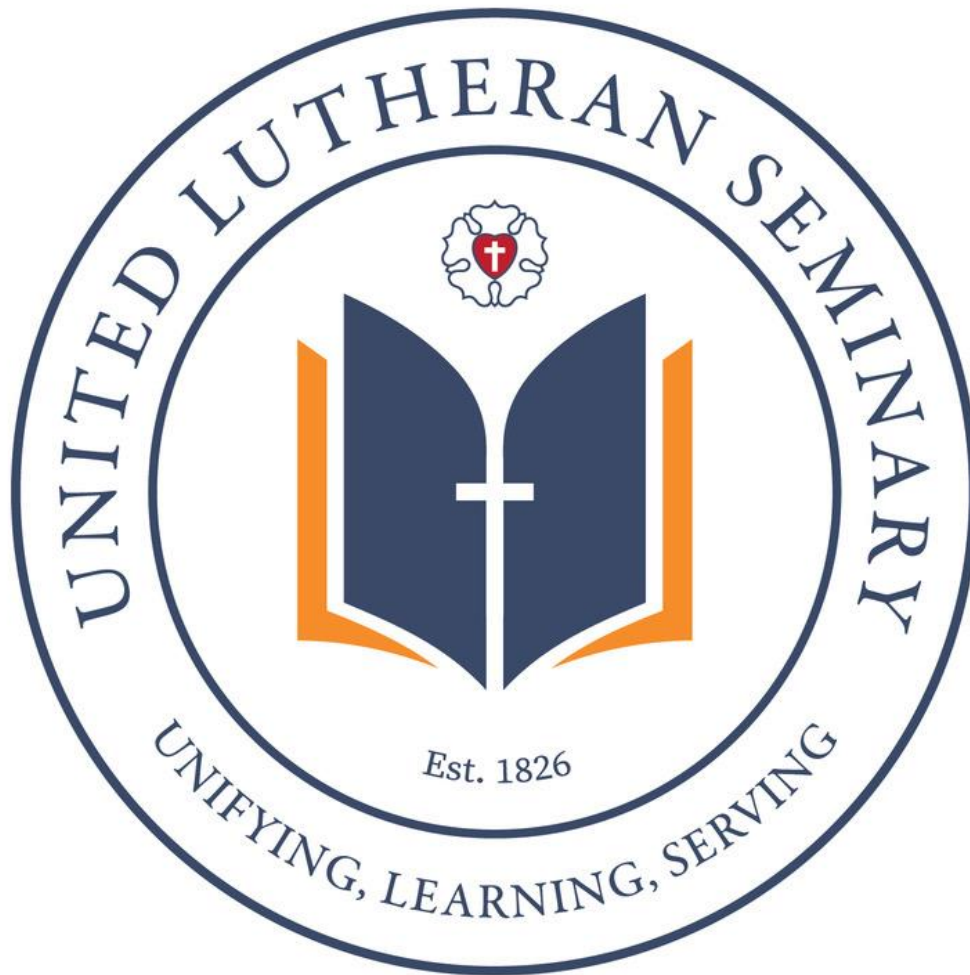




United Lutheran Seminary



Student Handbook

Academic Year 2023-2024

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1 ABOUT UNITED LUTHERAN SEMINARY

1.1 MISSION AND VISION

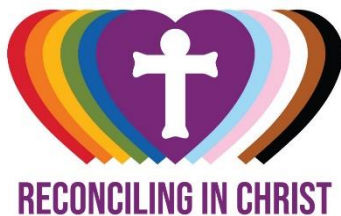
Unifying, Learning, Serving: United Lutheran Seminary is a welcoming and diverse learning community equipping people to proclaim the living Gospel for a changing church and world.

Our vision is to be an innovative and vibrant seminary centered in the gospel of Jesus Christ, forming faithful servant leaders bold in public witness and action in welcoming learning environments that are Lutheran in focus, ecumenical in practice, and lead by grace.

Please visit the [ULS Mission & Values](#) page for more information.

1.2 FACULTY AND STAFF

Please view the [ULS Faculty/Staff Directory](#) for a complete listing of ULS Faculty and Staff.



2 FIRST THEOLOGICAL DEGREE PROGRAMS

2.1 MASTER OF DIVINITY (MDIV)

The Master of Divinity program prepares persons for ordained ministry or for pastoral/leadership service in congregations and other settings. The program provides the necessary tools and resources for the spiritual, vocational, professional, and theological requirements of pastoral leadership.

This degree normally takes three to four years when taken full-time and requires completion of 72 academic credits plus noncredit contextual formation experiences, normally including a year-long immersion or internship. If the degree is not completed within eight years, the student must petition the faculty for continuation in the degree program.

Students seeking ordination must satisfy both degree requirements and any parallel ecclesiastical expectations. It is important that applicants considering ordained ministry make early contact with appropriate officials of their synods or other church bodies, both to ensure that they have met those requirements that precede entrance into seminary, and to ensure that they understand any special academic requirements they may be expected to fulfill. For students in the Evangelical Lutheran Church in America (ELCA), the program works in conjunction with students' synod candidacy committee to prepare candidates for rostering as a minister of Word and Sacrament.

Students may elect to situate themselves primarily at either campus to maximize their in-person learning with instructors, or they can elect to be designated as Distributed Learning students,

affiliating with neither campus. All students should expect to take combinations of classes that are in-person, face-to-face via Zoom, or on-line. Whether campus-focused or Distributed Learning, students are required to complete at least one third of their coursework in classes that are more than 51 percent face-to-face, whether in-person or via Zoom. MDiv Mission Statement and Learning Outcomes

2.1.1 MDiv Mission Statement and Learning Outcomes

The mission of the MDiv program is to prepare persons for ordained ministry and for committed and transformative pastoral and religious leadership:

- A. Unifying**—Developing skills to bring people together as an engaged learning community in the diverse unity enabled by the Triune God:
 - 1. Actively draws on faith traditions and diverse perspectives, including biblical, theological, scientific, ecumenical, and interfaith, when engaging contemporary events.
 - 2. Consistently advocates for the development of a shared-vision in groups of diverse learners.
 - 3. Demonstrates an ability to lead and teach communities of faith in worship and service with biblical and theological.
 - 4. Presents a biblically and theologically clear and consistent message when proclaiming and engaging the gospel in all contexts.
- B. Learning**—Developing skills in lifelong critical thinking and research through the life-giving power of the Holy Spirit:
 - 1. Interprets the Bible through various methodological approaches considering historical and contemporary contexts.
 - 2. Recognizes interrelationships among concepts and commitments, combining them to interpret past and present realities within biblical, historical, theological, sociological, and cultural contexts.
 - 3. Understands one's rootedness in a living theological tradition, its place in the context of human living, articulates it to others, and cultivates a capacity for self-critique.
 - 4. Draws on contextual experience as a source of continuing critique and ongoing education.
- C. Serving**—Developing skills and confidence in leading communities for outreach and public witness grounded in the risen Christ:
 - 1. Utilizes conflict management, counseling, and pastoral theology effectively in individual and group situations, while also understanding the limits of one's skills.
 - 2. On the basis of sound theological and biblical understanding, establishes opportunities to accompany those who are marginalized, actively addresses the systems that cause and perpetuate such marginalization, and works to transform the community.
 - 3. Articulates a sound and ethical approach to management of human, cultural, institutional, and financial resources.
 - 4. Celebrates opportunities and challenges in building communities of diverse peoples and the gifts they bring.

2.1.2 MDiv Requirements:

- I.** A Bachelor's degree or its equivalent from a regionally accredited college or university.

II. Satisfactory completion of at least 72 credits. One credit is equivalent to one semester hour. If a requirement is shown as having options, there is more than one course that will satisfy the requirement. Check the course prefix and the course description to confirm that a course fulfills a particular requirement:

1. Biblical Studies (18 credits)

- BIB 100 Greek: Language of the Early Church and the Church Today
Note: A student may, with written advisor approval, substitute Hebrew for Greek. Students should be aware of any candidacy or judicatory expectations concerning Greek. If possible, a student should study both languages.
- BIB 201 Reading and Telling the Story
- BIB 210 The Story of Jesus
- BIB 212 Story of the Early Church
- BIB 220 The Story of Israel
- BIB 3xx Bible at the Crossroads of Church and Culture option

2. History and Theology (18 credits)

- HTH 10x Systematic Theology 1: Creation, Sin, and New Creation
- HTH 11x Church History 1 option
- DEN xxx Denominational Polity (e.g., Lutheran Foundations, Baptist Polity, Essentials of Anglicanism, and other denominational equivalents).
Note: DEN 205 The Ecumenical Church may be substituted by students for whom no denominational course is available or appropriate.
- HTH 20x History 2: Globalizing Christianity option
- HTH 21x Systematic Theology 2: Doing Theology in a Religiously and Culturally Diverse World option
- HTH 3xx The Gospel and Freedom option

3. Praxis (18 credits)

- PRAX 10x Worship option (*Required in first year*)
- PRAX 110 Pastoral Theology (*Required prior to internship*)
- PRAX 12x Church in Society option
- PRAX 13x Preaching option (*Required in first year*)
- PRAX 14x Christian Education and Formation option
- PRAX 31x Equipping the Saints/Church Administration option

4. Free electives (18 credits)

III. Contextual Formation is an intentional process involving contextualized experiences, reflection, integration, feedback, and assessment. In the MDiv program Contextual Formation consists of three required (noncredit) components. All Contextual Formation components will be assessed as Successfully Completed (Pass) or Not Successfully Completed (Fail). Up-to-date information, forms, and important links for students and supervisors may be on the [Contextual Formation Overview page](#):

1. Ministerial Field Work

Student will be assigned to a congregation for two consecutive semesters to engage in practices of ministry in order to develop skills and vision related to pastoral leadership. This will normally take place in the first year of full-time

study; part-time students who may be unable to begin field work in the first semester should contact the Director of Contextual Formation during the first year to determine the optimal timing for field work and subsequent contextual formation experiences. It is possible with the permission of the Director of Contextual Formation for students already employed in a congregational setting to use that setting as their Ministerial Field Work site.

Pre-requisite for Ministerial Field Work: Positive entrance decision for ELCA students (or assurance thereof). Students who have not already completed healthy ministerial boundaries training (see below) are expected to participate in the first available training.

2. Critical Reflection on Praxes of Ministry (normally CPE)

This is a peer group-based action-reflection program in which students foster their theological understandings of pastoral ministry as they intentionally integrate their praxes of ministry, systematic theology, and formation of personal and ministerial identity. A certified unit of Clinical Pastoral Education (CPE) is the recommended option to fulfill this contextual formation requirement and is required for ordination in certain denominations (including the ELCA). Most students will complete CPE during the summer after the first year of full-time study. CPE sites can be found at many hospitals and clinical institutions around the country, some of which offer online units that can be accessed from deeply rural or urban areas. Some sites also offer “extended” units during the academic year that can sometimes be helpful to part-time students. The CPE site must be certified by the Association of Clinical Pastoral Education, an independent entity that provides training for spiritual care professionals.

Students whose denominations do not require CPE and who are unable to avail themselves of a CPE program may take PRAX 420 Critical Reflection concurrently with Ministerial Fieldwork or Ministerial Immersion to satisfy the degree requirement. A student must complete this requirement prior to beginning their Ministerial Immersion experience, though exceptions may be granted by the Director of Contextual Formation.

Pre-requisites for CPE or PRAX 420 include PRAX 110 Pastoral Theology.

3. Ministerial Immersion (Internship)

Immersion (Internship) provides opportunity for students to experience the full scope of pastoral ministry in a parish-based setting for between 8 and 12 months. The expectation is for the student to engage in worship leadership, regular preaching and teaching of the faith, relationships across the spectrum of ages, pastoral care and visitation, administration, strategic planning, and insofar as possible, significant life events such as baptisms, confirmations, weddings, and funerals.

ELCA students will normally be assigned to a 12-month internship under the supervision of an experienced pastor and with the guidance of a selected lay

committee. ELCA students normally undertake internship after the second year of full-time study, so long as they have been endorsed by their synods. Students who delay internship until the conclusion of coursework (capstone internship) may participate in graduation so long as they have successfully completed at least nine months of the internship.

Non-ELCA students will work with the Director of Contextual Formation to create a plan in an appropriate setting to be immersed in the leadership and workings of a congregation. While a non-ELCA immersion cannot typically be completed in less than 8 or 9 months of full-time work, great flexibility will be employed in enabling students to develop and demonstrate the stated MDiv competencies.

Pre-requisites for the ministerial immersion normally include CPE, Healthy Ministerial Boundaries training, and the Anti-Racism Workshop.

- IV. Additional non-credit requirements (see 2.5 below)
 - 1. Spiritual Formation
 - 2. Professional Ethics/Ministerial Boundaries Workshop – Required before internship
 - 3. Anti-Racism Workshop – Required before internship

- V. Minimum residence at ULS of one year, defined as the satisfactory completion of at least 24 credits through courses in which a majority of contact hours are offered on one of the seminary's two campuses or synchronously via Zoom.

The following sample grid illustrates one way of fulfilling MDiv requirements for campus-based, weekday students, assuming full-time study for three academic years plus one year of internship or ministerial immersion:

Year 1			
August Intensive	Fall	January Intensive	Spring
Greek	Reading/Telling the Story	Church History 1 option	Story of Jesus
	Creation, Sin, and New Creation		Lutheran Foundations or Denominational requirement
	Preaching the Gospel		Pastoral Theology
	Worship option		Free elective
Ministerial Field Work			
Year 2			
August Intensive	Fall	January Intensive	Spring
	Story of Israel	Free elective	Story of Early Church
	Church in Society option		Doing Theology in a ... Diverse World option
	Free elective		Globalizing Christianity option
	Free elective		Congregational Formation/Education option
Summer or Extended over Year: Clinical Pastoral Education (CPE)			
Year 3 or 4			
Ministerial Immersion/ELCA Internship			
Year 3 or 4			
August Intensive	Fall	January Intensive	Spring
	Bible at Crossroads of Church/Culture option	Free elective	Free elective
	Gospel and Freedom option		Free elective
	Equipping the Saints/Church Admin option		Free elective
	Free elective		Free elective

The following sample grid illustrates another way that students who cannot take weekday courses can fulfill degree requirements over a four-year span (adding a year of internship/ministerial immersion for most students). *Note:* Residency requirements may necessitate the student’s taking part in week-long intensive courses either in person or via Zoom during August and/or June sessions.

Year 1			
August Intensive	Fall	January Intensive	Spring
Theo 1: Creation/Sin/ New Creation	Greek	Preaching the Gospel	Reading and Telling the Story
			Pastoral Theology
	Worshipping Community		
Year 2			
August Intensive	Fall	January Intensive	Spring
Church in Society option	Story of Israel	Church History 1 option	Story of Jesus
	Lutheran Foundations		Globalizing Christianity option
Ministerial Field Work			
Year 3			
August Intensive	Fall	January Intensive	Spring
Congregational Formation/Education option	Doing Theology in a ... Diverse World option	Equipping the Saints/Church Administration option	Story of the Early Church
	Free elective		Free elective
Summer or Extended over Year: Clinical Pastoral Education (CPE)			
Year 4 or 5			
Ministerial Immersion/ELCA Internship			
Year 4 or 5			
August Intensive	Fall	January Intensive	Spring
Gospel and Freedom option	Free elective	Bible at Crossroads of Church/Culture option	Free elective
	Free elective		Free elective

Optional MDiv Concentrations

Students bring a rich diversity of gifts to the task of theological education. To create the maximum potential for students to grow in their gifts for ministry, students may, in addition to completing the standard curricular requirements, pursue a concentration in a specialized field of study. The decision to pursue a concentration should normally be made by the end of the first year of study. A concentration requires a minimum of 12 credits in a particular field of study.

Concentration in Black Church Ministry

The Concentration in Black Church Ministry is offered under the auspices of the Urban Theological Institute (UTI) and prepares students for ministry in a Black Church context. A student who wishes to pursue the concentration should confer with the director of the UTI to choose at least 12 credits, typically from among the following courses, normally offered on the Philadelphia campus or via Zoom:

- African American Church History
- African American Theology
- Worship in the African American Tradition
- Preaching in the African American Tradition
- African Presence in Scripture
- Other courses designated for the concentration

Concentration in Town and Country Church Ministry

The Concentration in Town and Country Church Ministry is rooted in the Town and Country Church Institute (TCCI), an endowed program of the Seminary. The purpose of the concentration is to enhance ministry study with focus in specific settings (open country to towns of 10,000 in population), but it is not intended to narrow studies to the exclusion of other contexts, nor to inhibit broad preparation for ministry wherever God and the church might call one to service. A student who wishes to pursue the concentration should confer with the director of the TCCI to choose at least 12 credits of course offerings and learning experiences from the categories below.

1. Rural and Small Church Ministry (three credits; required; also fulfills Church in Society core course).
2. Immersion in a rural setting (three credits or equivalent):
 - Environment and Religion in Northern Appalachia.
 - Small Town and Rural Ministry Immersion with Wartburg/Luther Seminaries.
 - Other immersions from the Appalachian Ministries Educational Resource Center.
3. Other courses elected by the student in consultation with director of CTCCM:
 - Additional immersion from #2, above, if so desired.
 - Other relevant offering from the Theological Praxis area of curriculum, such as Ecological Christianity and Stewardship; Green Preaching; Urban Ministry courses for broadening and comparative experience, etc.
 - Contextual Formation in a rural or small-town setting (equivalent to three credits).

Concentration in Lutheran Studies

Students wishing to pursue advanced study of the Lutheran tradition may pursue a concentration in Lutheran Studies. In addition to DEN 201 Lutheran Foundations (a required course for ELCA candidates for ministry) and either field work or internship/immersion in an ELCA congregation, students must complete three of the following courses:

- HTH 112 Reformation and the Christian Tradition (Church History 1 option)
- HTH 204 History of Lutheranism (Globalizing Christianity option)
- HTH 314 Readings in Luther (Gospel and Freedom option)
- HTH 315 Contemporary Lutheran Theology (Gospel and Freedom option)
- HTH xxx Advanced Study of the Lutheran Confessions (to be offered beginning Spring 2023)
- PRAX 404 Luther the Liturgist
- Additional courses on Lutheran history, hermeneutics, theology, and practice that may be offered, including by adjuncts.
- Other courses approved by the Dean as having readings and assignments with sufficient engagement with Lutheran studies.

Other concentrations may be available, including, but not limited to, Interfaith, Multicultural Ministry, Theology and Public Life, Women, Gender, and Sexuality Studies and Anglican Studies (completion of four courses in Anglican Studies plus demonstrate experience in Anglican/Episcopal settings).

2.2 MASTER OF ARTS IN MINISTERIAL LEADERSHIP (MAML)

The Master of Arts in Ministerial Leadership program prepares persons for leadership service in the church. In the Evangelical Lutheran Church in America (ELCA), the program works in conjunction with students' synod candidacy committee in preparation for rostering as a deacon, or a minister of Word and Service. This degree, normally a two-year program when taken full-time, requires a total of 51 academic credits, plus contextual formation experiences and additional non-credit requirements. If the degree is not completed within four years, the student must petition the faculty for continuation in the degree program.

2.2.1 MAML Mission Statement and Learning Outcomes

The Master of Arts in Ministerial Leadership program prepares persons for leadership service in the church. For students in the ELCA, the preparation for service is in conjunction with the student's candidacy committee in preparation for rostering as a deacon, a minister of Word and Service.

- A. Unifying**—Developing skills to bring people together as an engaged learning community in the diverse unity enabled by the Triune God.
 1. Actively articulates faith traditions and diverse perspectives, including biblical, theological, scientific, ecumenical, and interfaith, when engaging contemporary events.
 2. Consistently advocates for the development of a shared vision in groups of diverse learners.
 3. Demonstrates an ability to lead and teach communities of faith in Word and Service, with biblical and theological integrity.

4. Presents a biblically and theologically clear and consistent message when proclaiming and engaging the gospel in all contexts.
- B. Learning**—Developing skills in lifelong critical thinking, research, and application, through the life-giving power of the Holy Spirit.
1. Demonstrates problem-solving abilities combining biblical, historical, theological, and integrative disciplines.
 2. Articulates critical and constructive engagement with a living theological tradition, and capacity to engage that tradition with contemporary problems.
 3. Evidences abilities to interpret historic religious traditions, including their sacred scriptures, historical development, and cultural forms, engaging contextual analysis.
 4. Draws on contextual experience (including field work) as a source of continuing critique and ongoing education.
- C. Serving**—Developing skills and confidence in leading organizations and communities for outreach and public witness grounded in the risen Christ.
1. Utilizes conflict management, counseling, and pastoral theology effectively in individual and group situations, while also understanding the limits of one’s skills.
 2. On the basis of sound theological and biblical understanding, establishes opportunities to accompany those who are marginalized, actively addresses the systems that cause and perpetuate such marginalization, and works to transform the community.
 3. Articulates a sound and ethical approach to management of human, cultural, institutional, and financial resources.
 4. Celebrates opportunities and challenges in building communities of diverse peoples and the gifts they bring.

2.2.2 MAML requirements:

- I. A Bachelor’s degree or its equivalent from a regionally accredited college or university.
- II. Satisfactory completion of at least 51 credits. One credit is equivalent to one semester hour. *Note:* If a requirement is shown as having options, there is more than one course that will satisfy the requirement. Check the course prefix and the course description to confirm that a course fulfills a particular requirement.
 - A. Required Courses (27 credits)
 - BIB 100 Greek (or Hebrew with advisor’s written permission)
 - BIB 201 Reading and Telling the Story
 - BIB 210 Story of Jesus
 - BIB 220 Story of Israel
 - HTH 100 Systematic Theology I: Creation, Sin, and New Creation
 - DEN xxx Denominational Polity (Lutheran Foundations or denominational equivalent)
 - PRAX 12x Church and Society option
 - At least two of the following: PRAX 11x Pastoral Theology or PRAX 13x Preaching option or PRAX 14x Christian Education/Formation option.
 - B. Specialization Courses (15 credits)

- No later than the end of the first semester of full-time study, MAML students must select an area of specialization to be approved by the MA Committee. The student will then complete at least 12 credits of coursework related to the area of specialization, plus three credits in a specialization project, normally in conjunction with the student's ministerial immersion (see below). As appropriate, the specialization course requirements (excluding the project) may be completed at another accredited graduate school, subject to the policy governing transfer credits.

C. Free electives (9 credits)

III. Contextual Formation is an intentional process involving contextualized experiences, reflection, integration, feedback, and assessment. In the MAML program Contextual Formation consists of three required components. All Contextual Formation components will be assessed as Successfully Completed (Pass) or Not Successfully Completed (Fail). Up-to-date information, forms, and important links for students and supervisors may be on the [Contextual Formation Overview page](#).

A. Ministerial Field Work

- Student will be assigned to a congregation for two consecutive semesters to engage in practices of ministry to develop skills and vision related to ministerial or diaconal leadership. This will normally take place in the first year of full-time study; part-time students who may be unable to begin field work in the first semester should contact the Director of Contextual Formation during the first year to determine the optimal timing for field work and subsequent contextual formation experiences. It is possible with the permission of the Director of Contextual Formation for students already employed in a congregational or clinical setting to use that setting as their Ministerial Field Work site.
- Pre-requisite for Ministerial Field Work: Positive entrance decision for ELCA students (or assurance thereof). Students who have not already completed healthy ministerial boundaries training (see below) are expected to participate in the first available training.

B. Critical Reflection on Praxes of Ministry (normally CPE)

- This is a peer group-based action-reflection program in which students foster their theological understandings of pastoral ministry as they intentionally integrate their praxes of ministry, systematic theology, and formation of personal and ministerial identity. A certified unit of Clinical Pastoral Education (CPE) is the recommended option to fulfill this contextual formation requirement and is required for rostering in the ELCA. Most students will complete CPE during the summer after the first year of full-time study. CPE sites can be found at many hospitals and clinical institutions around the country, some of which offer online units that can be accessed from deeply rural or urban areas. Some sites also offer "extended" units during the academic year that can sometimes be helpful to part-time students. The CPE site must be certified by the

Association of Clinical Pastoral Education, an independent entity that provides training for spiritual care professionals.

- Students whose denominations do not require CPE and who are unable to avail themselves of a CPE program may take PRAX 420 Critical Reflection concurrently with Ministerial Fieldwork or Ministerial Immersion to satisfy the degree requirement. Student must complete this requirement prior to beginning their Ministerial Immersion experience, though exceptions may be granted by the Director of Contextual Formation.
- Pre-requisites for CPE or PRAX 420 include PRAX 110 Pastoral Theology.

C. Ministerial Immersion (Internship)

- Students will immerse themselves in a ministry setting to develop and demonstrate the degree program's competencies. For ELCA candidates for Word and Service, internship placements will reflect the range of diaconal purpose (each including significant engagement in a congregational context) and still be specific to the candidate's unique foci. Non-ELCA students will work with the Director of Contextual Formation to find appropriate settings which allow them to develop and demonstrate the stated degree competencies and meet ecclesiastical requirements for rostering.

IV. Additional non-credit requirements (see 2.5 below):

- A. Spiritual Formation
- B. Professional Ethics/Ministerial Boundaries Workshop- Required before internship
- C. Anti-Racism Workshop- Required before internship

V. Minimum residence at ULS of one year, defined as the satisfactory completion of at least 18 credits through courses in which a majority of contact hours are offered on one of the seminary's two campuses or synchronously via Zoom.

2.3 MASTER OF ARTS (MA)

The Master of Arts program is designed to provide students the opportunity to pursue a concentration in an area of theological interest while also providing a broad foundation for further graduate study or for general educational or vocational use. The degree, normally a two-year program when taken full-time, requires a total of 51 credits. If the degree is not completed within four years, the student must petition the faculty for continuation in the degree program.

2.3.1 MA Mission Statement and Learning Outcomes

The MA program is designed to provide students the opportunity to pursue a concentration in an area of theological interest while also providing a broad foundation for further graduate study or for general educational or vocational use.

- A. Unifying—Developing skills in academically rigorous research that contributes to bringing people together in the diverse unity enabled by the Triune God.

1. Actively articulates diverse perspectives, including from theological disciplines, and scientific, ecumenical, and interfaith points of view.
 2. Documents awareness of perspectives of marginalized in research, writing, and application.
 3. Advocates consistently for the development of a shared vision in groups of diverse learners.
 4. Demonstrates awareness of conflict management and other community-organizing skills.
- B. Learning**—Developing skills in lifelong critical thinking, research, and application through the life-giving power of the Holy Spirit.
1. Demonstrates problem-solving abilities within a concentration and general competence across theological disciplines.
 2. Articulates critical and constructive engagement with a living theological tradition, and capacity to engage that tradition with academic integrity.
 3. Evidences abilities to interpret historic religious traditions, including their sacred scriptures, historical development, and cultural forms, engaging contextual analysis
 4. Shows capacity to complete a thesis or other summative assessment on a topic of significance.
- C. Serving**—Developing skills and confidence in participating in academic communities, and teaching and leading as appropriate for an MA graduate.
1. Demonstrates abilities to manage classroom dynamics to guide learning effectively, and helps others to identify their intellectual, spiritual, and practical gifts.
 2. Presents a clear and consistent message in public leadership, grounded in the risen Christ, across contexts.
 3. Shows abilities to use tools necessary for academic inquiry in one’s fields.
 4. Evidences skills to address the systems that cause and perpetuate marginalization and division, including drawing upon theological and other academic disciplines.

2.3.2 MA requirements:

- I.** A Bachelor’s degree or its equivalent from a regionally accredited college or university.
- II.** Satisfactory completion of at least 51 credits. One credit is equivalent to one semester hour. *Note:* If a requirement is shown as having options, there is more than one course that will satisfy the requirement. Check the course prefix and the course description to confirm that a course fulfills a particular requirement.
 - A.** Required Courses (15 credits):
 - BIB 201 Reading and Telling the Story
 - HTH 10x Theology 1: Creation, Sin, and New Creation
 - HTH 11x or HTH 20x Church History 1 or 2 option
 - Choice from among Praxis courses (PRAX xxx)
 - Choice of Public Theology courses (Church and Society courses and others as designated in the course descriptions).
 - B.** Specialization Courses (15 credits): No later than the end of the first semester of full-time study, MA students must select an area of specialization, which must be approved by the MA Committee. The student will then complete at least 15 credits related to the area of specialization. Areas of specialization include:

- Biblical Studies
- Black Church (through the Urban Theological Institute)
- Town and Country (through the Town and Country Church Institute)
- History
- Theology
- Pastoral Care
- Anglican Studies
- Liturgy
- Women, Gender, and Sexuality Studies

C. Free electives (15 credits)

D. Thesis (six credits) in the area of specialization. The thesis is normally registered over two semesters (three credits each). In the first semester, the student works with the thesis advisor to develop the thesis focus and bibliography, conduct research, outline the paper, and begin writing. In the second semester the student completes writing, defends the paper before a faculty panel, finishes needed corrections, and submits two archival copies to the library.

III. Additional non-credit requirements (see 2.5 below):

A. Spiritual Formation

B. Professional Ethics/Ministerial Boundaries Workshop

C. Anti-Racism Workshop

IV. Minimum residence at ULS of one year, defined as the satisfactory completion of at least 18 credits through courses in which a majority of contact hours are offered on one of the seminary's two campuses or synchronously via Zoom.

2.4 MASTER OF ARTS IN PUBLIC LEADERSHIP (MAPL)

The MA Program in Public Leadership takes as its mission to prepare students to be theologically articulate, critically reflective, and practically skillful individuals capable of engaging with civil society and the wider world as leaders of social ministry and other public service organizations and agencies.

The degree, normally a two-year program when taken full-time, requires a total of 51 credits. Core courses are available on both campuses in various formats: residential, hybrid, intensive, and online. However, required courses offered through partnership with Temple University may be available only in the Philadelphia area. If the degree is not completed within four years, the student must petition the faculty for continuance in the degree program.

Applicants to the MAPL program are required to have earned a Bachelor's degree or its equivalent from a regionally accredited college or university.

2.4.1 MAPL Mission Statement and Learning Outcomes

To prepare students to be theologically articulate, critically reflective, and practically skillful individuals capable of engaging with civil society and the wider world as leaders of social ministry and other public service organizations and agencies.

- A. **Unifying**—Developing skills to bring people together across social divisions in the diverse unity enabled by the Triune God.

1. Actively articulates diverse perspectives, including scientific, ecumenical, and interfaith.
 2. Documents experiences accompanying those who are marginalized.
 3. Advocates consistently for the development of a shared vision in groups of diverse learners.
 4. Utilizes conflict management, business and/or social work skills effectively in individual and group situations.
- B. Learning**—Developing skills in lifelong critical thinking, research, and application through the life-giving power of the Holy Spirit.
1. Demonstrates problem-solving abilities combining biblical, historical, theological, and integrative disciplines with business and/or social work paradigms.
 2. Articulates critical and constructive engagement with a living theological tradition, and capacity to engage that tradition with pressing public problems for which social ministry organizations exist.
 3. Evidences abilities to interpret historic religious traditions, including their sacred scriptures, historical development, and cultural forms, engaging contextual analysis.
 4. Draws on contextual experience (including field work) as a source of continuing critique and ongoing education.
- C. Serving**—Developing skills and confidence in leading organizations and communities
1. Demonstrates abilities to lead and teach social ministry and other public service organizations effectively.
 2. Presents a clear and consistent message in public leadership, grounded in the risen Christ, across contexts.
 3. Articulates and practices a sound and ethical approach to management of human, cultural, institutional, and financial resources.
 4. Evidences skills to address the systems that cause and perpetuate marginalization and division, including drawing upon biblical, theological, historical, integrative, and business and/or social work disciplines.

2.4.2 MAPL requirements:

- I. A Bachelor’s degree or its equivalent from a regionally accredited college or university.
- II. Satisfactory completion of at least 51 credits. One credit is equivalent to one semester hour. *Note:* If a requirement is shown as having options, there is more than one course that will satisfy the requirement. Check the course prefix and the course description to confirm that a course fulfills a particular requirement.
 - A. Required Courses (15 credits):
 - BIB 201 Reading and Telling the Story
 - HTH 10x Theology 1: Creation, Sin, and New Creation
 - HTH 11x or HTH 20x Church History 1 or 2 option
 - Choice of Praxis courses (PRAX xxx).
 - Choice of Public Theology courses (Church and Society courses and others as designated in the course descriptions).
 - B. Specialization Courses (12 credits): Students choose credits in courses at either Temple School of Social Work or Fox School of Business.

- C. Free electives (15 credits)
- D. Case-Based Field Work (9 credits)

III. Additional non-credit requirements (see 2.5 below):

- Spiritual Formation
- Professional Ethics/Ministerial Boundaries Workshop
- Anti-Racism Workshop

IV. Minimum residence at ULS of one year, defined as the satisfactory completion of at least 18 credits through courses in which a majority of contact hours are offered on one of the seminary's two campuses or synchronously via Zoom.

2.5 NON-CREDIT FIRST THEOLOGICAL DEGREE REQUIREMENTS

2.5.1 Spiritual Formation

A variety of individual spiritual practices is recommended to encourage students' growth in intimacy with God. Regularly offered courses may be taken as free electives to fulfill this requirement, but students may also engage in at least 32 hours of alternate activities to develop and demonstrate competencies. Options include but are not limited to:

1. Meeting with a certified Spiritual Director.
2. Spiritual retreats sponsored by ULS or approved by the Coordinator of Non-Credit Degree Requirements.
3. On campus group activities sponsored by ULS focusing on topics such as:
 - Book studies
 - Centering prayer groups
 - Praying in Color
 - Lectio Divina

Students have great latitude in choosing classical or unconventional prayer forms and disciplines that fit both their personality type and spiritual needs. Maintaining a "log" or dated record documenting one's time and activity is required and must be emailed to the Dean (with cc: to the Director of Enrollment Services). More about options for fulfilling this requirement may be found on the [registrar web page](#) (see "Spiritual Formation requirement" on that page).

2.5.2 Professional Ethics/Ministerial Boundaries Training

Sexual misconduct (that includes sexual harassment, abuse, and exploitation) has been identified in recent years as a serious problem affecting the integrity of ministry and the capacity of the church to be a safe place for all people. Research studies have estimated that up to 20 percent of clergy have violated sexual boundaries with parishioners (a higher percentage than any other professional group). The problem, once cloaked in secrecy, is now being addressed in healthy ways by church denominations and by individuals and groups within the church who are committed to promoting positive professional ethics and models of self-care, boundaries, and wellness among church workers. Appropriate screening and training of candidates for ministry are essential tools for prevention of boundary violations. They also prepare clergy to respond effectively when they are called to pastor a traumatized congregation and when victims come to them for help. The ELCA in its 1992 "Strategy for Responding to Sexual Abuse in the Church" (p. 4) therefore called for "every pastor and every Seminarian to receive education aimed at the

prevention of sexual abuse in the church." The Seminary recognizes that such education is an integral part of our mission of preparing and forming our students for ordained ministry and rostered lay leadership in the church.

As a community of faith, the church is shaped by the Word of God. Our faith is focused on the incarnation in Jesus Christ, his death and resurrection. Jesus is the revelation that makes clear that law and gospel implicit in the Hebrew Bible and explicit in the New Testament literature. We believe that God's grace continues to be active in our lives today, as God's love heals and restores people even in the face of great damage and sin. God's presence with us in Word and Sacrament forms us into a community of shalom, a dynamic movement toward justice and wholeness. Because the church is to be a place for healing and justice, it must recognize, prevent, stop, and heal sexual abuse.¹

Training is offered at least once each year on each campus. Pre-approved trainings offered by synods or other judicatories may sometimes be substituted. Training must be completed prior to internship.

Training Requirements

A total of eight hours of training shall be required of all first-professional students, faculty, and staff to cover areas of clergy sexual ethics, boundaries, and wellness. It shall include up-to-date information about the following topics:

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

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

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

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

2.5.3 Anti-Racism Training

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

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

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

The goal of the work here at the Seminary is to create new ways of understanding our communities, the Christian tradition and our churches that allow all of God’s children to be nourished and to thrive in a world that is sadly corrupted by a long history of racial oppression.

The 8-hour Anti-Racism Training is required of all entering, first-professional degree students and is offered at least once each year on each campus. The session must be completed to fulfill this requirement. The training must be completed prior to internship.

An individual may fulfill the training requirement of this policy by providing certification of equivalent training specifically addressing anti-racism in the context of the church's ministry from another qualified training institution within the past three years. All individuals, regardless of prior training, are however, encouraged to refresh and update their knowledge by attending the training offered by this Seminary.

2.6 ORDINATION AND PLACEMENT

For students seeking placement in a church subsequent to graduation, such placement is the responsibility of the denomination or judicatory and not of the seminary. The seminary will assist as possible upon request in helping the student assemble grade reports, transcripts, letters of good standing, and other materials needed by the judicatory.

The rostering and placement of ELCA students, in particular, are functions reserved to itself by the Church and are not functions of the seminary. However, both faculty and staff are prepared to assist candidates in the process. Provision by the student of authorization to the seminary to release information on demand can facilitate this process. A release authorization form may be obtained from the synod or from the registrar.

2.7 ADMISSIONS AND DENOMINATIONAL SUPPORT

Master of Divinity and Master of Arts in Ministerial Leadership

Because the Master of Divinity and Master of Arts in Ministerial Leadership are professional degrees, involving work in congregations or other ministry settings that seek to develop and demonstrate the student’s fitness for ministry, the Seminary requires that applicants to these

programs show proof that their denominational judicatories are aware of and supportive of the applicant's call to ministry.

For ELCA applicants, proof of denominational support is provided by the applicant's positive Entrance Decision from their synod's Candidacy Committee (see ELCA Candidacy process, below). For non-ELCA applicants, such proof might be in the form of a letter of support from an appropriate judicatory or denomination official, according to the normal processes of their denomination.

Applicants who are able to provide appropriate documentation of denominational support prior to or during the Admissions process may be given an unconditional offer of admission to the Seminary. An applicant who has initiated, but not yet completed, the process of obtaining such support may be offered provisional admission by the Seminary, pending the Seminary's receipt of such documentation. The offer of provisional admission may be withdrawn absent receipt of this documentation by the Admissions Committee's set deadline, normally not later than the end of the student's first term or semester of study.

Affiliation (ELCA students only)

Because Affiliated Students are permitted to take courses at and receive institutional financial aid from ULS as nondegree students only because they are supported by their ELCA synod, no student can be admitted to Affiliation without having received a positive Entrance Decision. Should the student be admitted provisionally, pending an upcoming Entrance Decision, the student will not be eligible to take courses or receive ULS financial aid until the positive Entrance Decision is received by the seminary.

Master of Arts and Master of Arts in Public Leadership

The Master of Arts and Master of Arts in Public Leadership are academic degrees that do not require either ELCA candidacy or denominational support or affiliation. While it is sometimes the case that an ELCA student in one of these programs is concurrently in candidacy for Word and Service ministry, their candidacy status affects only their ability to take part in any Candidacy-required Ministerial Field Work and Internship. Lack or loss of denominational support for students in these programs does not affect their eligibility for admission to or retention in these programs.

Change in Discerned Call

A MAML student whose candidacy for Word and Service ministry has been supported by their synod's Candidacy Committee by positive Entrance and/or Endorsement decision but who subsequently discerns a call to Word and Sacrament ministry should first consult their Candidacy Relator. If the Candidacy Committee supports the student's change of call, the student should then submit an application for admission to the MDiv program. The Admissions process may be modified, at the discretion of the Admissions Office.

The steps above may also be taken by MDiv students whose candidacy for Word and Sacrament ministry has been supported by their synod's Candidacy Committee but who subsequently seek to pursue Word and Service ministry through the MAML program.

A MAML student whose candidacy for Word and Service ministry has been supported by their synod's Candidacy Committee by positive Entrance and/or Endorsement decision but who wishes to pursue the additional coursework of the MDiv degree for personal reasons may apply for admission to the MDiv program. The Admissions process may be modified, at the discretion of the Admissions Office.

2.7.1 The ELCA Candidacy Process

ELCA Candidacy is the churchwide process of discernment, preparation, formation, and approval, including theological education, evaluation, and practical preparation. Partners in this process are the candidate, the home congregation, the home synod, the Seminary, and the ELCA Christian Community and Leadership home area. Successful completion of the Candidacy process normally leads to service as a rostered minister in the ELCA.

Each potential candidate is strongly encouraged to begin the Candidacy process one full year prior to beginning theological education. Additionally, applicants must have been members of an ELCA congregation for a minimum of one year prior to embarking on the Candidacy process.

The synodical Candidacy Committee has overall responsibility for the applicant's Candidacy process, both initial screening and ongoing evaluation. Establishing and maintaining the ongoing relationship between the applicant and the Candidacy Committee is the responsibility of the applicant.

ELCA members seeking admission to the Master of Arts in Ministerial Leadership (MAML) or the Master of Divinity (MDiv) programs should first contact their home synod office to begin the Candidacy process. The Candidacy Committee will make a decision regarding Entrance to Candidacy, which will ideally occur prior to the student's beginning seminary study.

The Seminary's Admissions Committee may offer an applicant provisional admission, pending written notification of the Candidacy Committee's positive Entrance Decision. However, the Seminary will normally withdraw the provisional offer of admission if written notification of a positive Entrance decision is not received from the applicant's Candidacy Committee by the specified deadline, normally the end of the student's first semester.

The ELCA Candidacy Process consists of three steps:

1. Entrance
 - Under the guidance and direction of the synod the applicant participates in several interviews and assessments.

- The applicant's home congregation, a partner in the process, registers and supports the applicant.
- The Candidacy Committee meets with the candidate and makes an decision regarding Entrance. This decision determines the applicant's potential for rostered ministry and readiness for theological education.
- During the Entrance process the applicant may apply for admission to the Seminary.
- Candidates should note that there may be financial costs associated with the candidacy process.
- A positive Entrance Decision qualifies the MDiv or MAML student to engage in supervised field placement.

2. Endorsement

Positive Endorsement by a synodical Candidacy Committee and successful progress in academic work are essential components for successful ELCA candidacy. Endorsement normally occurs midway through the student's theological education. The Endorsement process evaluates and affirms the student's sense of call to a particular roster of ministry. The Endorsement process includes the writing of an insightful essay and an interview by a panel consisting of seminary faculty and members of the Candidacy Committee. Positive Endorsement by the Candidacy Committee provides developmental goals for the student and permission to pursue an ELCA internship.

3. Approval

Approval, which normally occurs during the final year of theological education, expresses the church's confidence that the student is ready to begin service in a particular rostered ministry. The Candidacy Committee in conversation and consultation with the Seminary faculty makes this decision. Following the Approval Decision, a student participates in the churchwide assignment process and becomes eligible to receive a Letter of Call for service.

2.8 ELCA CANDIDACY STANDING AND OTHER DENOMINATIONAL SUPPORT - DEGREE PROGRAM RETENTION

Failure to achieve or maintain a Positive Entrance decision

ELCA students who fail to receive a positive Entrance Decision by the designated deadline are ineligible to be admitted to the MDiv, MAML, or Affiliated Student programs or, if provisionally admitted, will be removed from the program. Students whose positive Entrance Decision is later rescinded will likewise be removed from the program.

Failure to achieve or maintain a Positive Endorsement decision

A decision to postpone Endorsement means that the ELCA student may not embark on the required internship. Such students should meet with their Faculty Advisor, Registrar, Financial Aid Officer, and Candidacy Relator to discuss next steps. It may be that the MDiv or MAML

student will need to seek a one-year Leave of Absence from study to work on any steps prescribed by the Candidacy Committee. In some cases, the MDiv or MAML student, in consultation with the Candidacy Committee and Faculty Advisor, may be permitted to continue with coursework toward the degree; however, the student must recognize that continuing study is at the student's own risk. An Affiliated Student whose Endorsement is postponed becomes ineligible to receive institutional financial assistance from ULS for any courses taken at ULS during the period of postponement.

If Endorsement is denied to an ELCA student in the MDiv or MAML program after the first year of study, or if Endorsement is subsequently rescinded, the student's status will normally be terminated at the end of the semester in which the loss or denial of Endorsement occurs. The student will not be permitted to register for the following semester or engage in contextual formation. However, the student, if otherwise in good standing, may, in consultation with their Academic Advisor, apply for admission to the MA program, according to the directions of the Admissions Office. Denial of Endorsement to an Affiliated Student subjects that student to immediate removal from the roll of the seminary.

An ELCA student whose Endorsement is withdrawn in the final year of study, but who has already successfully completed internship, may be allowed to complete degree requirements for graduation with the permission of the Dean. Graduation must occur by May of the same academic year.

A student whose Endorsement is postponed, withdrawn, or denied but who has completed all degree requirements except for internship may be permitted to fulfill degree requirements by doing a non-ELCA ministerial immersion or CPE residency that has been approved by the Director of Contextual Formation. Permission for this exception must be obtained in writing from the Dean. It will be noted on the student's transcript that they have completed a "Non-ELCA Ministerial Immersion." If the student is later endorsed, they will normally be required to complete an authorized ELCA internship.

Failure to be Approved for Ordination

Postponement or denial of Approval to an ELCA student in the final year of study who has already successfully completed internship will not prevent the student's graduation, provided graduation occurs by May of that academic year.

Transfer to a Different Denomination

An ELCA student or a student in another denomination who falls out of good Candidacy standing and chooses to change their denominational affiliation in order to pursue the MDiv or MAML degree will normally be expected to take a Leave of Absence from study for at least one year so as to seek membership in a new congregation and receive the support of that denomination. Upon presenting documentation of church membership and denominational

support, the student may, through their Academic Advisor, petition the Dean for permission to continue on in the degree program.

2.8.1 Affiliation

GUIDELINES FOR United Lutheran Seminary (ULS) “AFFILIATES”

1). The November 2022 Candidacy Manual notes affiliation is expected early in the candidacy process (see page 45 ff). Students must recognize that failure to affiliate at time of entrance may delay ELCA Internship.

4.4.1 ELCA Seminary Affiliation

Affiliation assists a candidate in understanding the variety of ways ELCA seminaries, in collaboration with synods, have developed to fulfill the Lutheran learning and formation requirements. Affiliation assists candidates with:

1. identifying an appropriate CPE program,
2. identifying and receiving oversight of the required internship,
3. selecting approved Lutheran learning and formation opportunities offered at an ELCA/ELCIC seminary, or at the non-ELCA seminary where a candidate is registered,
4. facilitating the process for ELCA/ELCIC seminary faculty recommendation required at approval (Form D).

After being granted entrance by a Candidacy Committee and being admitted to an accredited non- ELCA seminary, the candidate works with a Candidacy Committee representative in consultation with the academic dean of the ELCA seminary of affiliation to complete the Candidate Plan and identify how the Lutheran learning and formation requirements will be met (Appendix D). A representative from the non-ELCA seminary may also be invited to participate in the development of the candidate plan.

2). The Candidate Plan should be sent to the following people at ULS: The Dean, Registrar, Faculty-Advisor and Contextual Formation Office by the end of the first semester. Failure to submit a Candidate Plan in a timely fashion may delay Endorsement and ELCA Internship.

The Candidacy Committee may request the candidacy leadership manager to work with the candidate and appropriate seminary representatives to develop the plan, which can help the Candidacy Committee, seminary, and candidate identify approximate timing for CPE, Endorsement, internship, and Approval. The completed plan becomes part of the candidate’s file. The synod will send copies of the plan to the ELCA seminary of affiliation.

3). Affiliated students are normally expected to take six courses at ULS in consultation with the Dean, faculty advisor or ULS Affiliate Liaison*. At most schools where the candidate anticipates earning a degree, financial aid can be used for enrollment for courses at ULS. Check with your

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financial aid officer and registrar. If that is not available, ULS offers to ELCA affiliated candidates a Certificate in Lutheran Studies (for up to 6 courses, up to full tuition scholarship). It is strongly encouraged that most of these courses include residential intensives or residential courses at either the Gettysburg or Philadelphia campus. (See

Expectations/outcomes for Lutheran Learning and Formation below (From 2022 ELCA Candidacy Manual, p. 46).

4.4.2 Outcomes for Lutheran Learning and Formation

The expectations and outcomes established for Lutheran learning and formation are:

1. a solid grounding in the ELCA hermeneutical understanding of the Scriptures, systematic theology, and the Lutheran Confessions,
2. the articulation of a Lutheran theological perspective through the study of theology, church history, Bible, worship, preaching, Christian education, pastoral care, and ethics,
3. a holistic understanding of ministry in a Lutheran context, including the integrity and varieties of Lutheran worship,
4. familiarity with policies and practices associated with ELCA polity, assignment, call, and mobility, and
5. participation in current theological conversations within the ELCA, including establishing relationships with future colleagues characterized by mutual support and consolation, accountability, and a clear sense of shared mission.

Such learning opportunities may include online courses and cohort groups offered by one of the ELCA seminaries.

The Lutheran learning and formation guided by an ELCA seminary is a constitutional requirement of the ELCA and will normally not be waived (ELCA Constitution – 7.31.03.d).

Candidates who choose to pursue their Lutheran learning and formation requirements at an ELCA seminary and seeks an advanced degree during the time of residency will need to complete admission requirements at the ELCA seminary of affiliation.

- 4). If a student and/or Candidacy Committee seek a waiver of the Lutheran Formation requirement, it must be done PRIOR to Endorsement. The ULS representative on the Theological Review Panel must be a member of the faculty designated by the Dean (From 2022 ELCA Candidacy Manual, p. 47)

4.4.3 Waiver of Affiliation With an ELCA Seminary

In the event that a candidate desires to explore the possibility of a Waiver of Affiliation, the candidate will provide to the candidacy committee academic papers and other written documents indicating that the Lutheran learning and formation outcomes listed in the section 4.4.2 have been or will be fulfilled. The candidacy committee may seek advice from a Theological Review Panel (section 5.2.3) convened to assist the panel and candidacy committee in making an informed recommendation. If a waiver is recommended by the panel and the candidacy committee affirms the recommendation, a written request for waiver is sent by the candidacy committee to the director for candidacy. The waiver request from the candidacy committee is vetted by a team of Christian Community and Leadership home area candidacy staff, and a decision will be reached and communicated in writing to the candidacy committee. A request for a Waiver of Affiliation must be made prior to Endorsement and does not alter the requirements for an internship and a supervised clinical ministry experience. (From 2022 ELCA Candidacy Manual, p. 47).

Pre-requisites to an ELCA Internship:

1). Candidate Endorsement which includes recommendations for Internship (please note, if candidacy committee disapproves off-site supervision, we cannot guarantee internship placement). Especially note that the following items are required for Endorsement: “Competence in core areas of theological study, such as Bible, theology and the Lutheran Confessions,” (From 2022 ELCA Candidacy Manual, pg. 57).

Please see the November 2022 ELCA Candidacy Manual, Appendix F, Guidelines for Internship, pages 92-96.

2). Interview with the Director of Contextual Formation

3). Satisfactory completion of Twenty-four weeks of Ministerial Fieldwork or its equivalent as approved by Director of Contextual Formation (with special emphasis on competency to lead worship in a Lutheran Congregation).

4). Satisfactory completion of CPE

5). Completion of Professional Boundaries workshop

6). Completion of Anti-Racism/Cultural Sensitivity Training.

7). Student Internship Application must be received by Sept. 15th in order to begin Internship the following year (normally in the Summer). There can be no exceptions to this guideline. In addition, Endorsement by the Candidacy Committee must occur by Dec. 15th in order to participate in internship matching workshops for Internship the following year.

*ELCA Affiliate students at ULS are eligible for tuition scholarship for no more than 6 courses

**ELCA Affiliate students will be charged a one-time affiliation fee at the beginning of your affiliation with ULS. This is an ELCA Churchwide agreed upon fee, across the ELCA seminary system. Beginning with new affiliates for the 2023-2024 Academic Year this is a graduated fee:

- \$1600 if one affiliates prior to the candidacy endorsement decision.
- \$2000 if one affiliates after the candidacy endorsement decision

3 ADVANCED DEGREE PROGRAMS (GRADUATE SCHOOL)

The term “Graduate School” serves to distinguish the advanced-level degree programs of Master of Sacred Theology (STM), Doctor of Ministry (DMin), and Doctor of Philosophy (PhD, not currently accepting new students) from the first theological degree programs of Master of Divinity (MDiv), Master of Arts (MA), Master of Arts in Public Leadership (MAPL), and Master of Arts in Ministerial Leadership (MAML). The Graduate School exists to encourage and assist those who are already graduates of a seminary or divinity school to pursue advanced study to enhance ministerial practice through the DMin degree program or toward theological research and teaching through the STM and PhD degree programs. The programs of the Graduate School, whether professional or academic in their nature, are designed to aid in the development of a more effective ministry and to engage the student in academic reflection and research.

Advanced-degree students (STM/DMin) will normally be assigned an academic advisor based upon their intended academic focus area. The advisor will take the lead in supervising the student’s thesis or project and will normally chair the final review panel.

The normal course load for advanced degree (STM/DMin) students is six credits per semester, including any associated short terms (August, January, or Summer). Full-tuition scholarships are available only up to this normal load; additional courses are at the student's own expense. Students are eligible for Federal student loans who take at least three credits in a semester or short term.

3.1 MASTER OF SACRED THEOLOGY (STM)

The Master of Sacred Theology (STM) emphasizes academic accomplishment. It is course/seminar/research-oriented and offers a broad exposure to all theological disciplines, but it also provides a more focused examination of a particular discipline than is provided at the MDiv level through its requirements of a designated major field of study and a thesis.

3.1.1 STM Admission Requirements

In addition to the standard application elements, admission to the Master of Sacred Theology degree program requires the following:

- A Bachelor's or equivalent degree from a regionally accredited college or university.
- A Master of Divinity degree or another master's degree in a theological discipline earned in a program that requires at least 60 semester hours or the equivalent. The granting institution must be fully ATS- or regionally accredited.
- A cumulative grade point average in the MDiv-level program of at least 3.0 on a 4.0 scale.
- Depending upon the major field selected, a working knowledge of one language in addition to English.

3.1.2 STM Degree Requirements

The program consists of seven courses (three credits each), of which at least four are to be in the candidate's major (or related) field. No more than three courses will be permitted in transfer from other fully accredited graduate schools and then ordinarily only with advance permission. To be in good standing, a student must maintain an overall average of not less than 2.75, with at least a 3.0 average in their major field.

A thesis must be prepared under the supervision of a faculty advisor. The STM Manual includes detailed guidance for preparation of the thesis and is available from the Graduate Studies Office. The candidate shall defend their thesis before a faculty panel of two to three persons. The panel, after examining the candidate and their academic record, recommends to the Faculty whether the candidate shall be approved for the degree.

Both part-time and full-time study is available, the full-time program normally taking up to two academic years, the first in course work and the second in thesis preparation. All requirements shall be met within six years. Extensions of the program beyond six years are possible with annual Faculty approval.

Students that are still completing coursework but fail to register for a semester would be considered to be on leave. Four consecutive semesters would exhaust the eligibility for leave, and student would be subjected to removal from the roll. Once removed from the roll, the student could reapply after a year but would be subject to any program changes that had gone into effect and would lose any coursework over 10 years old.

Once all coursework is completed, students have 4 semesters to register their thesis. Once the thesis is registered, students have 2 years to complete it. If it is not completed, students may request an extension.

Detailed information concerning the STM program and preparation of the thesis may be found in the [STM Manual](#).

3.2 DOCTOR OF PHILOSOPHY (PHD)

The PhD program is currently on hiatus and is not accepting new applications.

3.3 DOCTOR OF MINISTRY (DMIN)

The Doctor of Ministry (DMin) is an advanced professional degree designed to enhance the practice of ministry. Participants are normally men and women in the ordained ministry of the Church. Admission requires both the completion of a Master of Divinity degree or its equivalent, and at least three years of experience in ministry subsequent to the first graduate theological degree. It is generally expected that enrolled students be actively engaged in professional ministry. They must show evidence of capacity for an advanced level of competence and reflection.

The candidate for this degree is expected to demonstrate achievement at a level significantly beyond the expectations of first-professional degree programs with respect to four goals:

1. To formulate a comprehensive and critical understandings of theological disciplines in the context of the practice of ministry in which theory and practice inform and enhance each other.
2. To develop mature and effective skills and competencies in relation to the disciplines of the chosen Focus Area.
3. To foster sensitivities and mature leadership in response to diverse contexts in light of the student's spiritual, denominational, professional values.
4. To contribute to the understanding and practice of ministry through the completion of a doctoral-level project in ministry.

3.3.1 DMin Admission Requirements

In addition to the standard application elements, admission to the Doctor of Ministry degree program requires the following:

1. Normally, a Bachelor's or equivalent degree from a regionally accredited college or university;
2. The Master of Divinity degree or another Master's degree in a theological discipline earned in a program that requires at least 72 semester hours or the equivalent. The granting institution is to be fully ATS-accredited;
3. A cumulative grade point average in the Master's level program of at least 3.0 on a 4.0 scale. Exceptions may be made by the Admissions Committee for good cause; and
4. A minimum of three years in the professional ministry of the Church after receiving the MDiv degree or its equivalent.

3.3.2 DMin Degree Requirements

The DMin program is constituted by the following:

- Establishment of the Student Learning Goals;
- Research Methods;
- Seven additional courses (three credits each), of which
 - At least two are to be in the student's Focus area.
 - At least four must be at the 700 level or higher.
 - At least three must be residential, defined as courses in which instruction is face-to-face (in-person or via Zoom) for more than half of instructional hours.
 - One may be an independent study with the project supervisor, designed to prepare for the Project in Ministry.
- An on-site visit;
- A mid-point Student Candidacy Review; and
- An independent Project in Ministry (six credits), in which the candidate devotes intensive study to some task or issue in their ministry.

To remain in good standing, a student must maintain an overall grade-point average of not less than 3.0.

Normally, participation in the DMin program is part-time, given the requirement of concurrent full-time, active ministry. Because of the program's focus on growth in ministry, it is intended for students to take sufficient time for self-assessment and reflection. Consequently, a minimum of three years and a maximum of six years are limitations for completing the program. Extensions of program beyond six years are possible with annual Faculty approval.

Students that are still completing coursework but fail to register for a semester would be considered to be on leave. Four consecutive semesters would exhaust the eligibility for leave, and student would be subjected to removal from the roll. Once removed from the roll, the student could reapply after a year but would be subject to any program changes that had gone into effect and would lose any coursework over 10 years old.

Once all coursework is completed, students have 4 semesters to register for their project. Once the project is registered, students have 2 years to complete it. If it is not completed, students may request an extension.

Detailed information concerning the DMin program and preparation of the Project in Ministry (6 credits) may be found in the [DMin Manual](#).

4 ACADEMIC POLICIES AND PROCEDURES OF FIRST THEOLOGICAL DEGREE PROGRAMS

4.1 STUDENT CATEGORIES

For purposes of classification, all first theological degree students, whether full-time or part-time, may need to be categorized according to “year of program,” as follows:

- **Juniors:** All first theological degree students who have completed fewer than 24 credits towards the degree; traditional students in their first year of study.
- **Middlers:** MDiv students who have completed at least 24 credits but fewer than 48 credits toward the degree; traditional MDiv students in their second year of study.
- **Third Years:** MDiv students completing an internship for denominational purposes in the third academic year, MDiv students in the third year of academic study who expect to do a terminal internship, and those first theological degree students judged to be in the next-to-last year of degree study.
- **Seniors:** MDiv students who have completed 48 or more credits toward the degree; MA, MAML, and MAPL students who have completed 30 or more credits. Note that some upper-level or advanced-level courses open to seniors may specify that the student be a “final-semester senior,” one who has 12 or fewer credits remaining in their degree program.

4.2 ACADEMIC ADVISOR

All students will be assigned an academic advisor by the Office of the Dean. The advisor’s role is to guide the student’s progress toward completion of their program in a way that best meets the student’s needs. For those students in the ELCA Candidacy process, it is normally the advisor who will participate in the student’s endorsement and senior approval interviews.

The student is expected to initiate an individual appointment (face-to-face or by phone or email) with their advisor at least once each semester. The student will need to use a PIN provided by the advisor to register for classes (PINS change each semester). Ordinarily, the student will have the same faculty advisor throughout their academic program. If the faculty advisor is on sabbatical or other leave, a temporary advisor will be assigned. Requests to change advisors, except for programmatic purposes, will generally not be honored.

4.3 REGISTRATION

Students are required to consult with their Faculty Advisor prior to registering for classes. To register, a student must have their advisor’s approval and PIN number to log into the [Henry Online Student Information System](#). Note that PIN numbers change each semester.

Course schedules and registration materials are posted on the [Registrar’s website](#). It is recommended that students review the course offerings prior to consulting with their advisor to have an informed conversation. Registration is done on-line via Henry according to registration deadlines shown in the academic calendar found on the registrar web page. While announcement of the opening of registration for any semester will be made by email to students, it is the student’s responsibility to check the seminary’s website for registration materials if they see that the tentatively scheduled registration deadline is approaching.

4.3.1 Business Office Clearance

Registration is blocked in Henry for any student with a registration hold imposed by the Business Office. Students seeking to register who encounter such a hold should contact the Business Office to resolve the issue and obtain clearance to register.

4.3.2 Other Online Registration Processing Issues

Some courses cannot be registered online. These include independent studies (see 4.5 below), contextual formation experiences (field work, CPE, immersion/internship), cross-registrations, and courses at partner institutions. Instructions for registering for such courses are available on the [Registrar's website](#) or from the registrar's office.

Registrations are often held as pending because the registration database perceives time conflicts among the selected courses, typically because at least one is an intensive. The registrar's office will often catch these registrations and process them without the student's needing to take any action. Otherwise, the student can simply contact the registrar's office to "force" the registration.

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

4.3.3 Drop/Add and Late Registration

Deadlines for registration are as shown in the academic calendar or as adjusted and announced by the Registrar's Office. Once an initial registration has been filed, the student may:

- Add, drop, or change courses;
- Switch between credit and audit;
- Or switch between Pass/Fail and letter grades.

These changes may be made at any time through the published Drop/Add Deadline without penalty. Most registration changes may be made by returning to the registration screens in Henry. For registration changes that cannot be accomplished in Henry, the student should send notification to the Registrar's Office in writing via email. Dropping a course after the [drop/add deadline](#) is subject to the Withdrawal Policy (*see 4.10*)

4.3.4 Normal Course Load

The normal course load for a full-time first theological degree (MDiv, MA, MAML, MAPL) student wishing to graduate within the normal duration of their program is 12 credits (four courses) per semester. [Note: A "semester" includes any accompanying short term (i.e., August, January, or Summer).] Students are considered to be half-time and eligible for Federal student loans if they take at least six credits (two courses) in a semester. Students eligible for financial aid may receive that aid for up to 15 credits in a semester.

4.3.5 Overloads

Students seeking to take more than 15 credits in a semester (including accompanying short terms) would generally be construed to be carrying an overload. Students seeking to carry an overload need to have a cumulative GPA of at least 3.5 along with permission of the advisor and Faculty (or the Dean on behalf of the Faculty). Any student carrying an extension ("incomplete") from a prior term is ineligible to register for such an overload and may be required by their

advisor or by the Faculty to take a reduced load in the subsequent term. Additional tuition costs would apply.

4.4 INDEPENDENT STUDIES

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

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

The student will register for the independent study by preparing and submitting to the registrar, in consultation with the instructor, a ROSA statement which describes:

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

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

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

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

This ROSA statement must be approved and signed by both the instructor and the Dean and submitted to the registrar. A sample ROSA that may be used as a template is available on the [Registrar's website](#). If the approved ROSA statement is not received by the end of the drop/add period for the term, the student will be withdrawn from the independent study.

4.5 TAKING COURSES AT OTHER INSTITUTIONS

The Seminary's educational programs are enhanced through a variety of domestic and international institutional relationships that enable the student to maximize educational resources available. ULS has cross-registration with the schools of the Washington Theological Consortium and with some other institutions in the Philadelphia region, including Palmer Seminary and Reconstructionist Rabbinical College. Courses available through the Consortium may be researched via the ULS [Registrar's website](#), where students will also find the appropriate registration form.

Students seeking to take courses at schools with which ULS does not have cross-registration are responsible to make sure that the school is fully accredited by the Association of Theological Schools (ATS). Students are to adhere to the policies and practices of the host school when registering and are responsible for all tuition and fees incurred. However, a student receiving financial aid from ULS who needs the outside course to establish their full-time or half-time status should consult with the ULS Financial Aid Officer for assistance.

Additional information regarding specific educational opportunities is available from the Dean of the Seminary.

4.6 AUDITING COURSES

ULS degree-seeking or affiliated students seeking to audit a particular course are to negotiate with the instructor any conditions of participation. Instructors, especially in pastoral care and language courses, are under no obligation to admit auditors. There is no audit fee for full-time students; a fee of \$50 per course is charged to all other ULS degree-seeking students who are not enrolled full-time in that semester. A transcript record of the audit will be kept, but no academic credit will be awarded.

Immediate family members of a ULS student in good standing may seek arrangements to attend courses. These arrangements shall be made directly with and by permission of the instructor. If approval is granted, such family members will not be considered students, and no fees will be charged. However, if access to online materials is required, the attendee will need to submit an auditor registration form (available on the [Registrar's website](#)) to the registrar's office.

Registration to audit a course by one who is not enrolled as a student at ULS or the immediate family member of such a student carries a fee of \$175 (\$150 for any Alumni). There is an application process that begins in the Admissions department. Permission of the instructor and registration as described above is required.

4.7 ADVANCED STANDING: WAIVER OF REQUIRED COURSES

A first theological degree student may request an individualized assessment of their competence in a required curricular area by a faculty member in that area. A positive judgment results in advanced standing for the student.

Advanced standing without credit may be granted based on Faculty assessment of the student's knowledge, competence, or demonstrated skills in a specific course. Advanced standing without credit (waiver of requirements) exempts a student from that specific course but does not reduce the number of overall credits required for the degree. Normally, a student granted waiver for a specific course is expected to take replacement credits in the same curricular area.

Advanced standing with credit for a specific course requires that the student present evidence of prior academic work, perhaps at the baccalaureate level or through an unaccredited program. Advanced standing with credit may not be granted purely based on ministerial or life experience. A Faculty member in the appropriate curricular area will review the documentation and determine by appropriate means of assessment, which may include a test-out examination, that the student has the knowledge, competence, or skills that would normally be provided by the specific course for which advanced standing with credit is requested. Fees apply for assessment for the purpose of advanced standing with credit (currently, \$125 per requirement). No more than 25% of the credits required for the degree program may be granted via advanced standing with credit.

4.8 ADVANCED STANDING: TRANSFER OF CREDITS

A student who has attended another fully ATS-accredited seminary within the preceding ten years may request the transfer of credits to their ULS degree program. Courses taken at the baccalaureate level or at an unaccredited institution are not transferable but may provide

sufficient evidence to warrant a requirement's being waived (without award of academic credit), per above.

To be eligible for transfer toward a first-degree program, a course completed at another school shall meet the following requirements:

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

Requests that ULS degree requirements (including option requirements, as opposed to free electives) be satisfied by either waiver or transfer of prior credits must be made via the "Request for Course Waiver or Advanced Standing" form, available on the [Registrar's website](#). The student should be prepared to submit a course description, syllabus, bibliography, and/or sample coursework upon request. The instructor and/or area may grant credit toward a core or option requirement while requiring that the student take additional work in that field.

4.9 WITHDRAWAL, LEAVE OF ABSENCE, AND REMOVAL DUE TO INACTIVE STATUS

Students may withdraw from a course up to the midpoint of any semester or term. A withdrawal by the midpoint is recorded on the transcript as "WP" (withdraw passing) or "WF" (withdraw failing). The grade is not included in calculation of the grade point average, but a grade of "WF" can result in the student's being placed on academic probation. A withdrawal from a course after the midpoint of a semester or term shall be recorded as an "F" (failure) unless the student has a "passing" record in that course and the Dean permits the course to be recorded as an "audit." It is the student's responsibility to petition for conversion of the course to audit; no refund of tuition applies in such cases.

After the [drop/add deadline](#), students must notify the Registrar's Office in writing to withdraw from a course (or to drop out of Seminary). Dropping a course after this time will result in a fee assessed to students accounts according to the schedule below.

Withdraw fee schedule	Days	Fee
(Days after first day of semester)	22	\$ 300.00
	31	\$ 600.00
	44	\$ 900.00
	56	\$ 1,200.00

The date of determination for the fee is the date on which the Dean/Registrar's Office receives formal, written notification from the student of their withdrawal or on the official date of any action taken by the seminary. Students awarded Federal Student Loans should review the Return of Title IV Funds policy (Section 7.10.1).

Any student on the roll who accrues a critical sum (3.0) of failing grades ("F" or "fail", valued at 1.0 per course) and/or withdrawals ("W" or "WP" or "WF", valued at 0.5 per course), regardless of grade point average, shall be dismissed by reason of academic deficiency. A total of 3 courses graded "W" or "WF" or "WP" in any one semester shall result in mandatory review by the Dean for recommendation to the faculty concerning retention or dismissal.

4.9.1 Voluntary Withdrawal from the Seminary

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

4.9.2 Institutional Refund Policy

After the midpoint of the semester or term there will be no refunds granted for any reason. It is the responsibility of the student to be aware of the various withdrawal dates, deadlines, and financial implications (if applicable). The seminary bears no responsibility for refunds if a student fails to give timely, official written notice. Any non-tuition fees are nonrefundable after the semester or term begins.

4.9.3 Leave of Absence

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

Students considering a leave should discuss their circumstances with their Faculty advisor. Students requesting a leave must complete a Leave of Absence Request form available from the Registrar's Office and obtain the signatures of their Faculty advisor and the Dean. If the Leave of Absence begins during the academic term and after the add/drop deadline, the student will receive grades of either WP (withdraw passing) or WF (withdraw failing), as the instructors decide, for all current courses.

The student may resume studies upon the expiration of the requested Leave of Absence or earlier by registering for the next term. Students who wish to withdraw voluntarily from the Seminary should inform the Dean and the Registrar in writing. A student who fails to resume study upon expiration of the leave period will be removed from the roll.

For Federal Student Loans, approved leave of absences are counted as a temporary interruption in enrollment, and the student is not considered as withdrawing from the Seminary. However, failure to return within 180 days will cause the student to be removed from the roll of the seminary.

4.9.4 Inactive Status, Removal from the Roll

A first-degree student who has completed no courses for credit in three consecutive semesters or the intervening short terms is presumed inactive and removed from the roll. An advanced-level student on financial hold who has not taken courses or otherwise been active for two academic years, shall be removed from the roll. Such students may subsequently apply for readmission and will be subject to the degree requirements in effect at the time of their readmission.

4.10 GRADING

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

All course assignments should receive regular evaluations (written or otherwise) in all courses of instruction (credit and non-credit). An appropriate letter grade will be submitted to the Registrar based on those evaluations.

Each instructor shall evaluate the competence, strengths, and weaknesses of all students in their course. The written evaluation (i.e., final grade) shall be submitted no later than three weeks following the last day of each semester.

First-degree students may choose between receiving a letter grade or being given a pass/fail designation for the evaluation of their performance in each course for which academic credit is awarded (except in those cases when the professor has determined the mode of evaluation). Students must declare this preference no later than the drop/add deadline. Advanced degree students are to be assigned letter grades in all courses.

4.10.1 Grade Rubrics

Grades are based on the demonstration of achievement in designated course competencies as described in each course's syllabus, including performance on assigned tasks; understanding of course content and an ability to analyze and synthesize reading, discussion, and other learning experiences; ability to express the meaning and significance of course content in varied contexts and to lead others in study or action; ability to integrate course knowledge with learning in other courses and the practice of ministry and leadership in the church; and solid oral and written communication skills.

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

- **P** designates Pass. The student has demonstrated, at the least, a basic competence in the defined areas.
- **F** designates Failure. The student has not demonstrated a basic competence in a specific course or curricular unit. If a student received the grade F in a required curricular component, that course or another fulfilling the requirement must subsequently be completed successfully. However, the F is not removed from the transcript upon completion of the subsequent course.

Where letter grades are used, the following guidelines are operative

- **A** indicates that the student has demonstrated **superior** competence in the defined areas.
- **B** indicates that the student has demonstrated **good** competence in the defined areas.

- **C** indicates that the student has demonstrated **sufficient** competence in the defined areas.
- **F** indicates that the student has not demonstrated sufficient competence in the defined areas. If a student received the grade F in a required curricular component, that course or another fulfilling the requirement must subsequently be completed successfully. However, the F is not removed from the transcript upon completion of the subsequent course.
- **I** designates **incomplete**, indicating that the Dean has granted the student an extension of time beyond the limits of the term for the completion of coursework. If sufficient work is successfully completed within the time limit stated by the Dean, it shall receive the achieved grade. If it is not successfully completed within the time limit, it shall receive the grade F.
- **W** indicates that the student withdrew from the course—Withdrawal. When a student chooses to withdraw from a course, a determination will normally be made by the instructor as to whether the student receives a WP, “Withdrawal passing” or WF, “Withdrawal failing.” One of those options will be recorded on the transcript.

Grade Table

A.....	94–100.....	4.0
A-	90–93.....	3.7
B+.....	87–89.....	3.3
B.....	84-86	3.0
B-.....	80–83.....	2.7
C+.....	77–79.....	2.3
C.....	74–76.....	2.0
C-.....	70–73.....	1.7
F		0.0
P	70 and above	Not calculated in GPA

For purposes of assessing a student's eligibility for scholarships or honors, GPA will be considered only if at least 75% of coursework has been completed with letter grades.

4.10.2 Grade Appeal Process

- A student who wishes to contest the grade given in a course should begin the appeal process by conversation with the Faculty member involved.
- If conversation with the Faculty member ends with a decision that the student wishes to contest, the student should submit a written appeal to the Dean prior to the first faculty meeting of the ensuing semester. After conferral with the student and the Faculty member, the Dean will normally render a decision on the case.
- If the Dean cannot render a decision or decides the case warrants further review, the student’s written appeal will be submitted to the Faculty Executive Committee.
- The Faculty Executive Committee meets with the student and the professor together and decides regarding the matter.
- In instances where the Dean is the course instructor, the student's written appeal will go directly to the Faculty Executive Committee. In this instance and in instances where the course instructor is on the Faculty Executive Committee, the President will appoint a

replacement Faculty person to adjudicate the matter with the Faculty Executive Committee.

4.11 ACADEMIC POLICY AND PROCEDURE TO GRADUATE WITH HONORS, RECOGNITION, AND DISTINCTION

By faculty vote, United Lutheran Seminary recognizes outstanding achievement of its graduates by awarding first theological degrees (MA, MAML, MAPL, MDiv) with honors. To be eligible for graduation with honors:

- The student must have a GPA of 3.75 or higher
- Seventy-five percent of the student's courses must have received a letter grade
- Two-thirds of the courses must be completed at ULS
- Academic honors require faculty vote. Conferral of honors is not automatic.

Academic honors will be noted on the student's final transcript and as a footnote in the Commencement bulletin.

4.11.1 Area Recognition

By faculty vote, United Lutheran Seminary recommends students to be recognized in each of the three Areas: Biblical Studies, History and Theology, and Praxis. To be eligible for recognition, a student must:

- Have taken at least two classes beyond the required courses in a particular area;
- Have demonstrated excellence in their work in that particular area; and
- Be acknowledged by consensus of all faculty teaching in that area.

Recognition of work in an area is separate from the established guidelines for academic honors. The designation "With excellence in Biblical Studies/History and Theology/Praxis" will be noted in the students' final transcript and in a footnote in the Commencement bulletin.

4.11.2 Distinction

MA/STM/DMin/PhD panels are responsible for recommending "distinction," usually on the basis of a superior thesis/project/dissertation and subsequent defense and will be voted on by the Faculty.

Award of distinction will be noted on the students' transcript and in a footnote in the Commencement bulletin.

4.12 INCOMPLETES AND EXTENSIONS

Within the bounds of a semester, an instructor has the right to decide whether they will accept late submissions of coursework or entertain requests for extensions of time in which to complete coursework.

Final course work is to be submitted by the date set by the instructor or, with instructor permission, up to the following dates:

- Fall semester: No later than January 15
- January Term: No later than March 15
- Spring semester: No later than June 15
- Summer courses: No later than August 15

Extensions beyond the above deadlines may be granted by the Dean, upon the receipt of a Petition for Course Extension form, available from the registrar, signed by the student and the

instructor. A temporary grade of “I” (“Incomplete”) will be recorded. Normally, no further extensions will be permitted.

Upon receiving all final coursework, or at the end of the extension, the instructor will notify the registrar of the student’s final grade for the course, which replaces the “I” on the student’s transcript. In the absence of sufficient work of passing quality, the grade will be an “F.”

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

4.13 SATISFACTORY ACADEMIC PROGRESS

ULS monitors Satisfactory Academic Progress (SAP) with the intent to be a good steward of financial aid and to protect the academic integrity of our students. Maintaining SAP is required for continuance in a degree program and for eligibility to receive financial aid. In partnership with the Registrar, the Financial Aid Office evaluates SAP at the end of the Fall (including August courses) and Spring (including June courses) semesters.

The qualitative and quantitative standards of SAP are defined below. Students who change their ULS degree program of study (see 4.21) will be subjected to these standards using their new ULS degree program of study--this could impact standard (3).

- 1. Students must maintain a minimum cumulative and semester grade point average (GPA) of 2.00.** Any student who fails a course while on academic probation, or when three Fs/WFs appear on the transcript, will be subject to academic dismissal by Faculty vote.
- 2. Students must successfully complete 67% of cumulative credits attempted.** Cumulative credits attempted include credits earned, repeat course credits, transfer credits, and grades of P, W, F, WF, and I. Cumulative hours earned do not include grades W, I, WF, or F. Example: Student A attempts 30 credits, and earns 24 credits; they have a completion rate of 80%, and would be meeting this standard of SAP (24 credits earned / 30 credits attempted = .8 or 80%).
- 3. Students must graduate within 150% of the credits required for their program of study.** All credits attempted and posted to the student’s transcript are included. If at any point, it becomes mathematically impossible for a student to complete their program of study within the 150% timeframe, the student will lose eligibility for Title IV aid. Pursuit of a second degree, or changing degree programs, will not increase the maximum timeframe for Title IV eligibility.
- 4.** It is expected that students will select courses in ways that move them toward degree completion each semester. That is, a student who has completed the minimum number of free electives in their program but still has outstanding course requirements will not take additional electives without also taking courses that fulfill those requirements.

4.14 ACADEMIC PROBATION

Students not meeting the conditions of SAP, and those that receive a failing grade (F or WF) in a course, will be placed on Academic Probation. The Registrar will alert the student, the academic advisor, and the Dean when academic probation has been imposed. Academic probation is removed when the student has subsequently successfully completed an Academic Plan of 12

credits (unless fewer than 12 credits are required to graduate), as specified below. Students may receive financial aid during periods of probation.

Students placed on Academic Probation shall be required to consult with their advisor to arrange an Academic Plan for following semesters, which may include any or all of the following: (1) Reduction of course load; (2) Reduction of outside employment, including supply preaching; (3) Reduction or dropping of field education. The advisor will also counsel the student if the failure or course load reduction would require extension of their program beyond the normal term of studies. The student and advisor will report the agreement which results from this consultation in writing to the Dean, who shall submit a summary to the Faculty. It is possible for a student to graduate while on academic probation. If a student receives a failing grade but has fewer than 12 credits remaining in the degree program, only those credits must be successfully completed for the student to graduate.

Affiliate students not in a degree program who receive a failing grade in a course will be reported to the faculty. The student's judicatory (e.g., Candidacy Committee) will be informed by the Dean's office. This student and their judicatory, along with the student's faculty advisor, are required to have a plan in place as soon as possible to address the failure.

4.15 DISMISSALS

If a student fails a course while on academic probation, or when three Fs/WFs appear on the transcript, that student will be subject to academic dismissal by Faculty vote. If a Faculty vote does not result in dismissal, and as a condition to receiving financial aid, students will be required to submit a SAP Appeal to the Financial Aid Office with (1) the specific extenuating circumstance (*with documentation*) that caused the student to not meet SAP, **and** (2) what has changed that will allow the student to demonstrate satisfactory academic progress during the subsequent semesters. Students eligible to submit an appeal will be contacted by the Financial Aid Office.

Should the grade F/WF occur for a required curricular component, that course or another course fulfilling the same requirement must subsequently be completed successfully to make up the failure. Students dismissed for academic failure must wait a minimum of 12 months from the date of dismissal before applying to the Faculty for readmission. Readmission will be granted only in exceptional cases and not without evidence from the student that previous causes of failure have been removed. Such readmitted students will be placed on academic probation, and any further course failure will result in automatic dismissal without privilege of reapplication.

4.16 RESIDENCY

"Residency" involves student participation in courses in which at least 51% of instruction hours occur face-to-face with the instructor and other students, whether in person or via Zoom; students are not required to live on campus. Online courses, independent studies, travel seminars, and courses taken through cross-registration or transfer do not apply toward "residency." Courses for which credit is earned through test-out do not count toward the residency requirement.

The minimum residency requirement for the MDiv program is 24 credits; for MA, MAPL, and MAML programs 18 credits; and for STM and DMin programs 9 credits.

MAPL students are generally required to complete the entire degree program through courses taken at ULS or the chosen partner school (Fox School of Business or Temple School of Social Work).

4.17 MAXIMUM PROGRAM LENGTH

Degrees are expected to be completed within the following time limits:

- MDiv 8 years
- MA | MAML | MAPL 4 years
- STM | DMin 6 years

Upon receipt of a written request from the student, the Faculty at its discretion may grant program extensions on an annual basis. Any student granted such a program extension shall pay an extension fee of \$200 for each year of extension to remain in the program.

4.18 EXPIRATION OF COURSE CREDITS

ULS standards expect that all courses applied toward a degree program will have been completed within ten years from the onset of the first course applied. Consequently, a completed course may be applied toward degree requirements until 10 years have elapsed since its completion, after which the course credit will expire—requiring successful completion additional courses.

A student who transfers from one degree program to another is nonetheless bound to a limit of 10 years from inception of the first course taken in the original program that contributes to the final degree program, owing to the expiration of courses after 10 years.

4.19 CLASS ATTENDANCE

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

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

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

This policy will be administered by instructors in their courses.

4.20 CHANGING DEGREE PROGRAMS

Because each degree program has its own integrity, changing from one degree program to another must be approved by the Faculty, and credit for courses taken in the first program may be applied to the second only with the approval of the Dean. Students seeking to change programs should:

- 1) Send a request to the Dean (and their advisor)
- 2) The student will then be referred to the Admissions office to complete the modified application

3) Once the admissions step is complete and details are sent to the Dean's office, the request from the student would then be sent to a faculty meeting for a vote.

4.21 ACADEMIC TRANSCRIPTS

Upon submission of a signed request, a transcript of one's academic record will be supplied without charge to anyone who is a student in good standing at the time of the request and has no outstanding obligations to the seminary. Transcripts following termination of studies will be furnished only upon submission of a signed request and payment of appropriate fees. Under no circumstances will transcripts be released if the student or former student has outstanding financial obligations to the seminary. A transcript request form is available on the [registrar page](#) of the seminary's website.

Students requiring only an unofficial transcript for submission to a synod candidacy committee or other judicatory review office can expedite the process by having a signed release authorization on file in the Registrar's office. A release authorization form is also available on the [registrar web page](#). The release permits the Registrar's Office to release an unofficial transcript (grade report) to the student or the candidacy committee upon oral or written request by either the student or the committee.

4.22 GRADUATION

First theological degrees shall be granted to students who have completed all degree requirements with grades of "pass" or who have attained a cumulative grade point average of 2.0 or above. Degree requirements include submission of all required transcripts or other documents and compliance with any required assessment processes.

A student who expects to graduate must submit an application for graduation to the [Registrar's Office](#) no later than January 3 of the year in which they plan to graduate. All students will be required to have completed all requirements for their respective programs to be eligible for graduation and to participate in the Commencement ceremony. The only exception is for those ELCA students doing a terminal internship. MDiv students must have completed at least nine months of the internship, while MAML students must have completed at least two-thirds of their internship. In such cases the actual diploma will be withheld until the internship is completed and all required paperwork submitted.

Note: For instructors to submit final grades by Commencement, the student may be required to submit final coursework well before that date. Students should be sure to check with their instructor(s) as to when coursework needs to be completed and submitted in order that they can be certified for graduation.

5 ACADEMIC AND SOCIAL CONDUCT

5.1 CRIMINAL BACKGROUND AND CHILD ABUSE CHECKS

All new students will receive forms and instructions regarding criminal background and child abuse checks upon admission to Seminary. Any student who does not have a valid background check on record will not be allowed to register for and/or start classes.

5.2 PLAGIARISM

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

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

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

Plagiarism is considered a violation of the Seminary's policy on appropriate conduct of Seminary students. See the relevant section in this Handbook for disciplinary procedures related to conduct. The Seminary adheres to the following general requirements for the acknowledgement of sources of academic work. These requirements apply to both print and electronic media.

- Quotations—Any sentence or phrase that a student uses from another source must be placed in quotation marks or, in the case of longer quotations, clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a note) by a precise indication of the source.
- Paraphrasing—Any material that is paraphrased or summarized must also be specifically acknowledged in a note or in the text.
- Ideas—Specific ideas that are borrowed should be acknowledged in a note or in the text, even if the idea has been further elaborated by the student.
- Bibliography—All the sources consulted in the preparation of an essay or report should be listed in a bibliography.
- Citation of e-Book Sources—There are several electronic book sources now available for general use and some materials only exist in that format. When citing an electronic book of e-Book, the reference must contain the actual type or model of e-Book being used (Amazon Kindle, Microsoft, Sony, etc.) and the location number of the quote (since actual page numbers are not created). For example:

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

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

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

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

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

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

Note: Significant portions of the above descriptions of aspects of plagiarism and related offenses against the community are taken from *Princeton University Rights, Rules, Responsibilities, 1990 Edition* (Princeton University, Princeton, New Jersey). The final paragraph is taken from *the Wartburg Theological Seminary Student Handbook*. Acknowledgment is gratefully made to Princeton University and Wartburg Theological Seminary for permission to use this material.

5.3 GENERAL MISCONDUCT

Seminary students are citizens of both the academic and general communities. As such, they enjoy freedom of speech, the right to peaceful assembly, and the right to petition. Violation of state, federal or local law is misconduct:

REPORTING ARREST or CITATION: Any arrest or citation shall be reported to the dean immediately. Failure to report within a 24-hour period of an arrest or citation is misconduct and would be grounds for dismissal.

FELONY: Pleading guilty to, or being convicted of, a felony is grounds for immediate dismissal from the seminary, issued by the dean. There is no appeal. A new admission process after a one-year waiting period may be possible after completion of any incarceration and parole, and upon clear evidence of rehabilitation and amendment of life.

MISDEMEANOR: Pleading guilty to, or being convicted of, a misdemeanor shall be considered by the dean on a case-by-case basis. Discipline for a misdemeanor may include advice and counsel, suspension from seminary for a specified period, or possible dismissal. Discipline would be determined by the dean upon consultation with the student, the faculty advisor, and other staff as may be called upon by the dean. Appeal of the discipline may follow the stated process in the *Student Handbook* for other accusations of misconduct.

Instances in which the violation of law was to protest or to test a perceived unjust law or as an expression of civil disobedience may be treated as exceptions (per *Definitions and Guidelines for Discipline*, ELCA 2020, page 3).

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

- I. Academic Conduct Concern – First Steps**
 1. The student must first discuss the issue in question with the faculty member for consideration, with the intent to include possible resolution.
 2. If the issue cannot be resolved to the mutual satisfaction of the student and faculty member, either or both parties may present the issue to the Dean (see below).
- II. Social Conduct – First Steps**

The student must first discuss the incident with the Dean. Every effort will be made to resolve the issue without involving other members of the community. If, however, the Dean determines that faculty disciplinary action may be appropriate, any further investigation and review shall be subject to the measures outlined below in “Next Steps.”
- III. Next Steps – Disciplinary Action by Faculty**
 1. If there is no formal complaint or charges, the Dean may choose to form a three-member panel, typically of faculty members, to meet with the student to discuss the issue at hand and to request specific changes in the student’s social conduct.
 2. If formal charges are brought against the accused student by ULS, the Dean will notify the accused in a written statement outlining the charges. The student charged will have seven working days to respond in writing. The Dean may then seek a settlement that is mutually agreeable to the person making the allegations and the student charged. The Dean and student(s) involved will have 10 working days after receipt of the charged student's response to negotiate an administrative settlement agreement. If no such agreement is reached after 10 working days, the incident shall proceed to a hearing for adjudication.
 3. If a hearing is required, the Dean shall, within 15 working days, appoint a committee composed of three ULS Faculty and/or Staff members. The committee will, within 30 days of being appointed, hear evidence presented by the accuser and accused, and/or their representatives, and may interview any witnesses as needed, and review any other available evidence. The committee will vote, with a majority having final authority, on whether to sustain the charges. The committee will notify the Dean, the student bringing charges, and the student charged, of the outcome of its vote within five working days of voting. If the charges are sustained, the committee will

- recommend disciplinary action, up to and including dismissal from all academic programs at ULS, to the Dean. The Dean may act on the recommended disciplinary action, or take other action, up to and including dismissal from all academic programs at ULS. The Dean will inform the student charged of disciplinary action within 10 working days of the committee notification.
4. The student charged may appeal the outcome of the disciplinary action in writing within 10 working days of being notified. The appeal is to be directed to the President of ULS, who will review the case. The President will decide 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.
 5. A student who has been judged guilty of misconduct and has been subjected to disciplinary action has the right to appeal the faculty decision to the President. The President may lessen the penalty imposed by the faculty but may not impose a penalty more severe than that already prescribed. Any decision by the President shall be final.

6 PAYMENT OF TUITION, RENT, AND OTHER FEES

The cycle of billing and due dates for the academic year will be released by the Business Office. For more information, contact the Student Billing Office. The schedule of tuition and fees may be found in the Academic Catalog.

All tuition charges are due on the first day of classes for each term. Housing may be billed either for the entire semester or on a month-to-month basis, depending on the specific unit and location. Financial aid is first applied to all Seminary charges (tuition & housing) for the semester. If a student has a credit balance on their student billing account after the drop/add period has ended, a refund check will be issued, if requested. All other financial obligations to the Seminary must be paid within 30 days of the date incurred.

Students with unpaid balances may not advance to the next term, internship, or unit of study, or obtain grades or transcripts. No student can graduate with outstanding obligations.

Student accounts are maintained in the Business Office, to which inquiries should be directed. All payments are to be mailed or delivered to the Business Office on the Gettysburg campus, in time to be received by the due dates. Students may also access their account information and make payments through the [Henry Online Student Information System](#).

7 FINANCIAL AID

United Lutheran Seminary (ULS) recognizes that affordable seminary education is a critical need and thanks to numerous generous donors, is blessed with resources to help students limit their loan debt. Eligibility for ULS financial aid is predicated on admission to one of the seminary's degree programs. The student must also be an eligible U.S. citizen (for federal aid), make Satisfactory Academic Progress (see 4.14), and submit the ULS in-house financial aid application (annually) available through the [Henry](#) student portal. A Free Application For Federal Student Aid (FAFSA) is only required for students pursuing federal direct graduate loans.

7.1 COST OF ATTENDANCE (COA)

Cost of Attendance (COA) is an estimated calculation that it may cost a student to attend an institution and is used to calculate financial aid packages. Students may receive financial aid up to, but not exceeding, the total COA dependent upon the program and location. Cost of Attendance is recalculated annually using allowable educational fees and adjusted estimates. The ULS Cost of Attendance amounts shown below are based on an entire academic year and student enrollment status (12-15 credits for MDiv/MA degrees, and 6 credits for STM/DMin students). The Cost of Attendance will be prorated for students enrolled less than full-time (>12 credits) and financial aid packages will be adjusted accordingly. Students who receive financial aid exceeding their actual COA may incur a reduction of previously offered/dispensed financial aid. For example, if a student is offered tuition scholarships and loans for 4 courses but only enrolls in 2 courses, a reduction of aid will occur.

PROGRAM	Gettysburg		Gettysburg	
	Residential Students		Non-residential Students	
	MDiv MA	STM Dmin	MDiv MA	STM Dmin
Tuition & Fees	25500	10200	25500	10200
Loan Fees	220	220	220	220
Room & Board/Living	15400	15400	29200	29200
Books & Supplies	1600	800	1600	800
Transportation	4100	4100	4100	4100
Personal Expenses	3180	3180	3180	3180
Health Insurance	7000	7000	7000	7000
Academic Year COA	57000	40900	70800	54700

PROGRAM	Philadelphia		Philadelphia	
	Residential Students		Non-residential Students	
	MDiv MA	STM Dmin	MDiv MA	STM Dmin
Tuition & Fees	25500	10200	25500	10200
Loan Fees	220	220	220	220
Room & Board/Living	16400	16400	31000	31000
Books & Supplies	1600	800	1600	800
Transportation	4100	4100	4100	4100
Personal Expenses	3180	3180	3180	3180
Health Insurance	7000	7000	7000	7000
Academic Year COA	58000	41900	72600	56500

7.2 TUITION SCHOLARSHIP ELIGIBILITY

All degree-seeking students must complete a ULS Financial Aid Application annually in the [Henry](#) student portal (Finances/Financial Aid/Fin Aid Application) before any tuition scholarships can be awarded. Students are expected to seek and utilize all available funding support from personal, congregational, synodical, judicatory, and/or external agency resources. Beyond these funds ULS will provide additional support up to the tuition owed. Domestic students enrolled in a degree-seeking program either full-time (12-15 credits per semester) or part-time (3 to 9 credits), are eligible to receive up to full tuition in ULS scholarships. Students in first theological degree programs (MDiv|MA) may receive scholarships for up to five courses per semester, including associated short terms noted below. Advanced-degree students (DMin|STM) may receive tuition scholarships for up to two courses per semester, including associated short terms. August intensive courses will be combined with fall coursework, while January and June intensive courses will be combined with spring coursework for tuition, enrollment, and loan purposes. Students may take up to 3 additional courses beyond their degree requirements and still be eligible for ULS Tuition Scholarships. Students who enroll in any courses while completing field work (CPE/Internship) must complete the in-house financial aid application for scholarships to be awarded.

7.3 ULS TUITION SCHOLARSHIP FUND

The ULS Tuition Scholarship Fund comprised of restricted and non-restricted funds, is offered to minimize student loan debt and cover expenses that exist after external payments and outside resources have been credited to student accounts. These in-house scholarship funds are applied to tuition charges only. Dissertation, Colloquium, and other fees or expenses that are not part of tuition will not be covered by ULS Scholarship Funds. Students who drop or withdraw from a course will result in a 100% reversal of tuition charges and ULS Scholarship funds awarded for the course.

7.4 INTERNATIONAL STUDENT SCHOLARSHIPS

ULS recognizes the invaluable contributions that our international students contribute to the life of the Seminary. However, due to limited funding, international students will need to provide proof of sufficient resources to cover their studies and will not receive tuition scholarships during their first year of study. After their first year of study, international students can be considered annually for ULS scholarships on a case-by-case basis not to exceed 2 courses per year.

7.5 AFFILIATE STUDENT SCHOLARSHIPS

ELCA Affiliate students are eligible to receive ULS tuition scholarship funds for up to six courses during their time at ULS (18 semester credit hours). To be eligible, students must be admitted to ULS as an Affiliate Student, complete the in-house financial aid application, pay the required Affiliation fee, and have the Theological Review Panel Report (TRP) and Entrance Decision on file. A reduction or cancellation of ULS scholarship funds will occur for students receiving outside tuition support. (Affiliate students who complete the full six courses for which they are scholarship-eligible may elect to receive a Certificate in Lutheran Studies from ULS at Commencement).

7.6 FACULTY/STAFF SCHOLARSHIPS

Full-time employees of ULS are eligible for ULS scholarships for up to 3 credits or 1 course per semester.

7.7 ULS HOUSING SCHOLARSHIPS

Full-time residential students living on either the Gettysburg or Philadelphia campus are eligible for the ULS housing scholarship in the amount of 50% of their monthly rental rate which will be applied to their student account at the beginning of the semester (1 award per unit). The full rental cost minus the 50% scholarship will be reflected on the student's statement. If a student drops below full-time enrollment status (<12 credits), the student will be responsible for the full rental fee on the 1st of the month immediately following the ineligible enrollment status. No housing funds will be provided for part-time or Distributed Learning students. International students must prepay for their yearly housing costs in advance. Please note that room and board scholarships are considered taxable income and must be included in gross income for tax purposes.

7.8 SCHOLARSHIP RETENTION

Students must complete the in-house financial aid application annually and send a note of gratitude to their assigned donor (c/o Advancement Office) to retain tuition scholarships. Students must also complete the courses in which they are registered to retain the full amount of ULS scholarships awarded. Dropping a course will result in a full reversal of both tuition charges and ULS scholarship funds for the course. Students who withdraw from courses after the add/drop date will be assessed a fee per the scheduled below which is the student's responsibility to pay.

Number of days beyond first day of semester/fee:

- Day 22/\$300.00
- Day 31/\$600.00
- Day 44/\$900.00
- Day 56/\$1200.00

7.9 OUTSIDE/PRIVATE (NON-ULS) ASSISTANCE

As ULS strives to be a good steward of ULS Tuition Scholarship funds, outside financial assistance including scholarships, congregational, synodical, and private support will be applied to tuition

unless otherwise specified by the donor. Because the sum of all financial aid support may not exceed the student's total COA, ULS scholarship funds and/or federal loans will be adjusted or canceled for students that receive outside assistance. Consequently, it is important that donors providing funds for housing, books, and other living expenses indicate this intent clearly when submitting payments to the [Student Billing Office](#), so the support may be properly applied. Such contributions received by ULS will be applied to any outstanding account balances before remaining funds can be distributed to the student.

ELCA Fund for Leaders (FFL) recipients must maintain a GPA of 2.0 or better and enroll in sufficient coursework to meet maximum timelines for graduation to avoid revocation of their award as there is no probationary period or appeal. FFL Full-Tuition Scholarship awards will be applied to recipient's tuition only and additional ULS Full Tuition Scholarship funds will not be awarded. Federal Chaplaincy, Mission Development, Synod, Congregation, and TEEM FFL support is additive of other tuition support and can be used for non-tuition educational expenses.

7.10 VETERANS AFFAIRS (VA) EDUCATIONAL BENEFITS

ULS supports veterans and/or spouses and dependents of veterans of the United States military by offering VA Educational Benefits through Chapter 30 (Montgomery G.I. Bill), Chapter 33 (Post-9/11 G.I. Bill), and Chapter 35 (Survivors' and Dependents' Education Assistance Bill), to eligible individuals enrolled in approved programs. Students pursuing VA benefits must apply for benefits at va.gov/education/, and submit a copy of your Certificate of Eligibility (COE) to the Registrar's Office ULS [Registrar's Office](#) or [Financial Aid](#). A School Certifying Official will certify your enrollment at the beginning of each academic semester for which you are enrolled. (Note: Chapter 33 students are now required to complete monthly enrollment verification via the text, telephone, or email options selected by the student through the VA website).

United Lutheran Seminary will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

7.10.1 ULS VA School Certifying Officials (SCO):

Julie Ritter, Director of Enrollment Services

jritter@uls.edu

717-338-3007

Susie Crider, Financial Aid Specialist

financialaid@uls.edu

717-338-3020

7.11 FEDERAL GRADUATE DIRECT LOANS

Students interested in federal direct student loans must be enrolled at least half-time (≥ 6 credits) in a degree-seeking program and must complete the [Free Application for Federal Student Aid](#) (FAFSA). To avoid delay of the financial aid department receiving your ISIR (FAFSA information), students should add the ULS Federal School Code **G03291** in the appropriate institution section.

A [Master Promissory Note](#) and loan [Entrance Counseling](#) must be completed by a first-time ULS borrower before an initial loan can be disbursed. These two requirements help borrowers to understand loan terms and conditions, as well as what to expect when repayment begins. Loan [Exit Counseling](#) is required upon graduation **or** when a student's enrollment status drops below half-time enrollment (< 6 credits) or withdraws completely. Loan offers are subject to annual and aggregate loan limits. Please see www.studentaid.gov to find detailed information on loan guidelines or review your current outstanding loan balance and repayment options.

*ULS students completing field work or a project or thesis required for their degree may be eligible to borrow federal student loans for up to two consecutive semesters if the equivalent of 6 credits per semester is taken. While tuition and scholarships do not apply to fieldwork, they are considered the equivalent in credit hours for enrollment purposes. (Intensive/FT internship=12 credits per semester, Concurrent internship=6 credits per semester, CPE=3 credits per semester, Project/Thesis=3 or 6 credits per semester).

7.12 FEDERAL GRADUATE UNSUBSIDIZED LOAN

The financial aid office will calculate loan eligibility for students who indicate their desire to pursue loans on the annual ULS Financial Aid Application. Graduate federal direct loans are unsubsidized and will begin accruing interest (set by the federal government annually) at the time of disbursement (7.05% for the 23-24 academic year). A 1.057% loan fee will be immediately deducted from each disbursement. Loan offers are subject to annual and aggregate loan limits. Students may reduce or decline the maximum eligible amount (usually \$20,500/academic year) offered on their award with the knowledge that they can borrow any remaining eligible amount throughout the fall or spring semesters should an emergency arise.

7.13 FEDERAL GRADUATE PLUS LOAN

When a student has exceeded their lifetime aggregate loan eligibility (\$138,500 combined total), a federal graduate [PLUS loan application](#) may be completed through the Department of Education. Graduate PLUS loans are credit-based and carry higher interest rates and processing fees than that of other federal unsubsidized loans (8.05% interest rate and 4.228% processing fee for the 23-24 academic year).

7.14 FEDERAL VERIFICATION

Federal verification is a process used by institutions to confirm that data reported on the student's FAFSA form is accurate. Students are randomly selected for verification by the U.S. Department of Education and must provide certain documentation verifying information entered on the FAFSA before current or future federal aid can be processed. After submitting your FAFSA, you might see a note on your Student Aid Report (SAR) indicating that you have been selected (in Group V4 or V5). Students selected will receive a notification from the Financial Aid Office along with the appropriate forms and list of required documentation that must be submitted to satisfy the federal verification flag. Enrollment Census occurs immediately following the add/drop deadline each semester. After this point in time, the Financial Aid Office works in consultation with the Student Billing Office, to verify student registrations and eligibility for offered funding. On or about the second week following the Enrollment Census, financial aid is disbursed to student accounts. Students with

outstanding balances after disbursement may make payments through [Henry](#) or directly to the Student Billing Office.

7.15 WITHDRAWALS AND RETURN OF TITLE IV FUNDS

ULS is required to return a calculated amount of Title IV funds for students who borrow federal graduate unsubsidized or PLUS loans and withdraw before completing at least 60% of the semester for which they are enrolled. These unearned Title IV funds must be returned to the Department of Education within 45 days from the determined withdrawal date. This could result in a student owing a balance to ULS and/or the federal government. The withdrawal date will be the date the student submits an official withdrawal notice to the Registrar or the last date of attendance for students who cease attending without officially withdrawing. Official withdrawals from all courses after the 60% point in the semester will be considered to have earned 100% of the federal aid received for that term.

The Return of Federal Title IV Funds (R2T4) is based on the number of days in the semester and the number of days that a student attends. The percentage of unearned aid to be returned is equal to the number of days remaining in the semester, divided by the number of calendar days in the semester.

7.16 AWARD ACCEPTANCE

When financial aid packages are complete, students will receive an electronic award letter sent to their ULS email address directing them to accept their aid. (Financial aid award letters can also be found in the Henry student portal under Finances/Financial Aid). Students must “Accept/Decline/Reduce” awards via [Henry](#) before financial aid can be officially applied to student accounts. Students who do not accept their scholarships and/or applicable loan amounts by the deadline (no later than 7 days after add/drop) will be charged a \$25 financial aid late processing fee and/or may not receive financial aid for that semester.

7.17 ENROLLMENT CENSUS AND REFUNDS

Immediately following the add/drop deadline each semester, the Financial Aid Office works in consultation with the Student Billing and Registrar Offices to verify student enrollment, review outstanding institutional charges, and adjust financial aid accordingly before determining credit balances.

Remaining credit balances, if any, from federal student loans and/or outside support will be refunded to eligible students within two weeks after the funds are applied to student accounts on or about two weeks after the enrollment processes are complete. Not all students will have a credit balance and not all anticipated credit balances will occur at the same point in the term. Aid and expenses such as tuition and fees, books and supplies, room and board, and other miscellaneous student account charges can vary. Students may monitor their financial aid and billing accounts via the [Henry](#) account portal. Students with outstanding balances after disbursement may make payments through [Henry](#) or directly to the Student Billing Office.

8 STUDENT HOUSING POLICIES AND INFORMATION

ULS offers a variety of residential student housing options on both the Gettysburg and Philadelphia campus including furnished and unfurnished units. Rental prices range from \$580 to \$990 per month and most utilities are included. The only non-student renters who may reside in campus housing with the student are the student's spouse/partner and/or any dependent children (under the age of 18 or full-time college students). To be placed in the first round of housing assignments, new and returning students must complete a current [ULS housing application](#) with unit preferences by **April 1** each year. Applications received after this date will be accepted but unit preference may be limited. Information about pricing and vacancies for specific housing units is available upon request, as are associated housing fees for security deposits, pets, and key replacement fees.

The primary purpose of campus housing is to foster an environment that promotes and supports a community of learning. All residents of campus housing are therefore expected to demonstrate sensitivity to the needs of others for a peaceful and orderly setting in which to study and learn. Students must maintain an active student status to be eligible for campus housing. That is, the student must be enrolled in courses or in Contextual Formation or must have been granted a leave of absence from study by the Dean. ULS reserves the right to dismiss any student from campus housing whose conduct or whose family member's conduct jeopardizes the safety of the ULS community or exhibits a disregard for the rights or welfare of others in the community.

8.1 LEASES

Leases with assigned units and will be sent electronically and must be signed and returned by all tenants at least two weeks prior to move-in. Before occupancy can begin, new residential students must submit the one-time meningitis certification and pay an initial security deposit of \$500. (Security deposits may be made via approved credit card or check payable to ULS and mailed to the attention of Karen Lentz, 61 Seminary Ridge, Gettysburg, PA 17325). Key pick-up will be arranged after the housing department has the signed lease, any other predetermined required forms/payments, and notice of a firm move-in date is given by the student.

8.2 LEASE END/TERMINATION

Residential students must complete a ULS [Vacate Form](#) no later than **April 1** (or 30 days before vacating) which provides notice of intent for future assignments. Students are expected to vacate their units at the close of the academic year as specified in the contract (June 30) unless special arrangements have been made with the Housing Office for early move-out or extended occupancy. Students who will be returning to their campus housing the following fall semester may request on the [Vacate Form](#) to store personal belongings in their unit over the summer for a nominal monthly fee. Keys must be turned in when temporary leave begins as no casual or overnight usage is permitted. May graduates or others having concluded their enrollment in good standing may be able to arrange brief extensions at the convenience of the Seminary. Students who have been dismissed from ULS are expected to vacate their campus housing promptly and may not request extensions beyond the dates specified in their letter of dismissal. Should any Tenant(s) not follow the rules and regulations as set forth in the signed lease, ULS reserves the right to terminate said lease.

8.3 MENINGOCOCCAL VACCINATION

All student tenants and family members living in ULS housing are required by Pennsylvania state law to complete a [Meningococcal Vaccine Certification/Waiver Form](#) which provides verification

that they have either received a one-time meningococcal vaccination or are waiving the vaccine. This form must be submitted to the Student Housing Coordinator before occupancy is permitted.

8.4 CAMPUS KEYS

On the date of arrival, students (and/or other tenants) must sign the Key Issuance form verifying that they received the appropriate keys to campus buildings/apartments and the mailroom. A \$50 replacement fee per key will be charged for any lost or unreturned keys upon departure. Assigned campus keys may not be duplicated, shared, or hidden outside of campus buildings. Should a campus resident get locked out of their building or apartment, they can contact campus security on the Philadelphia campus (215-248-4665) or the on-call facilities staff member on the Gettysburg campus (717-339-1326) to request access.

8.5 INSURANCE LIABILITY AND PERSONAL PROPERTY

Students living in campus housing need to be aware that their personal property is not covered for damage or loss by the Seminary's insurance. Housing residents should arrange for coverage via a rider on a family policy or a dedicated household contents policy of their own (e.g., rental insurance).

8.6 PETS

Pets are permitted in some campus housing units not including studio apartments in Wiedemann Center (Philadelphia campus), or in Aberly Hall, the Garden Apartments, or Singmaster House guest housing (Gettysburg campus). Pets are not permitted in other seminary buildings including Valentine Hall, the Brossman Center, the libraries, refectory, or chapels. Normally, no visiting pets are permitted in seminary housing. A pet fee (currently \$40/pet/month) will be charged to the student's account in addition to monthly rent. This fee covers regular wear and tear inflicted by pets on housing units. It does not cover damages which are the responsibility of the pet owner. Pet odors and stains are "extraordinary damage" and not considered normal wear and tear. Pets must be "housebroken".

Pets include dogs, cats, rabbits, fish, birds, turtles, snakes, hamsters, gerbils, guinea pigs, ferrets, etc. Tenants with cats or dogs living on campus, must provide a current proof of current vaccination to the Student Housing Coordinator annually and is the responsibility of the pet owner to have all shots up to date. A signed Pet Agreement (normally part of the campus Lease) detailing rules and regulations must be submitted to the Student Housing Coordinator annually or when a new pet moves in.

8.7 CAMPUS MAILBOX

Residential students will receive an assigned mailbox with key which can be accessible after business hours using your Student ID to enter the mailroom area. USPS delivery and campus mail/information will be distributed daily (except Sunday) so mailboxes should be checked frequently. Both campuses provide postal and package services during the weekdays however, mailroom hours vary on both campuses.

8.8 COMMUTER HOUSING

Commuter rooms are available at a daily rate of \$20 per night up to 3 nights per week for the 13-week semester. Students must complete a [Commuter Room Request](#) each semester that lodging is needed and return a signed copy to the Student Housing Coordinator. The total cost of the room will be applied to the student's account at the beginning of the semester. Some personal belongings may be kept in the room throughout the semester. (Review the full terms and conditions on the Room Request form).

8.9 INTENSIVE/OVERNIGHT LODGING

Students may request [Intensive or Overnight Lodging](#) for either campus at the daily student rate of \$35 per night or a discounted weekly rate of \$125 per week. Charges are waived for students who currently lease ULS housing but require housing on the other ULS campus for intensive courses. Reserved rooms that are no longer needed must be cancelled at least 48-hours in advance to avoid penalty. Notice sent 48 hours or less before check-in will result in a charge equivalent to one night's stay.

Students and family/friends of students planning a visit to campus may request overnight guest accommodations (or meeting/event rooms) by emailing the appropriate contact listed below for the required forms. Prompt payment is required before the reservation can be confirmed. Early requests are encouraged as availability and accommodation choices will vary depending on other Seminary events and activities. The 48-hour cancellation policy above applies.

Gettysburg campus overnight rates and accommodation options:

Singmaster House: \$45.00 per person/per night

Garden Apartments:

3 Bedroom - \$80.00

2 Bedroom - \$70.00

1 Bedroom - \$60.00

1 week rate discounted to equivalent of 5-night rental rate.

Krauth House: \$80.00 per night

Email Grainne Davies at gdavies@uls.edu or call 717-339-1327 for Gettysburg accommodations.

Philadelphia campus overnight rates and accommodation options:

Wiedemann Center: \$65.00 per night

Email Coney DaSilva at cdasilva@uls.edu or call 484-425-6053 for Philadelphia accommodations.

9 LEARNING CENTERS

9.1 THE LIBRARY

The ULS Library has branches on each campus, Krauth at Philadelphia, and Wentz at Gettysburg. It partners with Lutheran Theological Southern Seminary of Lenoir-Rhyne University to provide cluster loans of print materials to students attending either of the two schools. The library provides students with access to over 30,000 ebooks, accessible from off-campus via the library catalog or WorldCat.

9.1.1 A.R. Wentz Branch Library (Gettysburg)

The A.R. Wentz Branch traces its roots to the very formation of Lutheran theological education in the United States. Today, the Wentz branch houses a collection of over 128,021 titles with over 180,000 items of books, the Archives of Region 8 of the ELCA, and the Gettysburg

Seminary and ULS archives. Wentz also houses the Learning Resource Center, which includes curriculum, games, other publications from 1517 Media and the ELCA for use in the congregation.

9.1.2 Krauth Memorial Branch Library (Philadelphia)

The Charles Porterfield Krauth Branch traces its roots to the founding of the Philadelphia seminary. Today, the Krauth Branch houses over 155,925 titles and over 200,000 volumes, including an extensive collection of rare books focused on the German Protestant Reformation and Lutheran scholasticism of the late 16th/early 17th centuries.

9.1.3 Consortium Libraries

Students have borrowing privileges at regional theological libraries that are members of the [Southeastern Pennsylvania Theological Library Association](#) and the [Washington Theological Consortium](#). Students should ask Library staff for a borrower registration form before visiting the libraries.

9.1.4 Online Resources

The Library's many online resources can be accessed from your home. The [Library website](#) attempts to provide you with easy access to purchased and free content that supports your education. When off campus, you will need to log in with your ULS email username and password to read the full texts of over 30,000 ebooks and 2,000 ejournals.

9.1.5 Writing Center

The mission of the [ULS Writing Center](#) is to provide excellent assistance in the writing and revising of academic papers, leading to every student's growth in skills for academic and professional success. See the library website to learn more or email the library to schedule a tutoring session.

9.1.6 Library Branch Hours

Accurate, daily library hours for both branches are posted on the [Library website](#).

9.1.7 Free Library of Philadelphia

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

9.2 TEXTBOOKS

As mandated by the Department of Education, a listing of all textbooks for the current academic session is available from the link posted at [MyULS](#). Students may purchase books from any preferred retailer. Here are some preferred retailers:

Amazon
Abebooks.com
Alibrisbooks.com
Thriftbooks.com

9.3 THE LEARNING RESOURCE CENTER – GETTYSBURG CAMPUS

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

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

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

9.4 THE WASHINGTON THEOLOGICAL CONSORTIUM

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

ULS students are welcome to cross-register for courses at the schools of the Washington Theological Consortium (WTC). Courses may be searched from the [ULS registrar home page](#). To cross-register for a course, complete the WTC Cross-Registration form and send to the Registrar's Office.

9.5 OTHER CROSS-REGISTRATION PARTNERS

ULS has cross-registration agreements with [Palmer Theological Seminary](#) and [Reconstructionist Rabbinical College](#). Students are invited to explore course options at those schools and then contact the registrar for instructions about registering.

10 ULS COMMUNITY LIFE

10.1 OFFICIAL COMMUNICATIONS

The Seminary's primary means of communication with students is through email. All official communications will be sent by email to students' uls.edu addresses. It is vital that students check their email on a regular basis. The Seminary's primary means of communication with students is through email. All official communications will be sent by email to students' uls.edu

addresses. It is vital that students check their email on a regular basis. Secondary means of communication include ULS news posts on the homepage and social media posts. Inclement weather alerts that directly impact class schedules and the ULS community, are distributed via email and posted on the dedicated Twitter weather feed and on Facebook and Instagram. The Inclement Weather policy can be viewed [here](#).

10.2 STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNANCE

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

10.3 STUDENT BODY OF UNITED LUTHERAN SEMINARY

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

Members of the Student Body are defined as all persons who have been assessed student fees through their tuition or internship fees. The Student Body seeks a variety of ways to enhance community life on both campuses. For more information about the organization, check out the “Student Body” course on Canvas, or contact one of these Student Body officers.

President:.....sb-president@uls.edu
Philadelphia Campus Representative:..... sb-campus-rep-PH@uls.edu
Gettysburg Campus Representative:.....sb-campus-rep-GB@uls.edu
Secretary:sb-secretary@uls.edu

10.4 PASTORAL CARE RESOURCES

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

10.4.1 Pastoral Presence

The Rev. Terrence (Terry) McCarthy (tmccarthy@uls.edu) and the Rev. Gwendolyn (Gwen) King (gking@uls.edu) are available to meet with students either face-to-face or online for short-term pastoral care. If additional professional support is needed, a referral can be given for

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

10.4.2 Pastoral Counseling, Therapy, and Confidentiality

Students may wish to pursue a counseling relationship with a qualified pastoral counselor or psychotherapist to receive ongoing support around issues of greater depth or longer standing, or relationship issues, in addition to seeking referral advice as outlined above.

Although the Seminary does not pay for counseling services, the faculty, and staff of ULS respect the confidentiality of information that is shared with them by students. However, if a crisis occurs in which a student is in immediate harm or a danger to others in the community, the Seminary staff will respond, as necessary.

10.5 SPIRITUAL DIRECTION

If students desire assistance with spiritual and vocational discernment and growth in prayer a list of spiritual directors and guidelines for choosing a director are available from the Adjunct Professor of Formative Spirituality. The cost incurred for spiritual direction is the responsibility of the student.

11 RIGHTS, RESPONSIBILITIES AND FREEDOMS OF STUDENTS

11.1 FACULTY-STUDENT RELATIONS

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

11.2 PROTECTION OF FREEDOM OF EXPRESSION

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

11.3 PROTECTION AGAINST IMPROPER ACADEMIC EVALUATION

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

11.4 ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

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

11.4.1 Disability Defined

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

11.4.2 Reasonable Accommodation Defined

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

11.4.3 Requesting Accommodations

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

Julie Ritter
Tel: 717-338-3007
E-mail: jritter@uls.edu

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

There are also two deputy coordinators:

Dr. Allison deForest
Tel: 215-248-6347
E-mail: adeforest@uls.edu

René Diemer
Tel: 215-248-6305
rdiemer@uls.edu

11.4.4 Provision of Accommodations

Upon receipt of a request for an accommodation by a qualified individual, the Section 504 Coordinator shall engage in the interactive process with the individual making the request as set

forth in the Seminary's Disability Accommodation Policy. This shall be a process designed to determine the nature of the limitations resulting from the disability and the appropriate accommodation that will overcome this limitation. Prior to providing an accommodation, the Seminary reserves the right to require documentation prepared by an appropriate professional, including, but not limited to, a diagnosis of the disability, a statement regarding how it affects a major life activity, and a recommendation of a reasonable accommodation.

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

11.4.5 Grievance Procedure

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

1. Any aggrieved individual may file a complaint in writing, containing the name and address of the person filing the complaint and describing the discriminatory act.
2. The complaint shall be filed in the office of the Dean and Registrar as the Section 504 Coordinator ("Coordinator") within 30 days after the complainant becomes aware of the allegedly discriminatory act. Should the Coordinator be a party to the complaint, the complaint should be filed in the office of the President, who will inform the Dean.
3. The Coordinator will investigate the allegations in the complaint. The Office of Human Resources may assist in the investigation as necessary. Should the Coordinator be a party to the complaint, the complaint will be investigated by the President.
4. All interested persons and their representatives shall be afforded the opportunity to submit evidence relevant to the investigation. Such evidence shall be submitted to the Coordinator during the course of the investigation.
5. The Coordinator shall issue a written decision determining the validity of the allegations and distribute copies of the decision to the interested parties no later than 45 days after the filing of the complaint. If the decision cannot reasonably be issued within 45 days, then the Coordinator shall alert the parties of the same.
6. The Coordinator shall implement all appropriate remedial steps necessary to address any findings of discrimination, harassment, retaliation, or failure to accommodate.
7. Should the complainant choose to appeal the Coordinator's decision, the appeal shall be made in writing within 30 days of the date of receipt of the decision.
8. The appeal shall be submitted to the President and shall demonstrate that (1) there is new evidence; or (2) the investigation or decision exhibited prejudice or other unfair treatment.
9. The President will render a final written decision and distribute copies of the same to interested parties, including the Coordinator, within 60 days of the filing of the appeal. If the decision cannot reasonably be issued within 60 days, then the President shall alert the parties of the same.

11.4.6 Alternative Remedies

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

Philadelphia Office
Office for Civil Rights
U.S. Department of Education

100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541
FAX: 215-656-8605; TDD: 877-521-2172
Email: OCR_Philadelphia@ed.gov

11.4.7 Access to Regulations and Seminary Policies

Any student wishing to view copies of Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act, or this policy may do so by visit the [ADA website Guide](#).

11.4.8 Disability Accommodation Procedures

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

Once admitted to the Seminary, students needing accommodations should alert the designated Section 504 Coordinator. This can be done by completing a Disability Accommodations request and submit the request to the Section 504 Coordinator with the appropriate documentation. Students should submit to the Section 504 Coordinator relevant, current documentation from a qualified professional, which will be evaluated by a consultant with special training in disabilities.

All documentation should include:

- The presenting problem and relevant history;
- Test scores and discussion of results, if relevant;
- A diagnosis with rationale • a description of the disability, including duration and severity;
- Substantial medication side effects, if any;
- Information on substantial disability-based limitations and how they relate to the educational environment; and
- Suggested educational accommodations with rationale for recommendations.

See more detailed Documentation Guidelines below:

The Section 504 reserves the right to request additional documentation if the initial documentation the student provides is incomplete or inadequate to determine the need for accommodations.

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

Based on the consultant's evaluation and the Seminary's program and its requirements, the Section 504 Coordinator in consultation with the Dean will recommend accommodations in a letter to the student.

If a student does not feel that the accommodations recommended by the Section 504 Coordinator and the Dean will adequately address the student's disability, the student should first seek to resolve the concern cooperatively with them. Students wishing to challenge accommodations recommended should do so within 10 days of receiving the written decision. If the student, Section 504 Coordinator, and the Dean cannot amicably resolve the student's concerns, then the student should contact the President. After reviewing the case history and interviewing the student, Section 504 Coordinator and the Dean, the President will make a final determination about what accommodation(s) will be offered to the student.

Prior to attending classes, the student must notify the Section 504 Coordinator in writing, listing the professors they wish to be notified about the student's learning disability; the academic advisor should also be included. This notification must be submitted every semester. Once the student has authorized such a release, the Section 504 Coordinator in consultation with the Dean notifies faculty identified by the student of the student's need for accommodations.

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

A faculty member's first notification of a student's need for accommodation normally comes in the form of a letter from the Dean's Office verifying that the student has appropriate documentation of a disability and that accommodations may be necessary. Occasionally, a student will come directly to a faculty member and request accommodations. If a student requests accommodations directly from a faculty member and no letter of verification has been sent by the Section 504 Coordinator and the Dean, it is the faculty member's responsibility both to inform the student that services are available and to refer the student to the appropriate office to begin the process of verification of a disability and the subsequent notification of faculty. If the student does not go directly to the faculty member and the faculty member observes what appears to be accommodations being made in the class, they should make the student aware of the policy and consult with the Section 504 Coordinator about their observations.

Accommodations should not be provided without a letter from the Section 504 Coordinator. Faculty are encouraged to consult with the Section 504 Coordinator and the Dean if there are questions regarding accommodation issues.

Except in cases of minor accommodations, such as sitting in the front of the classroom, faculty should not provide accommodations without verification from the Section 504 Coordinator and the Dean.

Students should meet with their professors early in the semester to discuss possible accommodations once the Section 504 Coordinator has verified the student's disability. Students should schedule an appointment with the Section 504 Coordinator and the Dean after 30 hours of course work to discuss the student's progress and accommodations.

11.5 CONFIDENTIALITY AND FERPA

Under the Federal Educational Rights and Privacy Act (FERPA, also called the Buckley Amendment) educational privacy and access rights accrue to the student when they turn 18 or

enrolls in a postsecondary institution. ULS is a post-secondary institution. FERPA controls the institution's ability to disclose student information. Individuals who have applied to, but who have not attended ULS as an enrolled student, are not covered under FERPA. ULS applicants are extended the same privacy rights to their financial aid information as students. Students that wish to provide authorization for specific individuals to have access to their ULS Financial Aid and [Advancement Office](#) information, must complete the online Title IV FERPA form, through the ULS Student Portal, [Henry](#).

This form is academic-year-specific and will need to be completed each year that a student would like to allow an individual authorization. Students may log-in, click the 'Financials' tab located on the top of the home screen, and then select 'Financial Aid,' and then 'ULS Title IV FERPA Form.'

11.5.1 Authorization to Release Information

Students are asked to sign a release form authorizing access to personally identifiable information by:

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

The student's release authorization expires upon graduation or withdrawal, after which new written permission needs to be acquired.

11.5.2 Definitions

"Personally Identifiable" data or information include:

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

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

- Student's name
- Address
- Telephone
- Email
- Photograph
- Date and Place of birth
- Degree
- Grade level
- Enrollment status (Full-time or part-time)

- Honors and Awards received
- Most recent educational institution attended

Information that can never be considered directory information includes:

1. Social Security Number

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

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

2. "Student Education Records" include records that are:

- Directly related to a student
- Maintained by the institution

Examples of student education records:

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

Given institutional commitments to steward student confidentiality and privacy carefully, and to fulfill requirements of the Family Educational Rights and Privacy Act (FERPA), the faculty understands that any and all portions of faculty meetings in which matters related to individual students are discussed, and/or in which decisions are made, constitute an "executive session" of the faculty, whether or not formally declared by the chair.

12 CAMPUS LIFE AND INFORMATION

12.1 WORSHIP

Our common life as United Lutheran Seminary is both discovered and expressed as we regularly gather on both campuses in our two chapels to celebrate the Word and sacraments. Our worship life is foundational to all that we are and do.

As the Lord Jesus opened his arms to all, so we invite every member of this seminary community into our weekly chapel life, giving thanks to God for the rich variety of talents, backgrounds and perspectives represented here. Our beautiful chapels are sacred spaces providing safe spaces where each of us will find a welcome, regardless of who we are; and where all of us together will offer radical hospitality to one another and the world.

Further, in keeping with Lutheran practice, we value ecumenical partnerships and relationships with Christians of many denominations and traditions. Together we can learn from one another and take delight in our shared life in Christ. When students, faculty, staff, and alumni/ae from traditions other than Lutheran are called upon to offer their gifts of leadership in our chapels, they are encouraged to bring elements and worship styles of their own faith traditions, thereby enhancing our common worship experience to the glory of God.

[Click here to view Chapel Schedules & Pastoral Presences.](#)

12.2 MAIL AND INTER-SEMINARY COMMUNICATIONS

All students residing on campus or registered for classes will be assigned a campus mailbox. It is the responsibility of each student to go to the mailroom during regular hours and pick up their mailbox key as soon as they begin residence on campus. This enables all mail, either first class or campus-related, to be placed in the appropriate box in an expedient manner. A commuting student may also receive a campus mailbox to keep up with important campus mail, but it is their responsibility to check their box at least once a week. Mailbox keys must be turned in at the end of the year, or a \$25.00 fee will be charged. Graduating students with on campus mailboxes should complete the mail forwarding form upon graduation. ULS will forward mail for one year. After one year, any mail addressed to students no longer live on campus will be returned by ULS to the sender.

12.3 RECYCLING

There are special receptacles on both campuses for materials that can be recycled, including plastic containers, aluminum cans, and specific paper products. Look for marked containers in public buildings, dorms, apartment buildings and offices.

12.4 PARKING

Parking is provided on both campuses for Seminary students, faculty, employees, residents, guests, and visitors. Please refer to campus maps for designated parking areas and access.

12.5 COMMUTING STUDENT FACILITIES

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

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

Lockers: Commuter lockers are located adjacent to the mailroom on both campuses. Students must provide their own locks. If you plan to be off campus for an extended period of time (e.g., CPE, internship, summer vacation), locks and locker contents must be removed.

12.6 ULS FITNESS CENTER AT THE PHILADELPHIA CAMPUS

Use of the Fitness Room in the Wiedemann Center (ground floor hallway of Bagger Wing) is open to people aged 18 or older who are ULS students, faculty or staff, or others who are campus residents, and to members of the immediate households of those persons. Access information is sent to campus residents at the beginning of each semester.

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

Information regarding use of the fitness facility in Philadelphia will be emailed to residential students prior to the beginning of the semester.

12.7 GETTYSBURG YMCA

The Seminary will provide Recreation Passes for all faculty, employees, and students for a \$85 co-pay (payable to the Seminary) for each Recreation Pass. Applications are available in the ULS Mailroom, and, when completed, should be taken to the YMCA service desk to obtain a recreation pass. Additional passes will be available for spouses and children at special rates through the YMCA Service Desk with a credit card or a check made payable to the YMCA of Gettysburg. Contact the YMCA for specific information regarding membership rates for family members. All YMCA passes are good from Sept. 1 to Aug. 31 each year. The fee for students joining after the Fall Semester is half the yearly rate.

12.8 FOOD PANTRY

ULS campuses host food pantries for student use. The food pantry in Gettysburg is located on the 4th floor of Valentine Hall and in Philadelphia on the 1st floor of Wiedemann Hall.

Contacts:

Gettysburg Campus.....GBG-Pantry@uls.edu

Philadelphia Campus.....PHL-Pantry@uls.edu

12.9 BUILDING USAGE, SAFETY, & SECURITY

12.9.1 Building Usage

The primary purpose of the facilities at the Seminary is use as a religious educational institution. The facilities are principally for use by the students, faculty, and employees of the Seminary. Usage is primarily intended as classroom, office, and administrative space for the Seminary. Other uses include fellowship activities, group and individual worship and meditation, studying and research and other activities. Residential areas are intended primarily for rental to students, faculty, and employees of the Seminary. Institutional buildings (non-residential) on campus are

intended for use by students only. Children of students must be accompanied by their parent/guardian.

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

12.9.2 Building Access to Minors

Seminary buildings are intended for Seminary activities and for the use of Seminary students, faculty, and employees. Seminary children under 18 years of age must be accompanied by a parent/guardian or have a valid reason for being in seminary buildings. Examples such valid reasons include:

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

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

12.9.3 Safety and Security

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

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

In the case of fire, criminal or medical emergencies, local authorities should be contacted by dialing 911 (or 9-911 from house phones).

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

In compliance with The Clery Act, annual campus crime reports are available on the [ULS website](#) or from the Director of Security. The ULS community is encouraged to lock cars, apartments, and houses whenever possible and to report any suspicious activities to the main security number (215-248-4665).

12.9.4 Firearms

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

12.9.5 Emergency Declarations

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

- An immediate or anticipated cancellation of classes and other scheduled events;
- The closing of Seminary offices; and/or
- The discontinuance of normal maintenance operations.

13 INSTITUTIONAL POLICIES

13.1 NON-DISCRIMINATION POLICY

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

13.2 INCLUSIVE LANGUAGE

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

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

We may not intentionally use language that excludes, but if the effect of our language is that others are excluded, then our language is not inclusive. Language that includes is language with dignity. It can help us both widen and deepen our understanding of one another, our faith, and our world.

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

Guidelines for using inclusive language and examples thereof are available in several online resources including:

- [Faith, Sexism, Justice Glossary](#) from the ELCA

- [How is Language Used in Worship](#), also published by the ELCA.

13.3 HATE SPEECH POLICY

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

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

13.4 STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

13.4.1 Complaints Against Faculty Members

The following procedure is to be followed by a student who wishes to formally pursue a complaint against a member of the faculty regarding any matter that adversely affects academic course work or conditions conducive to learning, unless the complaint is one of sexual harassment, in which case the procedure described in the Seminary’s “Policy Concerning Sexual Harassment” shall be followed.

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

13.4.2 Complaints Related to Accrediting Standards

Enrolled and prospective students can file a written complaint related to the accrediting standards, ecclesiastical commitments and/or applicable state or federal laws and regulations with the Dean. The complaint shall describe both any incident(s) that precipitated the grievance and the unsuccessful attempt to resolve it informally. The complaint is to be filed no later than thirty days after any incident that may have precipitated the grievance.

Once the complaint is filed, the Dean shall promptly examine the relevant information and attempt to resolve the complaint in a mutually satisfactory way. As needed, the complaint will be shared with the appropriate agency (Association of Theological Schools Commission on Accrediting, Middle States Commission on Higher Education, the Commonwealth of Pennsylvania, the federal government, ELCA or other ecclesiastical judicatories). The Dean will maintain a record of the formal complaints and the outcomes of any review completed by an outside agency.

13.4.3 Complaint Policy for Online Students

In most cases, state regulations require students to use internal institutional complaint resolution processes before bringing their complaint to the state or accrediting agency level. Institutions must provide both current and prospective students with contact information for filing complaints with its accrediting body and the appropriate state agency for handling complaints in a student's resident state.

United Lutheran Seminary students should follow the complaint procedures described in [Section 13.4.1 above](#). If unable to resolve the complaint satisfactorily and a resident of a SARA state ([list found here](#)), (the student may file a complaint using the "[Complaint Form for Colleges & Universities](#)" located at the [Pennsylvania Department of Education web site](#)).

ULS is accredited by the Middle States Commission on Higher Education. Students may also file a complaint with the Commission using the complaint form available at the [MSCHE website](#).

13.5 HARASSMENT AND TITLE IX

13.5.1 Introduction

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

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

Title IX refers to Title IX of the Educational Amendments of 1972, and it prohibits discrimination on the basis of gender by institutions receiving federal money. Generally, the Title IX Coordinator is responsible for the development, implementation, and monitoring of meaningful efforts to comply with Title IX law in addition to overseeing the Title IX complaint process. **In compliance**

with Title IX: The Education Amendments of 1972, 20 U.S.C. 1681 et. Seq., and federal regulations, 34 C.F.R. Part 106, sexual discrimination of any kind is prohibited by the seminary. This includes sexual harassment, sexual violence, domestic violence, dating violence, sexual assault and stalking.

United Lutheran Seminary's Title IX Coordinator:

Rev. Heidi Rodrick-Schnaath

Title IX Coordinator

United Lutheran Seminary

7301 Germantown Avenue

Philadelphia, PA 19119

267-263-3586 (mobile)

215-248-6312 (landline)

Additional contacts (these individuals do not serve as Title IX Coordinators)

Dr. J. Jayakiran Sebastian, Dean and Vice President for Student Affairs - for students or faculty

Julie Ritter, Registrar - for students

Michael Holcombe, Interim Human Resources Manager - for all employees

Title IX Policy

To report an incident, complete the online form or contact:

Title IX Coordinator

Human Resources

Dean of the Seminary and Vice President for Student Affairs

File a report online

Title IX Resources:

Office for Civil Rights

U.S. Department of Education

The Wanamaker Building

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Tel: 215-656-8541

Fax: 215-656-8605

TDD: 800-877-8339

Email: OCR.Philadelphia@ed.gov

ULS Title IX training materials can be found [here](#).

Resources for victims:

Emergency for either campus: 911

Philadelphia Police 14th District: 215-686-3140

Gettysburg Police: 717-334-8101

Chestnut Hill Hospital (Philadelphia campus): 215-248-8200

Wellspan Gettysburg Hospital (Gettysburg campus): 717-334-2121

National Sexual Assault Hotline (RAINN): 800-656-4673

PA Coalition Against Domestic Violence: 800-799-SAFE (7233) <https://pcar.org/contact-us>

13.6 DRUG AND ALCOHOL ABUSE POLICY

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

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

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

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

13.6.1 Definitions

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

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

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

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

13.6.2 Pennsylvania Law/Borough Ordinances

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

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

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

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

13.7 SMOKING POLICY

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

13.8 TECHNOLOGY POLICY

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

the Seminary is exploring ways of extending educational programs with information technology where these are appropriate.

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

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

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

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

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

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

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

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

13.8.1 Zoom Video Communications: Residential Classroom Use Policy

United Lutheran Seminary (ULS) defines residential courses as those requiring students to engage in at least 21 face-to-face contact hours of instruction on one of the seminary campuses (Philadelphia or Gettysburg); note that travel seminars do not count towards residential credit.

All courses that are not travel seminars or purely online courses (noted as TS or OL in course IDs) are considered residential. A student who seeks to participate in such a course via a Zoom connection cannot be considered “residential” for purposes of meeting the student’s residency requirement.

ULS does not currently allocate resources to connect remote students to residential courses. Our goal is to provide the best educational experience possible to each student. Residential courses are structured pedagogically different than on-line or synchronous courses, and this difference can impact both the in-class and the remote students negatively. Students requesting to zoom into a residential class should consult the registrar. After looking at other options and determining that there is no other way for the student to take the required class, the registrar may authorize an exception. The registrar will then contact the IT department to make the arrangements for the student to zoom into the class.

There are two options for the use of Zoom Video Communication technology within the residential classroom: faculty may either request the use of a Zoom-dedicated classroom via the registrar or opt to run the [Zoom Video Communication](#) software using their own computers in any Philadelphia or Gettysburg classroom. As noted above, connecting students remotely to a residential classroom is discouraged except in situations where significant need (for instance, a senior on internship with a requirement that can only be filled by a residential course) is present.

13.8.2 General Computing and Network Policy

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

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

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

13.8.3 Computing Requirements

All students are required to have certain computer competencies before entering any ULS program. ULS IT staff will provide basic training on how to navigate the learning management system, Canvas, during orientation, but will NOT provide remedial computer training.

Instructors will assume that you have the following skills on the first day of class:

- Ability to create directories
- Ability to find files
- Ability to save files to removable media
- Ability to use a web browser and search the Internet
- Familiarity with a word processing program
- Familiarity with a spreadsheet program
- Familiarity with a computer operating system (Windows or MacOS)
- Have and use an e-mail account (including the ability to attach files)

To acquire these skills, students may take courses at a community continuing education program, a computing-training center, or at your local library. These skills can also be self-taught with the help of a textbook (such as the [Visual Quickstart](#) series) or the instruction manual for the specific software.

13.8.4 Hardware and Software

In accordance with seminary policy, a **laptop computer OR desktop computer AND tablet** with the following specifications is strongly recommended:

- **Platform:** Windows or Mac with latest operating system fully patched

- **Memory:** 4 GB RAM (8 GB preferred)
- **Processor:** 2.4 GHz (minimum) core i5 Processor
- **Internet Connection:** Broadband Internet (1.5 Mbps required, 4.0 Mbps or higher recommended)
- **Browsers:** Chrome, Safari, or Firefox (latest version recommended)
- **Software:**
 - Microsoft Office Suite (Included with a ULS.edu email account)
 - Current anti-virus software
 - Adobe Flash (latest version recommended)
 - Adobe Reader (updated as needed)
 - Java (updated as needed)
 - User privileges to install software (for required software installations)

Additional requirements for courses that utilize online meetings or live distance presentations with audio and video participation:

- Computer with microphone, speakers, and webcam (Headphones with microphone recommended)
- A hardwired Broadband Internet Connection (Required)

13.8.5 Electronic Mail Policy

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

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

6. To attempt sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
7. To attempt sending unsolicited junk mail, "for-profit" messages or chain letters is prohibited.

If a user violates these guidelines, the Seminary's disciplinary policy will be followed. Please visit the [ULS Institutional Technology \(IT\)](#) website for further information regarding technology and the Seminary.

13.9 SOCIAL MEDIA POLICY

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

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

13.9.1 Compliance with ULS's Policies and Procedures

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

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

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

13.9.2 Compliance with Intellectual Property Laws

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

13.9.3 Violations of this Policy

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

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

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

1. Activity conducted on institution-controlled equipment on any site (public or internal); or
2. Activity conducted on ULS’s server or cloud on any site (public or internal) on any equipment.

ULS reserves the right to authorize its IT department to disable or remove any content from an institution-controlled server, site, or institution-controlled equipment using any legally available means.

13.10 CONFIDENTIALITY OF RECORDS

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

13.11 WHISTLE BLOWER AND NON-RETALIATION POLICY

13.11.1 Statement of Policy

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

13.11.2 Process for Disclosure

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

Designated Intake Officers

Subject Matter	Intake Officer
ADA Violations	Human Resources
Discrimination/Harassment/Bullying/Hate Messages/Hostile Workplace/Retaliation	Human Resources Dean of the Seminary
Environmental Hazards/Unsafe Workplace Conditions	Human Resources Director of Maintenance
Faculty/Employees Handbook Violation	Human Resources Dean of the Seminary

Financial Improprieties/Fraudulent Accounting/ (including but not limited to: Wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls, and auditing matters)	Chief Financial Officer President
Illegal/Unethical Business Practices	Chief Financial Officer
Safety/Security Issues	Senior Director of Operations
Student Handbook Violation	Dean of the Seminary
Wrongful Termination	Human Resources
Other Conduct	Human Resources Dean of the Seminary

Any disclosure shall be made in a signed written document within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. If the complainant would rather contact a source outside of the Seminary, they may contact Campus Conduct Hotline, 1-866-943-5787, within ninety (90) days of the day on which the complainant knew or should have known of the misconduct.

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

- The intake officer shall consider the disclosure and take whatever action is determined to be appropriate under the law and circumstances of the disclosure.
- In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the Office of Human Resources. The Office of Human Resources shall consider the disclosure and take whatever action is determined to be appropriate under the law and circumstances of the disclosure.
- In the case of disclosure of misconduct involving the Office of Human Resources, the disclosure shall be directed to the President. The President shall consider the disclosure and take whatever action is determined to be appropriate under the law and the circumstances of the disclosure.
- In the case of disclosure involving financial misconduct, the intake officer or the Campus Conduct Hotline shall also provide the disclosure to the President for review and consideration. The President shall have the authority to resolve the matter.
- If the disclosure involves the President, the disclosure may be directed to the Chair of the Board of Trustees or Campus Conduct Hotline or their designee.
- If the disclosure involves a member of the Board of Trustees, the disclosure may be directed to the Office of Human Resources or Campus Conduct Hotline.

13.11.3 Non-Retaliation Policy

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

complaint or investigation, or who participates in the complaint, investigation, or hearing process under this policy, is prohibited.

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

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

If a Board Member, employee, volunteer, student, vendor, alumni, or applicant believes that they have been retaliated against in the form of an adverse employment or other action for disclosing information regarding misconduct under this policy, they may file a written complaint requesting an appropriate remedy to the Office of Human Resources.

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

13.11.4 Process for Adjudication of Complaints Stemming from Disclosure

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