

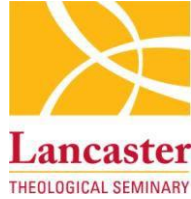


Lancaster
THEOLOGICAL SEMINARY

2014-2015 STUDENT HANDBOOK



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



Lancaster Theological Seminary Mission Statement

Created by the Sovereign God,
in witness to the cross and resurrection of Jesus Christ,
empowered by the Holy Spirit,
Lancaster Theological Seminary of the United Church of Christ
celebrates its catholic and evangelical heritage in the reformed tradition
and participates in the ecumenical ministry of Christ's church by:
educating and strengthening leaders for congregations of the
United Church of Christ and other denominations;
enabling other Christian vocations in church and society;
fostering lifelong learning;
stimulating critical theological reflection;
nurturing a worshiping and caring community;
and working for the justice and peace which mark the reign of God,
to whom be the glory forever!
Amen

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: MDiv, MA (Religion), DMin

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

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
USA
215-662-5606 ~ 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 race, color, sex, religion, age, creed, marital status, national origin, ancestry, physical or mental disability, sexual orientation, affectional preference, veteran or citizenship status 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

The Academic Year at Lancaster Theological Seminary consists of two semesters divided as follows:

Fall Semester (1)		Spring Semester (2)		
Session 1 - Summer II	Session 2 - Fall	Session 3 - January	Session 4 - Spring	Session 5 – Summer I
Courses beginning July 1 through August 31 August Term Intensives 3 weeks Maximum credit load: 3 credits	Fall Term 14 weeks* Maximum credit load: 18 credits	January Term 1, 2, & 3 week intensives Maximum credit load: 3 credits	Spring Term 14 weeks* Maximum credit load: 18 credits	Courses beginning mid-May through June 30. 1, 2 & 3 week intensives Maximum credit load: 3 credits

* 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 Students.
- **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**
- **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)
- **CERTIFICATE OF LAY LEADERSHIP and CERTIFICATE IN YOUTH AND YOUNG ADULT MINISTRY** students are those who are engaged in a program of non-degree lay education leading to a certificate with concentrations in youth ministry, Christian education, biblical studies, lay leadership, congregational care or Christian spirituality.

GRADE LEVEL ADVANCEMENT For reporting purposes, including Stafford loan certification, the following grade level designations have been adopted:

- **Junior:** Master of Divinity, 0-32 credits; Master of Arts (Religion), 0-26 credits; D.Min., tuition billings 1 through 8.
- **Middler:** Master of Divinity, 33-63 credits; D.Min., tuition billings 9 through 15.
- **Senior:** Master of Divinity, 64-94 credits; Master of Arts (Religion), 27-52 credits; D.Min., project phase.

TIME LIMITS FOR COMPLETION OF DEGREE PROGRAMS

- **Master of Divinity** program must be completed within 8 years (16 semesters) of first registration.
- **Master of Arts (Religion)** program must be completed within 6 years (12 semesters) 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 equivalent¹ (see Section 17). A cumulative grade point average of 3.0 is expected.
- Four letters of reference (Two letters of reference for Unclassified status and certificate applications)
- Biographical Essay
 - Master's and Doctor's applicants should submit a typewritten statement of not more than five pages (double-spaced) addressing their life experiences, vocational interests, educational goals and gifts for ministry.
 - Unclassified and certificate applicants should submit a letter explaining their interest in seminary studies.
- Application fee
- Interviews with a faculty member and the Director of Recruitment, Admissions and Financial Aid are required for Master of Divinity, Master of Arts (Religion) and Doctor of Ministry applicants. An interview with the Director of Recruitment, Admissions and Financial Aid only is required for Unclassified status and certificates. It is preferable that the application and essay be completed and submitted before scheduling interviews.
- Child Abuse and Criminal Background Checks are required of all who are registered for resident courses at Lancaster Seminary.
- 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 consideration:

- M.Div., MA(R), Unclassified, Certificates, Special: June 1 for entry into the next fall semester; November 15 for entry into the next spring semester.
- D.Min: May 1 – Applications and supporting documents received by this date are reviewed 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 equivalent², 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. See Master of Divinity Program, Section 14.

Doctor of Ministry Candidates: Applicants to the D.Min. program are expected to have been engaged in professional ministry for at least three years after receiving the M.Div. 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 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:

¹ 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.

² Consideration to accept an equivalency to a baccalaureate degree is determined by the Vice President of Academic Affairs/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 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 Students: The Dean of Students at Lancaster Seminary assists the Dean of the Seminary in supporting students in their academic, vocational and personal development. The Dean of Students is available by appointment to consult with students in a variety of situations, such as adjustment to seminary life, academic difficulties, interpersonal and family issues, conflict situations, alternative cross-cultural planning and academic accommodations under the Americans with Disabilities Act. The Dean of Students offers brief, confidential consultation to assess problems and identify solutions as well as referral to community resources for those who need specialized assistance such as counseling, medical care and financial management.

Graduation Requirements: Upon recommendation of the faculty and final approval of the Board of Trustees, the Master of Divinity, Master of Arts (Religion) and Doctor of Ministry degrees, Certificate in Youth and Young Adult Ministries and the Certificate of Lay Leadership 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 and Certificates 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 term 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 (M.Div.: 6 payments at the prevailing semester rate; MA(R): 4 payments at the prevailing semester rate; D.Min.: 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 term 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.
- 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 Vice President of Academic Affairs/Dean of the Seminary no later than April 1 of the commencement year.

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- A final grade must be submitted no later than August 31 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 Vice President of Academic Affairs/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.

- **Traditional Courses:** A traditional face-to-face course offered at Lancaster Theological Seminary is assigned an academic credit value based on the number of contact hours and class preparation time established for that course.
 - One academic credit is assigned for each hour of lecture for 14 to 16 one-hour sessions.
 - For each hour of lecture, it is expected that an additional two to three hours per session would be spent outside of class time in reading, research, writing and preparation.
 - It is expected that students would be assigned 350 to 420 pages of reading per credit.
 - Therefore, a 3-credit course would meet for the equivalent of 14 to 16 three-hour sessions, with 6 to 9 hours per session of outside reading, research, writing and preparation.

# of Academic Credits	Course Credits Guidelines – Traditional Courses				
	Class Time [Hours]	Preparation** [Hours]*	Total [Hours]*	Sessions	Pages of reading [per course]***
1 credit	1	2 - 3	3-4	14 to 16 Sessions or equivalent	350-420
1.5 credits	1.5	3 - 4.5	4.5-6		425-630
2 credits	2	4 - 6	6-8		700-840
3 credits	3	6 - 9	9-12		1050-1240
*Hours per session **Preparation time includes reading, writing and research. ***Professors must take into account the level of difficulty of assigned readings. These numbers represent guidelines for professors in the preparation of their courses. In addition, courses that include lab components may also require adjusted reading amounts.					

On-line, Summer Academy, Hybrid, Directed Study Courses: The seminary also offers other types of courses in which fewer hours are spent in a classroom setting and more time is spent doing independent work or coursework outside the classroom. In these cases, courses will often include more reading than the traditional classroom courses. The chart below provides guidelines for the creation of such courses.

Course Credit Guidelines – Summer Academy, Hybrid, Directed Study				
# of Academic Credits	Class Time [Hours]*	Preparation** [Hours]*	Total [Hours]*	Pages of reading [per course]***
1 credit	30 min.	4-6	4.5-6.5	700-840
1.5 credits	45 min.	6-9	6.75-9.75	1050-1240
2 credits	1	8-12	9-13	1400-1680
3 credits	1.5	12-18	13.5-19.5	2100-2520
*Hours per session **Preparation time includes reading, writing and research. ***Professors must take into account the level of difficulty of assigned readings. These numbers represent guidelines for professors in the preparation of their courses. In addition, courses that include lab components may also require adjusted reading amounts.				

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.

- **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 two semesters for master's students, or one full year for doctor's 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 Students; a doctor's student must make an appointment with the Chair of the Doctor of Ministry Committee.
 - prior to June 1 to return in the next fall semester; or
 - prior to December 1 to return in the next spring semester.
 - 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 Vice President of Academic Affairs and 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 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 for any reasonable 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.

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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.
- 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 Students.
- 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; (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: *MLA Handbook for Writers of Research Papers*. New York: Modern Language Association, 1999. All students are urged to purchase the most current edition of this handbook.

- Papers that do not conform to this standard may be returned by professors for rewriting.
- 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: Furnish, Bob. *Write Right: An English Handbook*. Bloomington, Ind., Phi Delta Kappa, Box 789, n.d., Revised and expanded edition, 1996.

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.

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 Vice President of Academic Affairs/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 Vice President of Academic Affairs/Dean of the Seminary or the appropriate department professor.
 - All transfer credits and advanced standing are subject to approval by the Vice President of Academic Affairs/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 (M.Div., Section 14; MA(R), Section 15; D.Min. Section 17). 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:

- **M.Div. to M.Div.: Transfer from M.Div. program at another ATS accredited institution into M.Div. at Lancaster Seminary:** A minimum of thirty (30) credit hours of study must be successfully completed at Lancaster Theological Seminary, and all graduation requirements must be satisfied, in order to earn the Lancaster Theological Seminary M.Div. degree.
- **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 M.Div.: Transfer from MA(R) program at another ATS accredited institution into the Lancaster Seminary M.Div. program:**
 - If MA(R) or equivalent degree was not awarded, the equivalent of a minimum of two (2) years of study (at least 60 credits) and all requirements for graduation must be successfully completed at Lancaster Seminary to earn the Lancaster Seminary M.Div. degree.
 - If MA(R) or equivalent degree was awarded from another institution: Up to 16 credits (1/6 of the Lancaster Seminary M.Div. degree per ATS standards) may be considered for transfer as "Advanced Standing³" credits. The equivalent of a minimum of two (2) years of study (at least 60 credits) and all requirements for graduation must be successfully completed at Lancaster Seminary to earn the Lancaster Seminary M.Div. degree.

³ 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."

- **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 M.Div. degree at Lancaster Theological Seminary provided that they meet all other conditions for transfer credits.
- If accepted, the student will enter the M.Div. degree program under the prevailing graduation requirements for the degree.
- Upon successful completion of the M.Div. program, the student must relinquish the Lancaster Seminary MA(R) diploma.

Transfer Between Lancaster Seminary Master's Programs: Students already accepted into the M.Div. or MA(R) program at Lancaster Seminary may make application to transfer from M.Div. to MA(R) or MA(R) to M.Div. program according to the following guidelines:

- 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 Director of Recruitment, Admissions and Financial Aid.
- Updated references supporting the change of degree request may be required. (pastor, judicatory, etc.)
- 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 M.Div. 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..
- Up to six (6) credit hours of on-line study from an ATS-accredited institution, including Lancaster Seminary, may be applied toward the D.Min. degree upon approval of the Doctor of Ministry Committee.

SECTION 5 – REGISTRATION POLICIES AND PROCEDURES

Course Registration for Summer II and Fall terms (Sessions 1 and 2) usually takes place the preceding March or April. Registration for January intensives, Spring and Summer I terms (Sessions 3, 4 and 5) 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 Vice President of Academic Affairs/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**
 - Fall or Spring Term (14 weeks each) - Up to End of Day 10 of the Term
 - 7-week Course – Prior to 3rd class meeting
 - 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.
- 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 Vice President of Academic Affairs /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 Vice President of Academic Affairs /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 Vice President of Academic Affairs/ 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 Vice President of Academic Affairs/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.
- 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 Registrar on or before the close of business on the designated date noted on the following schedule.**
 - **Extension for Summer II Term (Session 1) must be submitted by September 15.**
 - **Extension for Fall Term (Session 2) must be submitted by February 15**
 - **Extension for January Term (Session 3) must be submitted by March 15**
 - **Extension for Spring Term (Session 4) must be submitted by June 15**
 - **Extension for Summer I Term (Session 5) 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 Vice President of Academic Affairs/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 new date negotiated with the professor 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 Vice President of Academic Affairs/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 not in the LTS/LGH Chaplaincy program may register for four (4) elective credits for one basic unit of CPE (PT354) undertaken within the context of their theological studies at Lancaster Seminary. Students in the LTS/LGH Chaplaincy program, see Master of Divinity Program, Section 14.
- 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 \$900.00), 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 four (4) credit hours for CPE.
- CPE completed prior to study at Lancaster Seminary is not eligible for transfer into a Lancaster Seminary degree program.
- If CPE has been approved as the student’s field education assignment, the student will not register for PT354. See the Coordinator of Field Education for instructions.

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.

- **Lancaster Seminary Summer Academy:** Degree-seeking Lancaster Seminary students may submit requests to earn academic credit for eligible Summer Academy offerings, subject to approval by the Vice President of Academic Affairs/Dean of the Seminary.
 - To earn academic credit, students will be expected to attend every session of the offering and complete supplemental readings and assignments as defined in a syllabus provided by the professor, with final submission of assignments no later than September 1.
 - For eligible offerings, registration procedures and forms, go to www.lancasterseminary.edu Current Students > MY LTS > Register for Classes > My LTS-For Students..
- **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 Vice President of Academic Affairs/Dean of the Seminary prior to the registration period.
 - Lancaster Seminary students who live 75 miles away from the Lancaster Seminary campus and/or have a demonstrated hardship may request to register for on-line courses offered by Lancaster Seminary during the regular 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.

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. Beginning the Fall 2014 semester rent will be posted as a total starting August and going through December. Spring semester will be posted as a total starting January through May.

Distribution of Monthly Statements: Lancaster Seminary does not mail paper billing statements to enrolled students. Through the student's seminary-assigned email, the Business Office notifies students when the monthly billing statement is available in the SONISWEB system. Failure to acknowledge and review the electronic statement does not relieve responsibility for timely payments.

Tuition and Fees⁴ are set each year by the Board of Trustees. 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).

Tuition Discount: Students 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.
- **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 attendance for the Master of Divinity program includes a Cross-Cultural Seminar Fee set by the Board of Trustees to be charged to the student's account Beginning with the first Fall Semester and continuing for the next two semesters of study, one-third of the fee is charged to the student account of M. Div. students registered for 6 or more credits in a semester.
 - M. Div. students registered for fewer than 6 credits in a semester may elect to be billed and pay the Cross-Cultural Seminar Fee in the first five (5) semesters of study. See the Business Office to make this arrangement.
 - The fee will remain the same for the duration of the 3 or 5 billings and payments.
 - The fee should be considered as educational expenses on the FAFSA and the Lancaster Seminary Financial Aid Application Form.
 - This fee helps to underwrite a portion of the travel and related expenses incurred by the seminary for the Cross-Cultural Seminar trip, a requirement in the M.Div. program.
 - See Master of Divinity Program, Section 14, for complete procedures for billing, payment and adjustment of the fee.

⁴ 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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- M.Div. students should begin financial planning for the Cross-Cultural Seminar as soon as they begin the M.Div. program.
- **Overdue Balance Fee:** An Overdue Balance Fee will be assessed at a rate of \$5.00 plus 1% 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.
- **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.

Payment of Tuition and Fees: Tuition bills for the Fall Semester will be made available in July, with payment due the last day to drop a class without penalty. Tuition bills for the Spring Semester will be made available in early December, with payment due the last day to drop a class without penalty. **Students are expected to make payment-in-full for tuition and fees by the the last day to drop a class for the semester.**

- 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; January 3 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 > 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;

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- Receive grades⁵. 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.
- 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) will be 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.

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**
 - Fall or Spring Term (14 weeks each) - Up to End of Day 10 of the Term
 - 7-week Course – Prior to 3rd class meeting
 - 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 as determined by the Dean.
- **50% Tuition Refund if appropriate signed form or notice is received by the registrar**
 - Fall or Spring Term (14 weeks each) - Up to End of Day 20 of the Term
 - 7-week Course – Prior to 4th class meeting
 - 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.**
- 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.

⁵ 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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Reimbursement for Clinical Pastoral Education (CPE) Students who register for CPE are charged tuition at the regular Lancaster Seminary tuition rate. See also Registration Policies and Procedures, Section 5.

- At the request of the student registered for PT354, the Seminary will cover the site fee only, not to exceed nine hundred dollars (\$900.00).
- Any other fees charged by the site are not eligible for reimbursement.
- If the student should not complete the CPE, the student may 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 > Admissions > Financial Aid Information.

- **Financial Aid Application Deadline: Prior to April 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) 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 94 attempted credits for M.Div. students or a maximum of 52 attempted credits for MAR 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.
 - M.Div. and MA(R) students enrolled for a minimum of six (6) credits per semester and all D.Min. students are eligible to apply for Stafford Loans.
 - **Fall Semester Certification:** returning students should apply by April 15; new students should apply as soon as they are accepted if they have not already done so in conjunction with the admissions process. At the latest, this application should be completed no later than one month prior to entrance.

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- **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 Officer 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 grades⁶. (See also Past Due Accounts).
- A student whose Seminary account shows a balance over \$200 as of June 30 will be placed on Administrative Leave of Absence (See Section 4 > Separation from Seminary).
- **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. Subsidized Federal Stafford Loan
3. Direct Unsubsidized Stafford Loan
4. Direct Subsidized Stafford Loan
5. Federal Perkins Loan
6. PLUS loans received on behalf of the student
7. Direct PLUS loans received on behalf of the student
8. Federal PELL Grant
9. Federal SEOG Program Aid
10. Other Title IV grant or loan assistance

⁶ 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.

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):**
 - 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.

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- 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 semester following the one in which it was earned will remain on the student's permanent record. (Earned Fall semester, must be resolved by the last day of the following a Spring semester; earned Spring semester, must be resolved by the last day of the following Fall semester.)

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 three weeks of the beginning of a Fall or Spring term 14-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 Vice President of Academic Affairs/Dean of the Seminary.
- The student will be charged tuition at the time of registration for the course to be repeated.
- 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 Students, or the doctor's student may bring the concern to the Chair of the Doctor of Ministry Committee.

- The Dean of Students (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 Students (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 Students (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 Students (or Chair) will make a determination on the final grade.
- If the student is not satisfied with the decision of the Dean of Students (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 tract 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 Vice President of Academic Affairs/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 Vice President of Academic Affairs/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 Vice President of Academic Affairs/Dean of the Seminary and the Dean of Students, 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 Vice President of Academic Affairs/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 STUDENT CONDUCT

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 student conduct are divided into two categories: Academic Honesty and Personal Conduct.

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.

Plagiarism: Where there is an indication of dishonesty or plagiarism on the part of a student in the completion of academic work, the following procedure will be followed⁷ (adopted by faculty and effective as of 2/18/2013): The professor will meet with the Vice President of Academic Affairs/Dean of the Seminary, explaining and providing documentation for the alleged breaches of the seminary's standards for Academic Honesty.

If the Vice President of Academic Affairs/Dean of the Seminary determines that the evidence warrants further investigation, s/he will convene a meeting with himself/ herself, the professor(s) of the course(s), the student, the faculty advisor, and the Dean of Students.

If, after this meeting, the Vice President of Academic Affairs/Dean of the Seminary believes that a breach of the seminary's standards for Academic Honesty is indicated, the following steps are taken:

If the alleged breach is the student's first offense while at the seminary, the Vice President of Academic Affairs/Dean of the Seminary may choose to issue a formal warning to the student and place documentation indicating such in the student's file. No additional action is taken. This determination is made at the discretion of the Vice President of Academic Affairs/Dean of the Seminary, in consultation with the Dean of Students.

The student has the right to request that the case be reviewed by the standards committee.

At the discretion of the Vice President Academic Affairs/Dean of the Seminary may, and for all cases following the first offense, the Vice President will refer the matter to the Standards Committee, which will investigate the matter and formulate a motion for action by the faculty. See Standards Committee, Section 9.

If the Vice President of Academic Affairs/Dean of the Seminary is the professor of the course in which a breach is alleged, the above process will be overseen by the chair of the Standards Committee.

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. 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 should be followed when there is a breach in the Personal Conduct expectations. When appropriate, the Vice President of Academic Affairs/Dean of the Seminary, in consultation with the Dean of Students, President, and/or by written request of any of the parties directly involved, may convene the Standards Committee.

Institutional Policies: 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).

⁷ Adopted by faculty, effective 2/18/2013.

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Standards Committee: The Standards Committee is appointed annually by the Vice President of Academic Affairs/Dean of the Seminary, and consists of two faculty members (excluding the President, the Vice President of Academic Affairs/Dean of the Seminary and the Dean of Students) and two students.

- When called, the Standards Committee meets as soon as possible, usually within 48 hours after receiving a referral. In most cases the Committee will request pertinent information, meet with the student(s) involved, 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 Vice President of Academic Affairs/Dean of the Seminary for removal of suspension after satisfactory completion of recommended steps.
 - Removal of suspension is an action of the Vice President of Academic Affairs/Dean of the Seminary in consultation with the faculty.
 - **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.
- In the case of a Master of Divinity student, the Vice President of Academic Affairs/Dean of the Seminary will report the decision of the faculty to the student's endorsing denominational body when such action is appropriate.

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 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 Vice President of Academic Affairs/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 Vice President of Academic Affairs/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 PROCEDURE⁸

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 Students. 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 Students will respond to all parties in writing.
- Any grievance involving the Dean of Students should be addressed to the Vice President of Academic Affairs/Dean of the Seminary.
- Any grievance involving the Vice President of Academic Affairs/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 Students, the Vice President of Academic Affairs/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:
 - Dean of Students for issue involving a faculty or staff person.
 - The Vice President of Academic Affairs/Dean of the Seminary for issue involving the Dean of Students.
 - The President for issue involving the Vice President of Academic Affairs/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*.

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*.

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

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

SECTION 12 – SCHAFF LIBRARY

For Library hours, please see <http://lancasterseminary.edu/library>

Circulation

- A Lancaster Seminary photo ID 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. Circulating books may be checked out for 30 days. Audio-visual material and curricular resources may be checked out for 14 days. Course reserve materials may be checked out for 3 hours. Renewals may be made by phone (290-8707), by email (library@lancasterseminary.edu), in person, or through the library web site. There is a limit of 2 renewals per item. All circulating materials are subject to recall after two weeks if requested by another patron and will be due within three days. 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 asked to pay for a replacement copy of the damaged item plus a cataloging 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, 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.

Reference Assistance

The Seminary Librarian is usually available for reference inquiries during regular seminary business hours. You may email reference questions to reference@lancasterseminary.edu, or submit a question 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.
- Forms for requesting such materials are found on the circulation desk and online.
- 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.

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 one hour 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 Fines Notices

- Overdue materials accumulate fines at the rate of \$.25 per day per item.
- The circulation system creates courtesy reminders of materials that are overdue; however, not receiving an overdue notice does not negate the borrower's responsibility to return materials to the library on time.
- When the total unpaid fine reaches \$5.00 a bill will be sent out and borrowing privileges are suspended. If the overdue materials are not returned and resultant fines paid, the student will receive an invoice for the replacement cost of the material plus a cataloging fee.

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. Patrons are charged at replacement cost for the material plus a \$25 cataloging fee.
- Two weeks prior to the end of the Fall Semester and on the graduation clearance date in the Spring Semester any unpaid fines or missing book charges are submitted to the Business Office and added to your student account.

Word Processors

- Word processing computers are provided for student use.
- Bring your own USB flash memory drive to save your work. Anything saved to the C:\ drive is deleted.

Photocopying/Printing

- A card-operated copy machine/printer is available for student use.
- Instructions and costs are posted on the card vending machine.
- Please bring small bills; our change making resources are extremely limited.

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.

Amenities

- The library is spacious and comfortably equipped with carrels, tables, comfortable seating and meeting rooms. On-line catalogs, Internet access, wireless Internet, electronic resources and on-line periodical indexes are all available. A variety of handouts on the use of some of these computer resources as well as the library in general are available.
- Library staff will remove all materials from tables and carrels that are not checked out. Patrons are asked to not re-shelve items. Items no longer in use can be left on tables or returned to the circulation desk drop box.
- 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.
- Washrooms are provided within the library.
- Food is not permitted in the library building beyond the security gate. A student snack area is provided off the entrance lobby. Beverages with secure lids are allowed in the carrels. 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.
- LTS Students have borrowing privileges at F&M Library and all Southeastern Pennsylvania Theological Library Association (SEPTLA) libraries. See library staff for details.

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 not 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 Dean of Students.
- 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.
- **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

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- **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.
- **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-in dates:** Between 8:30 a.m. and 4:30 p.m. Monday through Thursday during the week prior to the beginning of the Summer II Term or the first day of the Fall Term. If the student cannot move in during these times, special arrangements must be made with the Business Office at least 30 days prior to anticipated move in.
- **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 Policy⁹:** 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.

⁹ 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.

- 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 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 full-time 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 Students 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 Richards Hall should be submitted to the administrative assistant in the Business Office.

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Campus Center: [Mayer Commons and Glatfelter Room] The Campus Center, which includes the Mayer Commons and Glatfelter Room, is available for informal and impromptu gatherings. The Mayer Commons and Glatfelter Room may be reserved for meetings or special occasions through the Business Office. Key fob access to the Campus Center is available to all registered students. Issuance of a key fob and rules governing its use are available in the Business Office.

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 during the Fall and Spring Terms. Communion is celebrated on Wednesdays at 11:10 a.m.

Community Hours: On Thursdays from 11:10 a.m. to 12:00 noon the community gathers for events planned by faculty and/or students. Any person or group within the Seminary Community may sponsor a community hour by submitting a written request/proposal to the Office of the Vice President of Academic Affairs/Dean of the Seminary.

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.

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 Language¹⁰: 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. Information for students, including forms, access to SonisWeb, course offerings and descriptions, student handbook, on-campus job opportunities, graduation information, may be found under "Current Students > MY LTS" 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.

Non-discrimination Statement: Lancaster Theological Seminary affirms a commitment to equality of opportunity for all individuals and does not discriminate on the basis of sex, age, race, color, ability, or national or ethnic origin 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.

¹⁰ See Appendix III for the full Inclusive and Expansive Language Statement

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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-demarkated 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.
 - 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. Watch the Lancaster papers for the winter date when street cleaning is stopped and the spring date when the cleaning is resumed.
- **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.

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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 President'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 resident 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, Vice President of Academic Affairs/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, Vice President of Academic Affairs/Dean of the Seminary, Vice President of Advancement and Communications, Director of Recruitment, Admissions and Financial Aid, Dean of Students, and Vice President of Operations and Finance. 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) Education and Student Life Committee of the Seminary; (2) Committee on Diversity; (3) Doctor of Ministry Committee; and (4) 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

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Committee Name	Mission	Areas of Concern
EDUCATION & STUDENT LIFE COMMITTEE OF THE SEMINARY	Review and recommend to the Faculty changes in academic policy, including course proposals and changes, degree requirements, revisions of the <i>Student Handbook</i> related to master's programs, as well as matters related to community life.	Master's programs, Library, special education programs, recreation, housing & parking concerns, community hours, social activities.
COMMITTEE ON DIVERSITY	Coordinate events celebrating the diversity of the Seminary Community	All areas of Seminary life
DOCTOR OF MINISTRY COMMITTEE	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
FACULTY DEVELOPMENT AND REVIEW COMMITTEE	Review and recommend to the faculty and administration policies, procedures, appointments, tenure and promotion as related to the faculty.	Professional development of the faculty.
REGULAR FACULTY	Generative, strategic and fiduciary thinking and implementation of academic programs of the Seminary.	Academic programs and curricula.

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. An SCC office is located in the Campus Center. Further information about the SCC may be obtained from the SCC office. For further information, Ee-mail the SCC at 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 ordained ministry. In many denominations, completion of a Master of Divinity degree is a prerequisite for ordination.

In the context of Lancaster Seminary's Mission Statement, the Master of Divinity curriculum is a program of study, worship, **practice and** common life which requires personal and critical engagement with God, creation, society, others and self for the **sake of** the Gospel in the contemporary world. Its purpose is to enable students to:

- Deepen personal commitment and devotion to Gospel and church
- Develop the maturity of character required for the competent and ethical practice of ordained ministry as a lifelong vocation
- Develop a critical and imaginative vision of God, creation, society, church and self and their interrelatedness
- Participate in the traditions of faith while anticipating the unique challenges of a diverse and changing world
- Engage in theologically grounded ministries of compassion, nurture, justice and proclamation that support fullness of life for all people
- Demonstrate the knowledge and ability necessary for the practice of ministry in social, cultural, environmental and ecclesiastical contexts.

Any student able to undertake the course of study full time is encouraged to do so. A sequence of courses for a full-time Master of Divinity student usually includes 30 credit hours each academic year in addition to summer and January term courses. Courses noted as required are offered at least once each academic year. The entire program of 94 academic credits is designed to be completed in three years of full-time study.

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. The degree must be completed within 16 semesters (8 years) from the time of first registration.

See also:

- Master of Divinity with Specialization in Spiritual Direction (in partnership with Shalem Institute)
- Master of Divinity with Specialization in Chaplaincy (pending revisions)
- Master of Divinity with Certificate in Youth and Young Adult Ministry

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MASTER OF DIVINITY PROGRAM REQUIRED COURSES AND COMPONENTS

A total of 94 credits as well as all non-credit components of the program must be successfully completed for graduation.

Required courses and components:

COURSE NUMBER	COURSE NAME	RECOMMENDED YEAR	SEMESTER OFFERED
ARI100-NC (0)*	Anti-Racism Institute	1 or 2	January or August
BT101 (0)	Boundary Training	1	In conjunction with MS107
CH111 (3)	History of Christianity I	2	Fall
CH113 (3)	History of Christianity II	2	Spring
CVR (0)	Comprehensive Vocational Review	2	In conjunction with MS207
EM100 (3)	Introduction to Educational Ministries	1	Fall
EM310 (4)	Teaching Religion in America	3	Spring
MS101 (2)	Interpretive Task and First-year Students Retreat	1	Pre-Fall Intensive
MS106 (2)	Integrative Formation Seminar I	1	Fall
MS107 (2)	Integrative Formation Seminar II	1	Spring
MS206 (2)	Integrative Formation Seminar III	2	Fall
MS207 (2)	Integrative Formation Seminar IV	2	Spring
MS203 (0)*	Cross-Cultural Component	2	Spans Fall & Spring
NT111 (3)	Jesus and the Gospels	1	Spring
NT113 (3)	Paul and the Early Church (prerequisite NT111)	2	Fall
OT112 (3)	Introducing the Old Testament I	1	Fall
OT114 (3)	Introducing the Old Testament II (prerequisite OT112)	1	Spring
PH240 (or RS240) (3)	Roots of Wisdom I: Exploring Philosophical Thinking	2 or 3	Spring
PL311 (2)	Ministerial Ethics	3	Fall
PT120 (3)	Introduction to Pastoral Care & Counseling	1	Spring
RS205 (3)	Church and Human Sciences	3	Spring
RS240 (or PH240) (3)	Roots of Wisdom II: Exploring Religious Phenomena	2 or 3	Fall
TH100 (3)	Introduction to Theology	1	Fall
TH200 (3)	Christian Doctrine	2	Spring
TH305 (3)	Christian Social Ethics	3	Fall
WP205 (3)	Christian Worship	2	Fall
WP210 (3)	Introduction to Preaching	2	Spring
*ARI – 1.5 elective credits may be requested ;p MS203 - 3 elective credits may be requested			
Not required for graduation but highly recommended			
PL306 (3)	Transformational Leadership: Church Administration, Stewardship & Evangelism	Prerequisite MS207	One-week Intensive
MS142 (1.5)	Methods for Theological Writing		Every semester
MS317 (1)	Ministerial Leadership Seminar	Prerequisite MS207	Spring

See Chart A: Recommended Sequence of Required Courses Completion of M.Div. within 3 Years.

If undertaking a specialization or certificate in the context of the M.Div. degree, see specific requirements for those programs in Charts B and C.

Requirements for Graduation in the Master of Divinity Program

- Successful completion of 94 credits, including elective courses and a distribution of required core courses as noted above, with a cumulative grade point average of at least 2.0.
- Completion of Comprehensive Vocational Review [CVR] (in conjunction with MS207).
- Completion of Anti-Racism Institute (1.5 elective credits available)
- Completion of Boundary Training Workshop (in conjunction with MS107).
- Completion of the International Cross-Cultural Seminar (MS203).(3 elective credits available)
- Successful completion of Ministry Seminars and Field Education.

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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.
- 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 during the month of May for entrance into the following Fall semester. 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.
- Priority may be given to persons in this category who are able to undertake full-time study (at least 12 credits per semester).
- **Bachelor's Degree Educational Equivalent:** Consideration to accept an equivalency to a baccalaureate degree is determined by the Vice President of Academic Affairs/Dean of the Seminary and the Dean of Admissions and Recruitment 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).

The Ministerial Formation Component: Ministerial Formation is that portion of the Master of Divinity program which encompasses **Ministry Seminars, Field Education, the Comprehensive Vocational Review (CVR)** and the **International Cross-Cultural Seminar**, all of which are required for graduation. Each seminarian enrolled in the Master of Divinity program is required to participate for four full terms in an assigned Ministry Seminar group consisting of a small group of seminarians, a ministerial guide and a faculty advisor. The Ministerial Studies component is administered by the Office of Ministerial Studies in consultation with the faculty and the Education and Student Life Committee of the Seminary. The components of the Ministerial Formation Program are as follows:

- **MS101 – Interpretive Task and First-year Seminarians' Retreat (2 credits)**
 - Four- to five-day intensive class (usually 9am to 4pm) in the Summer II Term immediately prior to the student's first semester of study, including an overnight retreat.
 - **MS101** Must be successfully completed before proceeding to MS106/107 sequence. Exceptions are at the discretion of the Vice President of Academic Affairs/Dean of the Seminary.
 - Master of Arts (Religion) students are permitted to register for MS101.
- **MS106 (Fall Term) and MS107 (Spring Term) - Year One Ministry Seminars: Shaping a Life of Faith**
 - **Pre-requisite:** successful completion of MS101.
 - Students are required to meet with the same seminar group in the same time slot for consecutive Fall and Spring Terms.
 - Master of Arts (Religion) students may request permission of the Vice President of Academic Affairs/Dean of the Seminary to participate in this sequence.
- **MS206 (Fall Term) and MS207 (Spring Term) - Year Two Ministry Seminars: Shaping a Life of Ministry**
 - Students must have successfully completed a minimum of 28 credits (but before completing a maximum of 60 credits).
 - MS206 and MS207 are to be taken in conjunction with serving in a field education placement, unless otherwise noted in the program or permitted by the Director of Field Education.
 - Students are required to meet with the same seminar group in the same time slot for consecutive Fall and Spring Terms.

Field Education: While participating in the MS206/207 sequence, students are required to be engaged in Field Education placements in congregational, agency or institutional settings approved by the seminary.

- **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 and Dean of Students is required. In some instances, the faculty may require a student to undertake a year-long internship.
- **CPE as Field Education Experience:** With the permission of the Field Education Director, CPE may serve as the student's field education experience. If approved, the student will not be granted additional

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credits to CPE, but will receive the normal credits for the MS206/207 components.

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 36 credits and before 60 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 [MS203] (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 M.Div. 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 January. 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 January, and
 - 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 sequence (MS203) in the Fall Semester prior to the trip and again in the Spring semester (MS203S) during which the trip will be completed (recommended during the second year of study).
 - Upon registering for MS203 in the Fall registration cycle prior to the trip, 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 MS203 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 MS203, and travel arrangements may not be made on behalf of that student.
 - **Credits:** While completion of all components of the International Cross-cultural Seminar, including preparation and reflection, is required for graduation in the M.Div. program, it is a non-credit requirement. However, a student may choose to register for 3 elective credits for the seminar by registering for MS2033 in the Spring semester during which the trip is completed.

- **Paying for the Cross-Cultural Component:** The cost of attendance for the Master of Divinity program includes a Cross-Cultural Seminar Fee set by the Board of Trustees to be charged to the student's account. Students should begin financial planning for the Cross-Cultural component as soon as they begin the M.Div. program..
 - Beginning with the first Fall Semester and continuing for the next two consecutive semesters of study, one-third (1/3) of the Cross-Cultural Seminar Fee is charged to the student account of M. Div. students registered for 6 or more credits in a semester.
 - M. Div. students registered for fewer than 6 credits in a semester may elect to be billed and pay the Cross-Cultural Seminar Fee in the first five (5) semesters of study. See the Business Office to make this arrangement.
 - The Cross-Cultural Seminar Fee will remain the same for the duration of the 3 or 5 billings and payments.
 - The fee should be considered as educational expenses on the FAFSA and the Lancaster Seminary Financial Aid Application Form.
 - This fee helps to underwrite a portion of the travel and related expenses incurred by the seminary for the Cross-Cultural Seminar trip, a requirement in the M.Div. program.
 - In all billing/payment options, the Cross-Cultural Seminar Fee must be paid in full no later than 30 days immediately prior to the Cross-Cultural trip.
 - If a student has been billed for all or any portion of the Cross-Cultural Seminar fee but has not made payments, Late Payment Fees will accrue according to the seminary's policy in Section 6 of the Student Handbook.
- A student who has not paid all billed expenses related to the Seminary-sponsored trip by 30 days immediately prior to the trip will not be permitted to participate in the trip for that year, and would be subject to any fees and non-refundable charges as follows:
 - The student is responsible for any non-refundable charges incurred by the Seminary on the student's behalf (including, but not limited to the cost of visas, penalties for cancellation of airline tickets, lodging, etc.).
 - A \$100 administrative fee is charged to the student's account.
- Students are urged to begin financial planning for the trip and renewing or applying for passports as soon as they begin the M.Div. program. Passports are valid for a period of 10 years.
- Students are encouraged to raise the necessary funds through their home and field education churches. Students may also explore funding options with the Financial Aid Officer.
 - A general solicitation letter which may be reproduced and distributed as needed will be made available.
 - Students should list the Cross-Cultural Seminar Fee as part of their educational expenses when completing their financial aid requests (FAFSA and LTS Financial Aid Application Form).
 - Funds sent to the Seminary from an outside source designated for a particular student's Cross-Cultural fund or given directly to the student are not tax deductible.
 - Students receiving Stafford loans must report to the Financial Aid Officer any funds received from outside sources.
- The Cross-Cultural Seminar fee does not cover the cost of 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.).
- **Provisions if student has paid the fee but does not participate in the seminary-sponsored trip:** If a student has paid all or any portion of the Cross-Cultural fee and does not participate in the Seminary-sponsored Cross-cultural trip because of withdrawal from the course for any reason prior to the trip, incomplete documentation, or non-payment of fees, any paid Cross-cultural funds, minus penalties, will be held in the student's account as a credit toward a future Seminary-sponsored trip.
 - The student is responsible for any non-refundable charges incurred by the Seminary on the student's behalf (including, but not limited to the cost of visas, penalties for cancellation of airline tickets, lodging, etc.).
 - A \$100 administrative fee is charged to the student's account.
 - If a student is approved for an alternate Cross-Cultural seminar, transfers to another degree program at Lancaster Seminary for which Cross-Cultural is not a requirement, or withdraws from Lancaster Seminary, the student may request in writing from the Business Office a refund of any funds remaining after all other financial obligations to the Seminary have been satisfied.

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Participation by Students in Other Lancaster Seminary Programs: Upon authorization of the Vice President of Academic Affairs/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:

- In consultation with her or his advisor, the student must register for MS203 in the Fall semester immediately prior to the trip and MS203S (for no academic credits) or MS2033 (for 3 elective academic credits) in the Spring semester of the trip.
- The student must participate in all segments of the Cross-Cultural Seminar, including meetings of preparation, the trip, the final retreat, and the community presentation.
- 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 Seminar Fee apply.

For Stafford Loan Recipients: The Cross Cultural Seminar Fee has been included in the cost of attendance for the M.Div. degree program and is covered by loan proceeds for each semester the Cross-Cultural Seminar Fee is billed.

Alternate Cross-Cultural Seminar Request: (See Appendix IV for complete guidelines) In light of serious medical or familial issues, or similar extenuating circumstances, a student may, after consultation with his/her advisor and consultation with and written approval of the Dean of Students, submit to the Vice President of Academic Affairs/Dean of the Seminary a written proposal for an alternate Seminar no later than

- **June 15** for persons planning to meet the requirement the following Spring Semester.
- **November 15** for persons planning to meet the requirement the following Summer, September or Fall Semester.
- The proposal must meet the goals and objectives for the Cross-Cultural requirement as set forth in Appendix IV.
- 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.
- Upon written approval by the Dean of Students and the Vice President of Academic Affairs/Dean of the Seminary, the registrar will process the registration.
- Approval of one seminarian's proposal for a specific alternate seminar does not constitute precedent for approval of another seminarian's request for the same or similar alternative.
- Financing the seminar is a common burden and is not normally considered grounds for an exception

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 Students. 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.

Master of Divinity with Specialization in Spiritual Direction (in partnership with Shalem Institute) **94**

Credits Required for Graduation: The combined M.Div. and Spiritual Direction program offers students the ability to earn the M.Div. degree from Lancaster Theological Seminary and complete the certificate program in spiritual direction at Shalem Institute for Spiritual Formation within three years. This innovative and collaborative program draws on the rich resources of Christian contemplative tradition to prepare individuals called to the ministry of spiritual direction.

Students in this program will be required to complete the final spiritual direction intensive and project in the summer following their graduation. Successful applicants must apply to and be accepted by both programs in order to be eligible. This program will begin with a limit of eight (8) students per year. Because the intent of this program is to get graduates into pastoral positions more efficiently, it is intended for full-time students. However, if space is available and acceptance into the specialization is acceptable to both institutions, part-time students may become eligible. **Chart B: Course of Study for M.Div. Specialization in Spiritual Direction**

Master of Divinity with Certificate in Youth and Young Adult Ministry: In the context of their studies for the Master of Divinity degree, students may supplement the required M.Div. courses with the required electives listed in Certificate in Youth and Young Adult Ministry, Section 16, to be eligible to also receive that certificate upon completion of the M.Div. degree.

Master of Divinity with Specialization in Chaplaincy Program under Revision

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CHART A: RECOMMENDED SEQUENCE OF REQUIRED COURSES FOR COMPLETION WITHIN THREE YEARS

M.Div. Year 1					
Fall Semester			Spring Semester		
Course No.	Course Title	Credits	Course No.	Course Title	Credits
ARI100NC*	Anti-Racism Institute (optional 1.5 credits)	0	BT100*	Boundary Training (one Saturday in April)	0
EM100	Intro to Educational Ministries	3	MS107	Integrative Formation Seminar II	2
MS101~	Interpretive Task & First-year Students' Retreat	2	NT111	Jesus & the Gospels	3
MS106	Integrative Formation Seminar I	2	OT114	Intro to Hebrew Bible: OTII	3
MS142	Methods for Theological Writing	1.5	PT120	Pastoral Care & Counseling	3
OT112	Introduction to Hebrew Bible: OTI	3			
TH100	Introduction to Theology	3			
		14.5			11

*Offered in both Summer II (August weekend) and January (usually 3rd weekend) Terms. BT100 is completed in the context of MS107, but will appear separately on the transcript.

~ Summer II Term (Monday through Thursday intensive in August) of first semester of study

M.Div. Year 2					
Fall Semester			Spring Semester		
Course No.	Course Title	Credits	Course No.	Course Title	Credits
CH111	History of Christianity I	3	CH113	History of Christianity II	3
MS206	Integrative Formation Seminar III	2	CVR	Comprehensive Vocational Review	0
MS203	International Cross Cultural Seminar	0	MS203S^^	International Cross Cultural Seminar	0
NT113	Paul & the Early Church	3	MS207	Integrative Formation Seminar IV	2
RS240^	Roots of Wisdom II: Exploring Religious Phenomena	3	PH240^	Roots of Wisdom I: Exploring Philosophical Thinking ^	3
WP205	Christian Worship	3	WP210	Introduction to Preaching	3
			TH200	Christian Doctrine	3
		14			14

^ Either RS240 or PH240 meets the requirement; either may be done in Year 3.

^^ May register for 3 elective credits in Spring Term for Cross Cultural Seminar (MS2033)

M.Div. Year 3					
Fall Semester			Spring Semester		
Course No.	Course Title	Credits	Course No.	Course Title	Credits
PL311	Ministerial Ethics	3	EM310	Teaching Religion in America	4
TH305	Christian Social Ethics	3	RS205	Church & Human Sciences	3
		6			7

Non-credit Components of the M.Div. Degree Program

Course No.	Course Title
ARI100NC	Anti-Racism Institute (students may register for ARI100 for 1.5 credits) Workshop fee applies.
BT100	Boundary Training (Completed in context of MS107, but will appear separately on transcript). Workshop fee applies.
CVR	Comprehensive Vocational Review (Completed in context of MS207)
MS203	Cross-cultural Seminar (Spans Fall, January and Spring terms) Students may register for MS2033 in Spring term to receive 3 elective credits. Cross-cultural Fee applies.

Recommended, but not required for graduation:

Course No.	Course Title
MS317	Leadership Seminar (Pre-requisite MS207)
PL306	Transformational Leadership: Church Administration, Stewardship & Evangelism (Pre-requisite MS207)
	Denominational Polities (As scheduled)
PT354	Clinical Pastoral Education (May be required by certain judicatories)
Denominational Polities: UCC (CH253) Polity is offered every year. Other denominational polities are offered as needed.	

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CHART B: COURSE OF STUDY FOR M.DIV. SPECIALIZATION IN SPIRITUAL DIRECTION

COURSE NUMBER	COURSE NAME	RECOMMENDED YEAR	SEMESTER OFFERED
ARI100 (opt. 1.5)	Anti-Racism Institute	1 or 2	As Announced
BT101 (0)	Boundary Training	1	With MS107
CH111 (3)	History of Christianity I	2	Fall
CH113 (3)	History of Christianity II	2	Spring
CVR (0)	Comprehensive Vocational Review	2	With SD205S
EM100 (3)	Introduction to Educational Ministries	1	Fall
EM310 (4)	Teaching Religion in America	3	Spring
MS101 (2)	Interpretive Task & First-year Students Retreat	1	Pre-Fall Intensive
MS106 (2)	Integrative Formation Seminar I	1	Fall
MS107 (2)	Integrative Formation Seminar II	1	Spring
MS203 (0)*	Cross-Cultural Component	2	Spans Fall & Spring
NT111 (3)	Jesus and the Gospels	1	Spring
NT113 (3)	Paul and the Early Church (prerequisite NT111)	2	Fall
OT112 (3)	Intro to Hebrew Bible: OTI	1	Fall
OT114 (3)	Intro to Hebrew Bible: OTII (prerequisite OT112)	1	Spring
PH240 (or RS240) (3)	Roots of Wisdom I: Exploring Philosophical Thinking	2 or 3	Spring
PL311 (2)	Ministerial Ethics	3	Fall
PT120 (3)	Introduction to Pastoral Care & Counseling	1	Spring
RS205 (3)	Church and Human Sciences	3	Spring
16 Credits from Spiritual Guidance Program at Shalem	SD205F Integrative Formation III: Offering Spiritual Guidance I (2)	2	Fall
	SD205S Integrative Formation IV: Offering Spiritual Guidance II (2)	2	Spring
	SD210 Shalem Summer Intensive I (3)	2	Summer
	SD305F Integrative Formation V: Offering Spiritual Guidance III (2)	3	Fall
	SD305S Integrative Formation VI: Offering Spiritual Guidance IV (2)	3	Spring
	SD310 Shalem Summer Intensive II (3)	3	Summer
	SD315 Shalem Contemplative Papers (2)	Final Semester	
RS240 (or PH240) (3)	Roots of Wisdom II: Exploring Religious Phenomena	2 or 3	Fall
TH100 (3)	Introduction to Theology	1	Fall
TH200 (3)	Christian Doctrine	2	Spring
TH305 (3)	Christian Social Ethics	3	Fall
WP205 (3)	Christian Worship	2	Fall
WP210 (3)	Introduction to Preaching	2	Spring
12 credits from the following Specialized Electives as offered	BI131 Sacred Stories (3)		
	CH245 Lives of Faith (3)		
	CH320 History of Christian Spirituality (3)		
	CH321 Exploring Christian Mysticism (3)		
	EM250 Ministry with Young Adults: Constructing a Theology for Vocation (1.5)		
	EM251 Ministry with Young Adults: Community & Solitude (1.5)		
	EM305 Faith and Human Development (3)		
	PL230 Ministering in Matters of Sexuality (3)		
	PT218 Ministry with Bereaved, Dying & Families(3)		
	PT222 Addiction & Recovery (1,5)		
	SD125 Practice of Prayer (1.5)		
TH230 Christology: Who is Jesus? (3)			
TH240 Knowing God (3)			
Additional specialized electives as offered			
General Electives	General Electives as needed to reach 94 credits	As offered	As offered

*3 elective credits may be requested in the Spring semester

SECTION 15 – MASTER OF ARTS (RELIGION) 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).

Students in the Master of Arts (Religion) program may also pursue the Certificate in Youth and Young Adult Ministry or a Specialization in Spiritual Direction in partnership with Shalem Institute for Spiritual Formation.

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:

- Twelve 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 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
- Participation in the Interpretive Task and First-year Students Retreat (MS101) in the first fall semester of study (2 credits) is highly recommended but not required.
- The remaining credits to reach 52 may be chosen according to the student's vocational goals, occupation or interests.

Master of Arts (Religion) with Certificate in Youth and Young Adult Ministry

In the context of their studies, Master of Arts (Religion) students may choose to also pursue the Certificate in Youth and Young Adult Ministry. The student must complete the general MA(R) requirements as well as the course of study required for the Certificate, as set forth in Certificate in Youth and Young Adult Ministry, Section 16, within the 52 total credits required for the degree. (Note: The courses required for the Certificate may be used to fulfill the distributions and credits required for the MA(R) degree.)

Master of Arts (Religion) with Specialization in Spiritual Direction combined program with **Shalem Institute for Spiritual Formation (52 credits required for graduation)**: The Combined MA(R) and Spiritual Direction program offers students the ability to earn the MA(R) degree from Lancaster Theological Seminary and complete the certificate program in spiritual direction at Shalem Institute for Spiritual Formation within two years. Students in this program will be required to complete the final spiritual direction intensive and project in the summer following their graduation. Successful applicants must apply to both programs and be accepted by both programs in order to be eligible. Because the intent of this program is to get graduates into pastoral positions more efficiently, it is intended for full-time students. However, if space is available and acceptance into the specialization is acceptable to both institutions, part-time students may become eligible. MA(R) students pursuing the Specialization in Spiritual Direction combined program with Shalem Institute must:

- Apply to and be accepted by both Lancaster Theological Seminary and Shalem Institute for Spiritual Formation.
- Complete the requirements for graduation in the MA(R) program, including MA100, MA300 and submission of a portfolio.
- Complete 12 credits of specialized electives in the student's chosen concentration from the list below.
- Complete 16 credits from Spiritual Guidance Program with Shalem Institute requirements.
- Complete additional general electives to reach the 52 credits required for the degree

- **Specialized Electives** for MA(R) with Specialization in Spiritual Direction. These courses may be used to fulfill the 12 credits required in the area of the student's concentration:

BI 131	Sacred Stories	3 credits
CH245	Lives of Faith	3 credits
CH320	History of Christian Spirituality	3 credits
CH321	Exploring Christian Mysticism	3 credits
EM250	Ministry w/Young Adults: Constructing a Theology for Vocation	1.5 credits
EM251	Ministry w/Young Adults: Community & Solitude	1.5 credits
EM305	Faith and Human Development	3 credits
PL230	Ministering in Matters of Sexuality	3 credits
PT218	Ministry with the Bereaved, Dying, and Their Families	3 credits
PT222	Addiction and Recovery	1.5 credits
RS240	Roots of Wisdom II: Exploring Religious Phenomena	3 credits
SD125	Practice of Prayer	1.5 credits
TH230	Christology: Who is Jesus?	3 credits
TH240	Knowing God	3 credits

Additional specialized electives may be offered as announced.

- **Spiritual Guidance Program with Shalem Institute (16 credits)** [Note: adjustments will be made in tuition to offset the cost of the Shalem program fees.]

SD205F	Integrative Formation III: Offering Spiritual Guidance I	2 credits
SD205S	Integrative Formation IV: Offering Spiritual Guidance II	2 credits
SD305F	Integrative Formation V: Offering Spiritual Guidance III	2 credits
SD305S	Integrative Formation VI: Offering Spiritual Guidance IV	2 credits
SD210	Shalem Intnesive I	3 credits
SD310	Shalem Intensive II	3 credits
SD315	Contemplative Papers	2 credits

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 traditional or on-line 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 M.Div. 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 Youth and Young Adult Ministry: This certificate is designed for part-time study over two to three years or one academic year of full-time study, concentrating on youth and young adult ministry. Academic credits earned may be transferable into a master's program at Lancaster Seminary for students who hold a baccalaureate degree (some restrictions apply). Students in the Certificate in Youth and Young Adult Ministry who register for a minimum of six (6) credits in a semester may apply for Lancaster Seminary scholarship. The course of study includes completion of twenty-four (24) credits as follows:

EM100	Introduction to Educational Ministries	3 credits
EM120 or EM120H	Digital Literacy for the Contemporary Church	2 credits
EM243	Youth and Young Adult Ministries	3 credits
EM250	Ministry with Young Adults: Constructing a Theology for Vocation	1.5 credits
EM251	Ministry with Young Adults: Community & Solitude	1.5 credits
EM310	Teaching Religion in America	4 credits
EM305 or PT120	Faith & Human Development OR Intro to Pastoral Care	3 credits
OT112 or NT111	Intro to Hebrew Bible/OTI OR Jesus and the Gospels	3 credits
TH100 or TH200	Introduction to Theology OR Christian Doctrine	3 credits

SECTION 17 - DOCTOR OF MINISTRY PROGRAM

The Doctor of Ministry degree (D.Min.) is designed to enable qualified candidates 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 D.Min. is a self-directed program in which students 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 Doctorate Program Application
- Evidence of Master of Divinity degree, or equivalent, from an accredited theological institution; a cumulative grade point average of at least 3.0 is expected.
- Official transcripts from each college, university, and seminary attended
- Four letters of reference
- Biographical Essay
- Application Fee
- Interviews with a faculty member and the Director of Recruitment, Admissions and Financial Aid are required for Doctor of Ministry applicants. It is preferable that the application and essay be completed and submitted before scheduling interviews with the Admissions Office.
- **Application Deadline:** May 1 - Applications and supporting documents received by this date are reviewed in June for consideration of admission in the following Fall semester.
- Because the achievement of a new level of competence in the practice of ministry is a program goal, requirements for admission also include at least three years of experience in ministry subsequent to the first graduate theological degree and evidence of capacity for an advanced level of competence and reflection.
- Applicants to the D.Min. program are expected to have been engaged in professional ministry for at least three years after receiving the M.Div. 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 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 D.Min. program requires an M.Div. 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 M.Div. degree has met the minimum number of master's-level courses and hours to qualify for M.Div. equivalency. Ministerial experience alone is not considered the equivalent of or a substitute for the master's degree.

- To be considered for M.Div. equivalency in Lancaster Theological Seminary's D.Min. program an applicant must have earned at least 72 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 72 credits:

- Bible – 6 credits (2 courses) distributed as follows:
 - 3 credits in Introduction to New Testament
 - 3 credits in Introduction to Old Testament/Hebrew Bible
- Theology - 6 hours (2 courses)
 - 3 credits in Introduction to Systematic Theology
 - 3 credits in Systematic Theology or a related elective
- Pastoral Care - 3 credits (1 course)
- If it is determined that the applicant's educational background does not meet the equivalent of an M.Div., the D.Min. program will designate specific "leveling courses" as a pathway to gain equivalency.
 - The meeting of M.Div. equivalent does not result in the conferral of the M.Div. degree. Its sole purpose is to qualify the applicant for admission to the D.Min. program.
 - Regular per-credit tuition will be charged for credits needed for leveling courses.
- The D.Min. Committee Chair, in consultation with the faculty, will evaluate the portfolio and report their 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 D.Min. 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 M.Div. equivalent, s/he is ordinarily considered ineligible for the D.Min. 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 33 Academic Credits including 9 credits of Doctor of Ministry Seminar I; 4.5 credits of Doctor of Ministry Seminar II; 4.5 credits of Doctor of Ministry Seminar III; 3 credits for completion of the Major Project Consultation; and 12 credits of electives.
- In the year in which a student plans to graduate information concerning matters related to commencement and submitting the final copy of the doctoral thesis for publication will be provided.
- All degrees are awarded at the annual Commencement at the end of the Spring semester.
- 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:** Once each academic year, usually during the seminary's fall semester, it is required that D.Min. students at every level of the program gather for a spiritual retreat. The retreat is normally scheduled on a Thursday and takes the place of one D.Min. Seminar day.
 - **Doctor of Ministry Symposium:** Once each academic year, a Doctor of Ministry Symposium is scheduled for all students engaged in the D.Min. program. The purpose of the symposium 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. **Attendance at the Doctor of Ministry Symposium is required each year at every level of the program.**
 - Requests to be excused from either the Retreat or the Symposium must be submitted in writing to the Chair of the Doctor of Ministry Committee. Unexcused absences will result in a review by the D.Min. Committee of the student's standing in the program.

Residency Requirement: Candidates are expected to spend a substantial amount of time on campus so that it will be possible to have significant interaction with resident faculty and student peers, use of library resources, and distance from one's day-to-day ministry context in order to reflect on it.

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 Doctor of Ministry Committee. The Committee may formulate a motion for action by the Faculty. This action may include

- 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 D.Min. program combines academic study with on-going practice of ministry and is designed to be completed in four years. Consideration of continuing the program beyond four years may be granted as follows:

- Students approaching the end of the regular 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.
 - Continuation in the program may be granted if the Major Project Consultation (MPC) 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 fifth year. A Technology Fee and Student Activity Fee will be charged in August and February while a student continues in the program.
- The degree is to be completed within 5 academic years from the time of first registration.
 - Continuation beyond the fifth year to complete the doctoral 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 D.Min. 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/Dean of the Seminary and Chair of the Doctor of Ministry Committee will assign advisors to students in Doctor of Ministry Seminar I and Doctor of Ministry Seminar II.

- 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.
- During Doctor of Ministry Seminar III, the Vice President of Academic Affairs/Dean of the Seminary 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:
 - Attend the Major Project Consultation (MPC);
 - Approve the student for graduation;
 - Aid the student in preparing for the presentation at the Doctor of Ministry Symposium;
 - Advise the registrar of the outcome of the MPC and if an outside reader has been engaged.

Transfer of Doctor of Ministry Credits: Whether the student is coming into the D.Min. 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 matriculation (exception may be sought by written application to the Doctor of Ministry Committee); 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 Sections 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.
 - 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 sent 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-three (33) credits (billed in 15 quarterly segments at the prevailing rate)
 - In each of the first three years in the program: Four billings (August, November, February, May)
 - In the fourth 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
- 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 complete the program in less than four years are responsible for payment of all 15 quarters prior to receiving a diploma or participating in graduation.
- Persons who exceed four years to complete the program are expected to complete payment of tuition according to the four-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 13 through 15. 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 Vice President of Academic Affairs/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.

- **Doctor of Ministry Seminar I:** Hearing the Faithful (Year 1, Fall and Spring Semesters). This year-long seminar spans both fall and spring semesters after which nine (9) credits are awarded. Students register for DSSEM1F in the Fall semester and DSSEM1S in the Spring semester. Doctor of Ministry Seminar I convenes weekly during each semester under the direction of a faculty member. Both semesters must be completed in order to receive nine (9) credits for this component.
- **Doctor of Ministry Seminar II: Exploring Christian Practice** (Year 2, Fall Semester). Four and one-half (4.5) credit hours, of the thirty-three (33) required for completion of the program, are assigned to Seminar II. Students register for DSSEMII. Doctor of Ministry Seminar II convenes weekly during the semester under the direction of one or more faculty members
- **Doctor of Ministry Seminar III** (Year 2, Spring Semester). The Year 2, Semester 2 Doctor of Ministry Seminar (DSEMIII) is a four and one-half (4.5) credit course intended to assist doctoral students in the development of their Major Project Proposal in preparation for the Major Project Consultation. The seminar will have the following primary learning goals: (1) identify a suitable topic or area of research; (2) clarify the research question and develop a rationale and methodology appropriate to the topic; (3) assist peers in locating bibliographic and related resources; and (4) design the content and format of the final project. Participants will be expected to be consultants to one another throughout the entire process in addition to working on one's own individual project proposal. The seminar will initially require the presentation of a Critical Reflective Essay summarizing each participant's formative experience within the program and its relevance to the final project as a contribution to the practice of ministry.
- **Elective Studies:** Twelve (12) credits are to be earned in this component. The normal pattern is to select two courses for broadening one's knowledge, challenging intellect and imagination, and two courses to deepen one's knowledge or further develop one's skill in a particular area of ministry.
 - Ordinarily, twelve (12) elective credits need to be completed before proceeding to the Major Project Proposal component of the program.
Directed Study: Up to six (6) credits of Elective Studies 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.
- **Major Project Proposal and Major Project Consultation:** The student will complete the Major Project Proposal in Doctor of Ministry Seminar III.
 - Upon approval of the 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 member of the Doctor of Ministry Committee, who conducts the MPC.
 - 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 D.Min. Committee will determine if IRB approval is required.
 - The student will register for course MP600 for the Consultation, and three (3) credits will be awarded upon successful completion.

- A format for the Major Project Consultation is available on the Doctor of Ministry page of the seminary website.
- **The Major Project Proposal should address the following:**
 - State your research topic.
 - State your research question, problem or theme you wish to explore.
 - Describe the significance of your question, problem or theme for ministry.
 - Describe the presuppositions and hypotheses, including theological ones, relevant to your project.
 - Describe the method(s) or approach(es) you will be using to conduct your research and your qualifications for using them.
 - Describe the areas of study that you have completed or intend to complete during a specified period of time, including the Seminars and elective studies.
 - Submit a literature review, a rubric for which will be presented in D.Min. Seminar III.
 - Attach a supplemental bibliography of approximately 15 to 20 additional works or other key resources (e.g., film, media, on-line sources).
 - Provide a tentative outline of the chapter headings of your Doctoral Report.
 - Identify specific resources available at Lancaster Theological Seminary, or elsewhere, that are necessary for completion of your project (e.g., faculty, Library resources, special programs, etc.).
 - Provide a tentative schedule for completion of the project.
- **Major Project Consultation:** The following criteria will be considered:
 - Is the topic relevant for the student's ministry?
 - Is the research question or problem of sufficient complexity and depth?
 - Is the method or approach clearly and appropriately related to the problem under consideration?

Upon satisfactory completion of the Major Project Consultation, the Project Supervisor writes a letter, with copy to the registrar, advising the student of the outcome of the MPC 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.

- **Doctoral Project Report:** The final Doctoral Project report is a focused document that serves as the culmination of the project. 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 report 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 report.
 - 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 doctoral project report by the Project Supervisor, each candidate is required to make a public presentation of the project on D.Min. Symposium Day. 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. However, the following areas of discussion should be taken into consideration:
 - 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?
 - How would you describe the general design of your project?
 - What are your major findings and discoveries?
 - Are you able to identify areas that would merit further research?
 - How do you see the project contributing to church and society?
 - **Required Components of Presentation:** Candidates are required to address briefly two questions in keeping with the learning goals of the Doctor of Ministry degree at Lancaster Theological Seminary:
 - How has the project enhanced the candidate's practice of ministry (e.g., preaching, pastoral care, leadership, teaching, etc.)?
 - How has the project influenced the candidate's 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 10 days of the Symposium.
- **Final Copy and Abstracts of Project Report:** The student will receive instructions on submitting the final document for publication from the Chair of the D.Min. Committee. Please pay special attention to the deadlines, set forth in the section on Timelines and Deadlines, for this process 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 the Fall semester prior to the date of graduation:

By October 1	Apply for graduation according to the deadlines posted by the registrar
By NOVEMBER 1	Date by which draft of the project thesis must be submitted to the Project Supervisor. By
DECEMBER 15	Date by which Project Supervisor must provide feedback to the student
By FEBRUARY 1	Final revisions must be complete and resubmitted to Project Supervisor for final approval.
By FEBRUARY 15	Date by which Project Supervisor must provide final approval of the thesis and authorization for presentation
March or April	Presentation at Symposium Day as scheduled
By APRIL 30	Deadline for submission of final copy and abstracts
MAY	COMMENCEMENT DAY

Recommended Four-Year Sequence: The following four-year sequence is the recommended schedule for timely completion of the degree. In adhering to the fall and spring semester format, students should keep in mind that electives taken as Directed Study, as well as most of the requirements [except Doctor of Ministry Seminars and Doctor of Ministry Symposium] for years two, three and four, may be completed over the summer months. Elective courses may also be taken in the January and Summer I terms as indicated in Section 1.

	Year 1	Year 2	Year 3	Year 4
Fall Semester	Doctor of Ministry Seminar IF D.Min. Retreat Elective	Doctor of Ministry Seminar II D.Min. Retreat Elective	D.Min. Retreat Complete Major Project Consultation (MPC) If not yet completed	D.Min. Retreat Final Approval of Doctoral Project Thesis Prepare Final Project Presentation *See Section 17.16
January Intensives	Optional Electives	Optional Electives	Optional Electives	
Spring Semester	Doctor of Ministry Seminar IS Elective D.Min. Symposium	Doctor of Ministry Seminar III Elective D.Min. Symposium	Research and Writing D.Min. Symposium	Final Project Presentation at D.Min. Symposium Final Copy of Thesis & Abstracts GRADUATION
Summer		Major Project Consultation	Research and writing of Doctoral Project Thesis	

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.

- All students are expected to meet with their instructors early in the semester to review the areas to be evaluated.
- 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

- an average of ten (10) credit hours are successfully completed each year over the first three years in the program; and
- the completion of the doctoral project is on schedule.
- Annual attendance at Doctor of Ministry Symposium.
- See also Section 8.

Sample Final Student Evaluation Form

Course No.

Course Title:

Final Student Evaluation

Student Name: _____ **Term:** _____ **Year:** _____

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

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

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

LTS 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. LTS 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 Students in cases involving students, either as victims or alleged perpetrators] or, if your supervisor [or Dean of Students] 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] 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 LTS, 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

LTS 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 LTS 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 LTS. Students are not required to report incidents to the Police Department or District Attorney, although they are encouraged to do so. LTS 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 LTS crime statistics.

If an incident is reported to an LTS 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 LTS change academic and living situations. LTS 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 LTS, the case shall either go to a hearing for adjudication, or be disposed of administratively in a settlement agreement.

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

If formal charges are brought against the accused student by LTS, 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 LTS 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 LTS, 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 LTS. 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 LTS, 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 LTS.

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, LTS has adopted the following policy and hereby constitutes itself as a drug-free workplace.

LTS 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. LTS also prohibits the unauthorized use of alcoholic beverages on the premises. Further, it is a violation of LTS' 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 LTS as well as to all students, consultants, vendors, and other individuals providing services to the school on the premises at any time or while engaged 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. LTS 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. A listing of these programs and services is available in the Health and Wellness Pamphlet Rack in the Business Office located in lower level Richards Hall.

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

Lancaster Theological Seminary 2014-2015 Student Handbook

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 LTS community, or any other person authorized to be present on the LTS 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. LTS 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 Dean Edwin Aponte, or Valerie Calhoun, 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 LTS 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. LTS reserves the right to administer sanctions to any individual found in continuous violation of this policy by referral through the Seminary's disciplinary process.

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 LTS, 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 employees of LTS [and all participants in any educational program] in following these policies.

Additional standards of conduct are contained in Section 9 of the Student Handbook [and elsewhere in this Employee 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 Students [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 LTS's 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 9.1 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 LTS's 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 LTS's premises.
- *18. Any discourtesy, unkindness or impatience with constituents.
- *19. Possession of firearms or any other type of weapon while on LTS's property.
- *20. Creating or contributing to unsafe or unsanitary conditions by act or omission.
- *21. Unauthorized possession of property belonging to LTS or a constituent.
- *22. Negligent or deliberate destruction of or misuse of property belonging to LTS 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 LTS's 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 LTS.
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.

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 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-mail 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 Vice President of Academic Affairs/Dean of the Seminary, Dean of Students, 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 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 LTS 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] LTS. Should you leave LTS for any reason, you are required to return such property, material or equipment to your supervisor before your last day of work.

SERVICES FOR STUDENTS WITH DISABILITIES AT LANCASTER THEOLOGICAL SEMINARY

Lancaster Theological 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 disabilities to request appropriate and reasonable accommodations so they may participate fully in all aspects of student life.

A student who seeks academic accommodation or modification for a documented disability (such as, but not limited to, documented cognitive, sensory, systemic, mental, learning and psychiatric impairments), should begin the process by completing the Request for Academic Accommodation Form (Appendix II-A) and submitting the required documentation to the Dean of Students. The Dean of Students will consult with the student to determine an accommodation that is supported by the documentation, is effective for the student's learning, and does not compromise the essential requirements of the program.

Following the initial approval of a plan for accommodation, subsequent requests for accommodation or modification must be made prior to the beginning of each semester requested. It is important to keep in mind that accommodations are not retroactive, and cannot be used to adjust grades nor affect assignments prior to the date a request for academic accommodations was approved.

Requests for accommodation or modification for a physical disability (such as, but not limited to, ADA-compliant housing, special parking consideration, use of lift, etc.) should be directed to the Business Office.

All requests for academic and/or physical accommodations due to disability are held in strictest confidence.

For further information and forms, contact

- Teresa Benneian, Registrar and Loan Counselor (717-290-8748) or
- Kendal Brown, Dean of Students (717-290-8737)

**SERVICES FOR STUDENTS WITH DISABILITIES
REQUEST FOR ACADEMIC ACCOMMODATION
FORM**

Each request for accommodation or modification is evaluated on its individual facts and merits. Appropriate, reasonable accommodations are approved for students with a documented, permanent disability that results in a substantial, material, and irreversible impairment of a major life function. Accompanying this request must be a report of recent tests (no earlier than three years prior to this request) conducted by a qualified professional in the appropriate field.

Please complete, sign and date the following, attach the required documentation, and submit to the Dean's Office. Your request will be reviewed within five (5) business days, after which you will be contacted for an appointment to meet with the Dean of Students to discuss your request.

Please type or print clearly.

Student's Name _____ Phone Number _____

State the nature of the disability/impairment/injury/medical condition (attachments, if applicable):

Academic Adjustments Requested (if known):

Documentation of Disability (attach pertinent reports):

Note: All documentation provided to the Seminary is held in confidence.

Signature of Student

Date of Request

For Office Use Only:	<input type="radio"/> Approved	<input type="radio"/> Modified
	<input type="radio"/> Not Approved	
	Explanation:	

Inclusive and Expansive Language at Lancaster Theological Seminary DRAFT

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 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-exclusive⁵ language.

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.

1 March 2013

⁵ 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.)

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 (c) 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 M.Div. 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 M.Div. 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 M.Div. 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:
 1. maximum encounter with otherness in terms of language, culture, customs and traditions;
 2. maximum direct involvement with the people and the church in that setting;
 3. a collegial learning environment with appropriate supervision and regular theological reflection.

Documenting discoveries and learnings through:

- group reflection (debriefing) at LTS 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:

If serious medical or familial issues, or similar extenuating circumstances, prevent participation in the scheduled Seminary-led cross-cultural seminar, a seminarian may discuss the problem with the student's advisor and propose an alternative means for accomplishing the above-stated objectives. The student should then consult with the Dean of Students for specific details on the format and content of the proposal. 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.

A written proposal should be submitted to the Dean of Students

- **by June 15 prior to a proposed January or Spring term trip OR**
- **by November 15 prior to a proposed Summer, September or Fall term trip**

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.

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 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.*

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.

@8/2013

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).
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

1. General Information⁶

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:

- _ Alerting persons with hearing impairments to sounds.

- _ Pulling wheelchairs or carrying and picking up things for persons with mobility impairments.

- _ Assisting persons with mobility impairments with balance.

A service animal is not a pet.

- 2. 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.

- 3. 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.

- 4. Tenants planning to bring service animals onto campus on a regular basis must register the service animal with the Business Office.

- 5. All federal and state laws supersede the Seminary policy in cases where there is a contradiction between them.

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. See this website for more information regarding federal regulations regarding Service Animal

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