside entities
- Smoking will continue to be prohibited in Richards Hall.

As of June 1, 2009, smoking will be prohibited in all buildings and residences on campus. Designated areas will be clearly marked with appropriate signage and smoking receptacles will be made available. Lancaster Theological Seminary reserves the right to administer sanctions to any individual found in continuous violation of this policy by referral through the Seminary's disciplinary process.

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## **GUIDELINES FOR CONDUCT**

Every organization requires a set of rules so that the group as a whole may operate smoothly and safely to accomplish its goals. This is particularly so at Lancaster Theological Seminary, where any failure to adhere to high standards of conduct may affect the well-being of constituents. Because the safety and comfort of everyone depends on these rules, violators may be subject to discipline up to and including discharge [or dismissal]. We ask the cooperation of all at Lancaster Theological Seminary in following these policies.

Additional standards of conduct are contained in Section 9 of this Student Handbook. Since it is not possible to list every type of conduct which may result in disciplinary action, you should talk to the Dean of the Seminary [or your supervisor] if you are unsure of what to do in a given situation. The following kinds of conduct are absolutely prohibited [those particularly pertaining especially to students are noted by an asterisk]:

- 1) \*Abuse, mistreatment, or threatening of another employee, student or constituent (physical, verbal, or psychological).
- 2) \*Falsification of employment [or admissions] application or other employee [or academic] records.
- 3) Insubordination.
- 4) \*Using foul and/or abusive language.
- 5) \*Gambling on Lancaster Theological Seminary premises.
- 6) \*Smoking in any unauthorized area.
- 7) Loafing or sleeping on the job during the employee's working hours.
- 8) \*Unauthorized posting or removal of bulletins or notices.
- 9) \*Disregard of one's appearance, dress or personal hygiene.
- 10) \*Dishonesty [See Section 9 regarding Academic Honesty].
- 11) \*Commission of a crime.
- 12) \*Violation of any and all safety rules.
- 13) Tardiness or absenteeism or unauthorized absence by an employee from his/her work station during his/her working time.
- 14) \*Interfering with the work of other employees [or students].
- 15) \*Immoral, indecent or disorderly conduct of any nature on Lancaster Theological Seminary premises.
- 16) \*Unauthorized use and/or possession of narcotics, dangerous drugs, intoxicating beverages or substances, or being under the influence of intoxicants or drugs on premises or during working hours [or during class times].
- 17) \*Threatening, intimidating, coercing or fighting with a constituent by word or deed, whether on or off Lancaster Theological Seminary premises.
- 18) \*Any discourtesy, unkindness or impatience with constituents.
- 19) \*Possession of firearms or any other type of weapon while on Lancaster Theological Seminary property.
- 20) \*Creating or contributing to unsafe or unsanitary conditions by act or omission.
- 21) \*Unauthorized possession of property belonging to Lancaster Theological Seminary or a constituent.
- 22) \*Negligent or deliberate destruction of or misuse of property belonging to Lancaster Theological Seminary or to a constituent.
- 23) \*Failure to follow the rules concerning solicitation and/or distribution of literature.
- 24) \*Unauthorized possession, use, copying or reading of Lancaster Theological Seminary records, or disclosure of information contained in such records to unauthorized persons.
- 25) Poor attitude or disrespect to Administration, your supervisor, fellow employees or any other constituent of Lancaster Theological Seminary.
- 26) Any act of misconduct, incompetence, or any violation of this Student [Employee] Handbook which may, in the Administration's sole discretion, be grounds for disciplinary action and/or termination of employment.

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## **ELECTRONIC COMMUNICATIONS POLICY**

Lancaster Theological Seminary is committed to providing an environment that encourages the use of computers and electronic communications as essential tools to support the instructional, research, administrative, and other work or mission related activities of the Seminary.

In utilizing the Seminary's computers and electronic communications systems, such as electronic mail and access to the Internet, it is important for all users to be aware of the Seminary's policy regarding responsible use. It is the responsibility of each user to ensure that this technology is used for proper and lawful purposes and in a manner that is responsible and does not compromise the confidentiality of sensitive information, the security of the Seminary's systems, or the reputation, policies or mission of the Seminary.

Any posting using Lancaster Seminary's name, logo, or otherwise identifying Lancaster Seminary must be approved in advance by the Vice President of Advancement and Communications in consultation with Senior Leadership.

### **Computer Systems in General**

**Systems Security:** Computer resources are property of the Seminary and are to be protected from unauthorized access, use, modification, destruction, or disclosure. An active terminal should not be left unattended for any extended period of time, such as, for example, overnight or while the user is otherwise away from the office for several hours. Individual passwords for computers are confidential and may not be shared or posted. If someone else learns a user's password, the password should be changed immediately. Each user is responsible for activity performed using the user's password with such user's knowledge and consent. No user should attempt to obtain access to another user's documents without prior authorization.

**No Privacy:** Users do not have an expectation of privacy or a personal privacy right in any matter created, received, sent, or stored on a Seminary computer, whether or not the matter is designated as private or confidential. The Seminary reserves the right to access all files or data contained on any Seminary computer, including but not limited to e-mail messages, personal file directories and Internet usage and material at any time and without prior notice. For example, the Seminary may access any and all computer systems for the purpose of assuring compliance with statutory requirements and internal policies, supporting the performance of internal investigations, and assisting with the maintenance and management of the Seminary's information systems. Computer files may also be subject to search under Court order.

**Software License Restrictions and Copyright Laws:** Most proprietary software licenses have legal restrictions prohibiting unauthorized use and copying. It is the responsibility of each user to ensure compliance with all copyright and other laws and license restrictions before downloading or receiving software from any source. In addition, software may not be downloaded or received on a Seminary computer, including software available on the Internet, unless it is approved in advance by Computer Services. Only personnel authorized by Computer Services may load software onto any Seminary computer, connect any hardware or other equipment to any Seminary computer, or move or change any Seminary computer equipment.

In addition, information posted, viewed or downloaded from the Internet may be protected by copyright, trademark, piracy or other laws. Reproduction of protected information is permitted only if such reproduction is (1) a fair use or (2) based on express permission given by the copyright owner or authorized agent that is on file with Computer Services at the Seminary or (3) in compliance with use or permission guidelines posted by the owner or authorized agent of the information. It is each user's responsibility to comply with applicable copyright and other legal restrictions and posted use or permission guidelines.

**Virus Protection:** All files originating from a source outside of the Seminary, including files obtained over the Internet must be checked for possible computer viruses before being downloaded onto a Seminary computer. The virus-checking software on each Seminary computer will ordinarily perform this check automatically. All users should contact Computer Services before downloading a file that may pose a particular risk for any reason. All users must follow any other policies or notices with respect to viruses or other security measures that the Seminary may adopt or post from time to time.

**Compliance Required:** All users must comply with the Seminary's Electronic Communications Policy. Violation of the policy may result in discipline, up to and including termination of employment or dismissal from the Seminary

**Responsible Use of E-Mail:** E-mail should be used for work-related [Seminary-related] purposes. The principal purpose of electronic mail (e-mail) is to facilitate instructional, research, administrative, and other work or mission related communications by and among Seminary employees and students. While the Seminary permits reasonable personal use of e-mail (subject to the "No Privacy" policy noted above), such use must not interfere with an employee's work responsibilities or disrupt the work of other users. Users should not use e-mail to widely broadcast "chain letters", "bulk" e-mail (or "spam"), or other non-work related messages. E-mail should not be used for

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personal monetary gain, outside commercial purposes, or for any partisan political purpose, unless approved by the Vice President of Advancement and Communications in consultation with Senior Leadership.

**E-mail correspondence is the property of the Seminary:** All e-mail correspondence is the property of the Seminary, whether or not related to personal or confidential matters. The Seminary reserves the right to monitor its e-mail system, including a user's mailbox, at its discretion in the ordinary course of business. The existence of passwords and "message delete" functions do not restrict or eliminate the Seminary's ability or right to access electronic communications. Please note that in certain situations, the Seminary may be compelled to access and disclose messages that were sent over its e-mail system.

**Standards of confidentiality and security must be observed:** E-mail, which contains confidential information, must be treated as confidential. Users may not share e-mail passwords, provide e-mail access to an unauthorized person, or access another user's e-mail without authorization.

**Offensive, demeaning, harassing, defamatory or disruptive e-mails are prohibited:** E-mail should conform to the same standards of propriety and respect as any other verbal or written communication at the Seminary. Offensive, demeaning, harassing, defamatory or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Seminary's Faculty, Staff and Student Handbook guidelines and "[Anti-]Harassment Policy". Users who become aware of or receive prohibited e-mail should notify Computer Services. Inappropriate use of e-mail may be grounds for discipline, up to and including termination of employment or dismissal from the Seminary.

**Users are responsible for eliminating inappropriate e-mail sent into the Seminary from an outside source:** All e-mail sent or received on a Seminary computer is subject to the same standards of propriety and respect. This includes e-mail sent to the Seminary over the Internet from a source outside of the Seminary. When receiving e-mail from outside sources, users have the responsibility of immediately deleting all e-mail that falls below the Seminary's standards as articulated above, including all pornographic, obscene, and sexually explicit communications. The prohibited e-mail should be deleted before the content of the e-mail is viewed, if possible. Users also have the responsibility of ensuring that others do not see the prohibited e-mail.

**Responsible Use of the Internet:** The Internet is for work-related [and educational research] purposes. The Seminary's connection to the Internet is principally for instructional, research, administrative, and other work or mission-related purposes. Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic or sexually explicit material; engaging in computer "hacking" or other related activities; or attempting to disable or compromise the security of information on any computer. While the Seminary permits reasonable use of its Internet connection for personal reasons (subject to the "No Privacy" policy noted above), such use should not interfere with an employee's work responsibilities, diminish an employee's work efforts, or disrupt the work of other users. For this reason, use of the Internet for personal reasons during an employee's work hours is generally inappropriate.

Participation in work-related Internet discussion groups is permitted with certain restrictions. Users may participate in work or mission-related Internet discussion groups using the Seminary's computers and electronic communications systems, but only to the extent that such participation (1) does not reflect adversely on the Seminary, (2) is consistent with all the Seminary's standards and policies, including those regarding confidential information and public statements, and (3) does not express any position that is, or may be interpreted as, inconsistent with any position taken by the Seminary or that purports to be, or may be interpreted to be the official position of the Seminary. Users who participate in work-related Internet discussion groups are responsible for ensuring that all information provided by them is accurate and that any personal opinions expressed are clearly identified as "personal" and not the opinion of the Seminary. Defamatory statements or personal attacks are strictly prohibited. Any other posting using the Seminary's name or otherwise identifying the Seminary must be approved in advance by the Dean of the Seminary, the Vice President for Operations and Finance, or the President. Work-related Internet subscriptions are allowed. A subscription through a Seminary computer or electronic communications system to an Internet mailing list is permitted only if the subscription is (1) work or mission-related or (2) does not generate numerous messages.

Take precautions when providing or receiving information over the Internet. A user should never provide confidential, proprietary or restricted information about the Seminary over the Internet without the Seminary's prior written consent. This includes but is not limited to information about employees, students' organizational structure, strategic plans, and financial data. Because it is possible for users to hide their true identity on the Internet, contacts made over the Internet should not be trusted with any Seminary information, whether confidential or not, unless a due diligence process has first been performed. Information obtained from the Internet is not subject to quality controls and should be verified by an independent source before being relied upon. Not all sources on the

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Internet provide information that is accurate, complete, current or even legal. The Seminary neither monitors nor controls information accessible through the Internet and cannot be held responsible for its content or use. Users may not establish external network connections. Only authorized personnel may establish Internet or other external network connections. Because other connections may cause unauthorized access to the Seminary's systems and information, they are strictly prohibited. Prohibited connections include but are not limited to the establishment of hosts with public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP).

The Seminary reserves the right to monitor Internet usage at its discretion.

## **USE OF LANCASTER THEOLOGICAL SEMINARY EQUIPMENT**

The equipment used in accomplishing your work [or for instructional purposes] is expensive and may be difficult to replace. Exercise care when using tools and equipment and follow all operating instructions, maintenance requirements and safety guidelines. Damage or deterioration of equipment shall be reported immediately to your supervisor and the Business Office.

You are responsible for all property, materials or equipment issued to you or in your control during your employment with [or education at] Lancaster Theological Seminary. Should you leave Lancaster Theological Seminary for any reason, you are required to return such property, material or equipment to your supervisor before your last day of work.

## Appendix II

### **SERVICES FOR STUDENTS WITH DISABILITIES AT LANCASTER THEOLOGICAL SEMINARY**

Complete information is available on the Lancaster Theological Seminary website at  
My LTS – For Students/Student Services/ Disability Services & Accommodations (ADA)

#### **DISABILITY SERVICES & ACCOMMODATIONS (ADA)**

We strive to provide an environment in which all students have equal access to educational opportunities and the campus community. The Seminary makes it possible for students with documented disabilities to use reasonable auxiliary aids and services to ensure effective participation, provided such auxiliary aids and services meet licensing and accrediting standards and do not change program purposes or impact necessary skills.

Any request for accommodation or modifications is to be initiated by the student and must be supported by documentation that includes:

- a recent diagnosis of the current impairment by a qualified, licensed professional;
- how major life activities and/or learning are impacted by the impairment;
- results of any testing to be reported in a descriptive, explanatory manner to substantiate a request for academic adjustment;
- documentation of history of prior accommodation or modifications, if any.

Casual academic accommodations negotiated between individual professors and the student are not recognized under this policy. A request for academic accommodation that comes late in the semester has no bearing on academic performance prior to the request. Requests for accommodation must be made each semester, although documentation may be required only upon initial request. Costs for diagnosis and/or testing are the responsibility of the student. Lancaster Theological Seminary reserves the right to conduct its own independent evaluation if it so chooses.

#### **For more information contact:**

Beth Grimm, MEd, ES, Educational Specialist

Phone: (717) 392-4063

Mobile Phone: (717) 715-6924

Email: BGrimm@lancasterseminary.edu



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## **Disability Services Overview**

In accordance with equal education opportunity laws, Lancaster Theological Seminary arranges to provide appropriate academic accommodations for students whose disabilities limit their participation in academic programs for which they are qualified. Students are required to notify the Seminary if they will require special services or accommodations in the classroom or if they want faculty, academic advisers, or administrative offices notified of a disability. Appropriate academic accommodations for students with disabilities are determined on an individual basis utilizing the required documentation of the disability.

The Seminary does not have a special program for students with disabilities. For example, there are no special classes or tutors for students with learning disabilities or attention deficit hyperactivity disorder. The academic support system for a student with a disability is the same as the academic support system for all students.

The Seminary has designated Beth Grimm, M.Ed., E.S. as the Educational Specialist . In this role, Beth coordinates services and accommodations to meet the needs of students with disabilities that limit their participation in the programs and activities of the Seminary. She reviews all the required documentation of disability and determines the appropriate academic accommodations for each individual student. Every student at the Seminary has the opportunity to complete a Disability Notification Form available throughout the year at Disability Services. The Seminary considers information provided on this form as confidential and uses it to provide appropriate accommodations for qualifying students.

### **Contact Information:**

Beth Grimm, M.Ed., E.S.  
Educational Specialist  
428 East Orange Street  
Lancaster, PA 17602  
Tel: 717-392-4063

Documentation may also be mailed to:  
Teresa Benneian  
Lancaster Theological Seminary  
555 West James Street  
Lancaster, PA 17603  
Tel: 717-290-8748

## How to Obtain Accommodations:

- Step 1:** The student submits a Disability Notification Form to the Educational Specialist along with documentation from a qualified professional in a timely manner. This form may be obtained from our website. New students to Lancaster Theological Seminary are encouraged to have this form completed within the first week of each semester. The documentation must be current (the evaluation must have been completed within the last 3 years) and comprehensive. Proper documentation will typically include a history, evaluation, diagnosis, an explanation of the functional limitations that the disability has on major life activities, and a list of recommended accommodations. The Educational Specialist at Lancaster Theological Seminary follows the documentation guidelines set forth by the Educational Testing Service. These guidelines can be found at: <http://www.ets.org/disabilities/evaluators/documentation/>
- Step 2:** Ms. Beth Grimm, who serves as the Educational Specialist, reviews the provided documentation, and then contacts students requesting accommodations to engage in a dialogue with them to determine what appropriate accommodations may be given according to the nature of the student's disability, in keeping with the federal laws on disability and their application to institutions of higher education.
- Step 3:** The Educational Specialist will meet with each student by appointment. Prior to this meeting, the student must email the Educational Specialist a list of his/her course numbers and professors names. Each student is then emailed a Education Accommodation Plan (EAP), detailing the accommodations the student is approved for, based upon the submitted documentation.
- Step 4:** Students are responsible for scheduling appointments with individual professors whose classes they are enrolled in once they have received their Education Accommodation Plan (EAP). Students are encouraged to contact professors to request a convenient time to have a full discussion about their specific disability, their concerns in being able to fulfill the requirements of the class, and what both the student and professor are willing to do to help accommodate them. Each professor will also receive a copy of the Academic Accommodations form from the Educational Specialist detailing the approved accommodations for that specific student.
- Step 5:** For the remainder of the student's tenure at Lancaster Theological Seminary, he or she will be contacted via email by the Educational Specialist each semester. At that time, students must email their request for their Education Accommodation Plan (EAP) from the Educational Specialist . A completed EAP copy will then be given to the student and placed on file for their records. Once again, students are responsible for not only meeting with their professors to discuss their accommodations but also doing so in a timely manner.

## Appendix II-A

### **SERVICES FOR STUDENTS WITH DISABILITIES Lancaster Theological Seminary Disability Services Notification Forms**

The Seminary has designed the Disability Services Office as the coordinator of services and accommodations to meet the needs of students with disabilities that limit their participation in the programs and activities of the Seminary. Every student at the Seminary has the opportunity to complete a Disability Notification Form, available at the Lancaster Theological Seminary Disability Services website.

The Seminary considers information provided on this form as confidential and uses it to provide appropriate accommodations for qualifying students.

At the beginning of each semester, Disability Services:

- Notifies via email each student who has been approved for accommodations.
- Once the student responds that they would like to make use of their accommodations for the coming semester, their Educational Accommodations Plan (EAP) is then emailed to them.
- Their Academic Accommodations form is emailed to each of their professors in the current semester, outlining the accommodations granted to the student.

Requests for accommodations should be directed to the attention of Beth Grimm, Educational Specialist . Incoming students should submit their request, along with a Disability Notification Form and appropriate documentation during the first week of each semester.

**To: All Students**

**From: Beth Grimm, M.Ed., E.S., Certified Psychologist and Educational Specialist**

In accordance with equal education opportunity laws, Lancaster Theological Seminary arranges to provide special services for students whose disabilities limit their participation in academic programs for which they are qualified. We ask that you notify us if you will require special services or accommodations in the classroom, or if you want faculty, academic advisers or administrative offices notified of your disability.

If you require special services or notifications, please complete and return the form below. All responses are held in confidence. Information provided in response to this request will be used only for the purpose of assuring access to the programs and services of Lancaster Theological Seminary. After receiving your completed request form, I will contact you if additional information is needed.

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## Lancaster Theological Seminary Disability Notification Form

**NAME (Please print):**

**CELL PHONE:**

**DISABILITY:**

**NOTIFICATION OR SPECIAL SERVICE REQUESTED:**

**PRACTITIONER WE MAY CONTACT FOR FURTHER INFORMATION:**

**STUDENT SIGNATURE:**

**DATE:**

**PLEASE SUBMIT REQUEST FORM TO:**

Educational Specialist  
Beth Grimm,  
M.Ed., E.S., Certified School Psychologist,  
Certified Reading Specialist, Certified Educational Therapist  
Lighthouse Educational Services  
428 E Orange St  
Lancaster, PA 17602

tel 717-392-4063  
cell 717-715-6924  
home: bethgrimm@verizon.net  
work: bgrimm@lancasterseminary.edu

**CONFIDENTIALITY & RELEASE OF INFORMATION - PERMISSION TO RELEASE INFORMATION**

I give my permission for the release and discussion of information regarding my disability and accommodations between the Educational Specialist and relevant personnel at the Seminary such as, Counseling Services, Office of the Registrar, Office of Housing, academic dean, academic advisor, Dean of the Seminary and faculty for classes in which I am either currently enrolled or classes in which I am registered, as warranted appropriate by the Educational Specialist who will only release information on a "need to know basis" as required by law. I also give permission to the Educational Specialist to speak with the practitioner/s treating the condition for which I am requesting accommodations. I understand that the information may only be shared to utilize preparation/provision of reasonable accommodations or auxiliary aids and services for which I am eligible. By signing this form, I understand that this permission to release information remains valid for the duration of my tenure at Lancaster Theological Seminary and that I may rescind or amend this agreement at any time.

**Student Name (please print):**

**Student Signature:**

**Date:**

## Appendix III

### Inclusive and Expansive Language at Lancaster Theological Seminary

Language both mirrors and constructs social reality, often intentionally or inadvertently determining who is included and who is excluded from important conversations. For this reason, Lancaster Theological Seminary promotes the use of inclusive language. For our purposes, inclusive language is language that promotes a diverse and just environment for all in which the broadest possible range of people are represented and included in communal conversations. This includes such matters as language about God, humanity, cultures, nationalities, ethnicities, races, and religions, with regard to characteristics such as sex, gender, sexual identities, social class, age, and differing abilities.

The application and use of inclusive language varies based on the context of the conversation. When speaking confessionally or providing testimony of one's own experiences, it is appropriate to use language that best expresses one's personal experiences and understandings. When speaking to or on behalf of a diverse gathered community (e.g. in classroom presentations or corporate worship), it is appropriate to use language that includes the broadest range of experiences and understandings in a spirit of mutual respect for all present.

The purpose of using inclusive language is to expand the entry and welcome into our conversations, lessons, and liturgies to the full diversity of those served by the seminary. The purpose is not to make anyone abandon deeply cherished language to express their experience of life and faith; though a byproduct of our commitment to the use of inclusive language may indeed be an expansion of all of our capacities to effectively communicate about the things we hold most dear. The possibilities for gracefully rephrasing one's speaking and/or writing, once one develops the habit of doing so, are amazingly diverse.

Potential applications:

- **Language about human beings:** Gender-inclusive language avoids generic use of masculine terms (e.g. man, mankind, or he) to refer to all people. The following terms may be used to more appropriately designate individuals and groups:

For man or mankind: human, human beings, humankind, humanity, people, persons, creatures, citizens, community, ourselves, folk, mortals, beings, etc.

For brotherhood: sisters and brothers, siblings, kindred, peers, friends, community, etc.

For masculine pronouns: he or she, him or her, he/she, s/he (in writing), we, our, their, one, someone, etc.

- **Language about God:** Language describing the divine is always inadequate and will often differ because of culture, theology, and/or denominational ties. Language about God should, however, be both mindful of and reflect the diversity and richness of God's nature and creation. Inclusive language about God aspires toward balance, creativity, and expansion. Building on the use of multiple names and varied imagery for God found in the Hebrew and Christian scriptures, we encourage people to use balanced, neutral, and expansive language when referring to God.

Some suggestions include: Creator, Redeemer, Holy Spirit, Sustainer, Mother and Father God, Holy One, Life Giver, Spirit of Life and Love, Lover, Gracious One, Faithful Guide, You in Whom we Live and Move and Have Our Being, God of Many Names, etc.

- **Language in Formal Academic Work:** Once again, the context of written communication will determine the appropriate use of language. When writing confessionally (e.g. sharing faith experiences or beliefs, journaling, etc.), it is appropriate to use the language that best expresses one's personal experiences and

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understandings. When writing on behalf of or to address the experiences of a larger group of people, it is appropriate to use inclusive or non-exclusive language<sup>11</sup>.

Direct quotations, especially in formal academic work, should generally not be changed to make them inclusive. This is the instance when the writer does not have the full freedom of diction but must observe scholarly standards of accuracy. One should also respect the place of a text within its historical context, and not “fix” a writer’s language anachronistically. If a quoted text is offensive or controversial, it is appropriate to comment in a footnote or to add the Latin (*sic*) to the text to note one’s awareness of the anomaly. Note, however, that one addition of (*sic*) is sufficient for each quotation.

- Language about Other Issues of Power/Privilege/Oppression: We strive to gain awareness of the many intersecting and overlapping issues of oppression or injustice (e.g. racism, classism, ageism, able-ism, sexism, heterosexism, colonialism, militarism, etc.). We encourage our entire community to think about the ways in which our language reinforces some of these deeply ingrained prejudices.

*A few examples that might inform our creative thinking about language:*

Consistently using phrases like “man and wife” or “mother and father” can reinforce the idea that these types of binary heterosexual pairings are the best or only legitimate forms of family. This can undermine the lived experience and deeply valued relationships of those whose families take different forms (e.g. single-parent households, same-gender partners, other non-traditional family structures, etc.).

Consistently equating holiness and/or purity with light/white and sin with darkness/blackness can reinforce negative ideas about race and color, and further support the systems of racism against which we struggle in ourselves, our community, and our world.

Language that connects healing from blindness or lameness (or other disabilities) with salvation from sin can reinforce negative and shaming messages for people with disabilities. Consider using language that recognizes a variety of physical or mental abilities (e.g. “We are marching in the light of God” as well as “We are rolling in the light of God”).

Being attentive to issues of “power” in our language can be an important part of liberation. The use of militaristic language, language that undergirds empire, etc. is something worthy of our reflection.

We recognize that language is constantly evolving. Lancaster Theological Seminary strives to be a community where we openly engage and discuss the intent and impact of various words and phrases on the life of our community with the ultimate goal of authentically engaging our rich diversity and creating an atmosphere where all are empowered to participate in and learn from our conversations.

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<sup>11</sup> As one example of exclusive language, the American Academy of Religion defines gender-exclusive language as, “A consistent pattern of English usage where the male is taken to be the normative human person; i.e. the word “man” connotes both the male and the human as such.” (Adopted from *The New Dictionary of Liturgy and Worship*, J. G. Davies, ed., SCM Press, 1986.)



## Appendix IV

### APPRECIATION OF OTHERNESS and the International Cross-Cultural Requirement

God's love embraces all peoples. It is imperative that leaders for today's and tomorrow's churches be (a) open and sensitive to other people's and peoples' realities, and (b) self-critically aware of their own heritage to theological, cultural, ethnic, racial, gender, and socioeconomic biases and other historical conditioning. It is also imperative that leadership for the church anywhere be cognizant and appreciative of the church elsewhere on earth, in the diversity of its expression.

#### **EDUCATIONAL GOALS**

Appreciation of Otherness: In light of the value placed on the appreciation of others, a goal of the MDiv Program is that students experience and reflect on the following:

- Social and economic otherness (e.g., poverty, wealth)
- National and cultural otherness (e.g., another country with a primary language different from one's own)
- Racial and ethnic otherness (e.g., situations where Euro-American culture is not dominant)
- Ideological otherness (e.g., different theological and political convictions)
- Ecclesiastical otherness (e.g., different pieties, liturgies, polities, mission emphases)

Such experience and reflection are to include what such otherness means for oneself personally and vocationally, and also for the church, its nature, vocation and ministry.

#### **INTERNATIONAL CROSS-CULTURAL SEMINAR REQUIREMENTS**

Means to Achieve the Appreciation of Christian Otherness:

- An important vehicle to achieve an appreciation of ecclesial otherness is the International Cross-Cultural Requirement, a three-week seminar in a Latin-American, Middle-Eastern, African, Asian or Eastern European setting. Sign-up for this during regular registration.
- Field Education and other courses provide additional experience and reflection.

The extent to which each student is achieving this goal is an item of regular review with one's advisor and in the Comprehensive Vocational Reviews.

#### **Learning Objectives for the International Cross-Cultural Requirement:**

Fulfillment of the MDiv requirement shall entail demonstration of the following knowledge and abilities:

To identify current major life values and issues in the life of the people and of the church in a situation that is quite different from one's own.

- To describe some of the daily life experiences and struggles of these people and the church in respect of these values and issues, including their creativity as well as their means to cope.
- To describe the church's understanding of its nature, mission and ministry with these people in this place.
- To discover some of the theological reflection and insights which this body of Christians has to contribute to the ongoing development of Christian tradition.
- To discover and critique some of one's own largely-unconscious and operating theological, cultural, ethnic, racial and gender biases and other historical conditioning.
- To forecast how the international cross-cultural experience may affect one's own future spiritual and vocational development, including the conduct of one's ministry.

#### **How These Objectives May Be Achieved:**

The normative requirement for the MDiv degree is that the seminarian complete a three-week seminar in a Latin-American, Middle-Eastern, African, Asian or Eastern European culture and in connection with Christians in that culture. The Seminary offers at least one such opportunity annually. The seminar experience includes the following qualities and components:

- Advance orientation, including reading, discussion and planning.
- Participation in an approved setting for the three weeks, which includes:
  - maximum encounter with otherness in terms of language, culture, customs and traditions;
  - maximum direct involvement with the people and the church in that setting;

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- a collegial learning environment with appropriate supervision and regular theological reflection.
- Documenting discoveries and learnings through:
  - group reflection (debriefing) at Lancaster Theological Seminary with peers and faculty;
  - a major written report demonstrating the fulfillment of the objectives listed above;
  - a sharing of the experience and learning with the larger seminary community;
  - ongoing reference to the experience and learning as one continues in seminary studies.

## **Exceptions and Alternatives to the International Cross-Cultural Requirement:**

See Section 14 – Master Of Divinity Program/ Alternate Cross-Cultural Seminar Request for the policies and protocols regarding exceptions and alternate proposals.

## Appendix V

**students@lancasterseminary.edu**

### **SEMINARY-ASSIGNED E-MAIL ACCOUNT**

Communications to all registered Lancaster Seminary students will be sent via e-mail to students' Seminary-assigned e-mail accounts. Everyone who uses e-mail at Lancaster Seminary is expected to abide by the policies of the Seminary described in the Electronic Communications Policy outlined in Appendix I of the Student Handbook. Please be sure to read this policy as soon as possible.

All students registered for courses at Lancaster Seminary will be expected to check their Seminary-assigned e-mail accounts regularly for important notices, updates and communications from the Seminary. Information regarding registration information, added or canceled classes, time changes, scholarship information, as well as notification of Stafford Loan disbursements will be communicated via Seminary-assigned e-mail.

- 1. Open a web browser such as Internet Explorer or Firefox.**
- 2. In the Address box at the top of the screen in your web browser, type in:**  
**mail.google.com/a/lancasterseminary.edu then click Go.**
- 3. Type in your user name: provided by Lancaster Seminary**
- 4. Type in your temporary password: provided by Lancaster Seminary**
- 5. Click on Sign In.**
- 6. The first time you login, you will be prompted to change your password.**

**QUESTIONS? CONTACT** Augustine Apprey (aapprey@lancasterseminary.edu if you have trouble logging in.

## Appendix VI

### Lancaster Theological Seminary Policy for Pets and Service Animals

#### Introduction

Keeping pets on campus is restricted to the student apartments in Nevin, Harner, and Bowman. Keeping pets in these apartments is a privilege, not a right. Tenants must commit to abiding by the Pet Policy in order to enjoy the privilege of keeping a pet on campus.

Pets are not permitted in the following buildings: Dietz Refectory, Richards Hall, Mayer Commons, the Lark Administration Building, or the Philip Schaff Library Building. Therefore, pets are not permitted in classrooms, chapel, or in any office.

#### Permission for Tenants to Keep Pets

1. Permission to keep a pet is granted at Lancaster Theological Seminary (herein after to be referred to as Landlord) sole discretion and is subject to Tenant's strict adherence to all aspects of this pet policy. Any Tenant who wishes to keep a pet will first obtain management's approval and sign a pet agreement.
2. Only common household pets will be allowed. These include dogs, cats, fish, birds, rabbits, and rodents, such as guinea pigs and hamsters, kept as companion animals. No Tenants will be allowed to keep more than two pets at any one time. No pets of any kind over 40 pounds are permitted. Requests to keep more than one pet of any other species will be approved at Landlord's discretion. Landlord may, at its sole discretion, deny requests for any animal.
3. In making a decision on whether to approve a Tenant's request to keep a pet, Landlord will take into account the animal's temperament and the arrangements the Tenant has made to care for the pet.
4. Failure to request permission to keep a pet in a Tenant's apartment will be considered a breach of Tenant's lease or other rental agreement and both the Tenant and the pet may be required to vacate the premises.
5. Landlord will inspect apartments on a regular basis, in accord with lease agreement.

#### Behavior and Care

1. Pets are to be housed inside the Tenant's apartment, never outside. Dogs going in and out of an apartment or building must be on a leash and under the Tenant's control at all times.
2. Tenants are responsible for keeping their apartments clean, safe, and free of parasites, including fleas.
3. Dog owners must immediately pick up and dispose of, in a sanitary manner, all dog waste deposited on the street or grounds. Cat owners must place soiled cat litter in tied plastic bags and dispose of the bags in garbage pails designated by the Landlord.
4. All adult dogs and cats must be spayed or neutered, unless a veterinarian certifies that health problems prevent the dog or cat from being spayed or neutered. Documentation of that the dog or cat has been spayed or neutered must be submitted before final approval to keep a pet is given by Landlord.
5. All pets must receive proper veterinary care, including all appropriate vaccinations inoculations; must be well-groomed, and must be given a healthy diet and exercised according to their needs. All pets must also be maintained in accordance with applicable state and local laws. Dogs and cats must wear identification tags at all times. Tenant will supply Landlord with proof of vaccinations each year when the agreement is renewed.
6. No pet is to be left alone in a Tenant's apartment for a period longer than is appropriate in light of the needs of the individual pet. While this period may vary depending on the pet in question, Landlord and Tenant understand that, in general, dogs should not be left for more than 9 hours, and other pets for more than 24 hours, on a regular basis. Landlord will attempt to contact the Tenant if the Landlord has reasonable cause to believe a pet is alone in an apartment beyond what is appropriate, if that pet is creating a disturbance, or if any other emergency situation appears to exist with respect to that pet. If the Landlord is unable to contact the Tenant within a reasonable period, the Landlord may enter Tenant's apartment and make any necessary arrangements for the pet's care, including removing the pet and placing it in a temporary home, such as a boarding kennel. Any costs incurred will be deducted from Tenant's pet deposit. (See below).

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7. Neighbors or other students who are aware of pets being left unattended in apartments are asked to report the situation to the Business Office (during a workday) or the Concierge (in the evening or on a non-work day), who will contact the Business Office. The Business Office will address the situation as outlined above.
8. Tenants are responsible for ensuring that their pets do not disturb or annoy other Tenants or neighbors. Tenants whose pet(s) are determined by the Landlord to be disturbing others must remedy the situation immediately. A Tenant who fails to remedy the situation after three (3) warnings will receive a thirty (30) day notice to remove the pet from the premises. If the Tenant fails to remove the pet, the Tenant will be considered to be in breach of Tenant's lease or other rental agreement and may be required to vacate the premises.

## Fees

Fees are adjusted periodically (normally July 1st) by the Board of Trustees and therefore are subject to change.

1. Tenants are responsible for and must immediately pay for all damages caused by their pets. In addition, each Tenant who wishes to keep a pet must pay an annual fee and pet deposit upon signing the pet agreement. If the cost of repairing any damages to the apartment or the campus caused by the pet exceeds the pet deposit, the Landlord may use funds from the Tenant's regular security deposit to cover the excess. If the Landlord uses all or any portion of the pet deposit or security deposit to cover any pet-related damages or expenses incurred by the Landlord during the Tenant's tenancy, the Tenant must immediately restore the deposits to their full, original amounts.
2. Tenants are responsible for and must immediately pay for all injuries caused by their pets. If Tenant's pet injures a person or another pet on campus, Tenant is responsible for all expenses that are a result of the injury. Payment should be made directly to the injured party. If Tenant's pet injures a person or another pet on campus, Tenant may be required to remove the pet permanently from the apartment and campus.
3. Annual Fee (NON-REFUNDABLE) The annual fee is non-refundable.
  - a. Dog \$150 (2nd dog - \$50)
  - b. Cat \$75 (2nd cat - \$25)
  - c. Other Animals \$50 (2nd - \$50)
4. Pet Deposit \$300
5. The pet deposit is fully refundable if the Landlord determines that there are no damages or other expenses caused by the pet(s) upon Tenant's vacating the apartment or permanently relocating the pet(s).
6. Fines

Anyone, Tenants or any other person, responsible for violating the Pet Policy will incur the following fines. Violations should be reported to the Business Office.

- a. Bringing a pet into a building where pets are not permitted \$25 per violation
- b. Failure to pick up dog waste on seminary grounds \$25 per violation

## Service Animals

### General Information<sup>12</sup>

1. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him or herself. Guide dogs are one type of service animal, used by some individuals who are blind. This is the type of service animal with which most people are familiar. But there are service animals that assist persons with other kinds of disabilities in their day-to-day activities. Some examples include:

1. Alerting persons with hearing impairments to sounds.
2. Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.
3. Assisting persons with mobility impairments with balance.

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<sup>12</sup> This section is taken from [www.ada.gov](http://www.ada.gov). See this website for more information regarding federal regulations regarding Service Animal

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**A service animal is not a pet.**

4. The service animal will be permitted to accompany the individual with a disability to all areas of the facility where the person is normally allowed to go. An individual with a service animal may not be segregated from other people.
5. Service animals used by Tenants are subject to the Annual Fee, Pet Deposit, and behavior and care expectations. The exception is access to all areas where people are normally allowed to go.
6. Tenants planning to bring service animals onto campus on a regular basis must register the service animal with the Business Office.
7. All federal and state laws supersede the Seminary policy in cases where there is a contradiction between them.

**Pet Policy Form**

I have read, understand and agree to the above pet policy in its entirety.

Dated: \_\_\_\_\_ Signature of Tenant \_\_\_\_\_

Name of Tenant (Please print) \_\_\_\_\_

I have no pet(s) at this time.

Dated: \_\_\_\_\_ Signature of Tenant \_\_\_\_\_

Name of Tenant (Please print) \_\_\_\_\_

Revised 8/8/13

6 This section is taken from [www.ada.gov](http://www.ada.gov). See this website for more information regarding federal regulations regarding Service Animal