



Lutheran School of  
Theology *at* Chicago

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# LSTC All Students Handbook

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*2017-2018*

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*The online All-Students Handbook and its Programs Manuals posted on LSTCNet (<http://lstcnet.lstc.edu/ics>) will be updated as needed and are the official versions*

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*The 2017-18 All Students Handbook and the information it contains supersedes and replaces any earlier versions of the Student Handbook*

## **Table of Contents**

<i>Section 1- About LSTC</i> .....	<i>1</i>
<i>A. Welcoming Statement</i> .....	<i>1</i>

B. LSTC Mission, Vision and Values .....	1
C. Non Discrimination Policy.....	2
D. Directory of Staff and Faculty .....	3
E. Directory of Centers .....	11
Section 2-Registration .....	14
A. Student Categories .....	14
B. Registration .....	15
C. Course Profiles .....	16
D. Drop/Add .....	16
E. Withdrawal .....	16
F. Auditing Courses .....	16
G. Leave of Absence .....	16
H. Grading Scale .....	18
I. Course Evaluations .....	18
J. Other Registration Topics .....	19
Section 3- Satisfactory Academic Progress .....	<b>Error! Bookmark not defined.</b>
A. Satisfactory Academic Progress Purpose and Description .....	16
B. Probation .....	16
C. SAP Qualitative Measurements .....	17
D. SAP Quantitative Measurements .....	18
E. Other Satisfactory Academic Progress Policies ..	<b>Error! Bookmark not defined.</b>
Section 4- Academic Integrity.....	22
A. Academic Honor System.....	22
B. Academic Appeals.....	23
Section 5- Finances.....	24
A. Estimated costs .....	28
B. Transcripts .....	32
C. Housing Charges .....	33
D. Financial Aid at LSTC .....	34
E. Federal Loan Program .....	35
F. Payment Policies .....	41
G. Loan Proceeds .....	42

H. Access to Credit Balances .....	42
I. LSTC Promissory Note .....	43
J. Consequences of Non-Payment .....	43
Section 6- Holds on Accounts .....	45
A. Holds on Accounts .....	45
Section 7- Institutional Policies .....	46
A. Living Together- Statement about Community Standards .....	46
B. Classroom and Teaching Expectations .....	47
C. Guidelines for Civility/Behavior for Respectful Multicultural Competence .....	48
D. Health Insurance .....	49
E. Disability Policy .....	49
F. Harassment Policy .....	51
G. Grievance Policy .....	54
H. Title IX .....	52
I. Policy on Substance and Alcohol Abuse .....	55
J. Policy for the Responsible Use of Email .....	64
K. Responsible Use of the Internet.....	56
L. Inclusive Language .....	65
M. File-Format and Software Standards .....	66
Section 8- Institutional Resources .....	68
A. Housing .....	68
B. Library Services .....	69
C. Worship .....	70
D. Spiritual Life .....	72
E. Pastoral Care and Support .....	72
F. Campus Calendars .....	73
G. Campus Emails .....	73
H. Community Bulletin Boards .....	73
I. The Door .....	73
J. The Refectory (LSTC Cafeteria) and Sola Café .....	74
K. Duty Free Shop .....	74
L. Parking .....	74
M. Recreational Activities .....	75

N. Spouses, Parents and Children at LSTC .....	75
O. Student Employment Opportunities .....	76
P. Security Services .....	76
Q. Emergency Contact Policy.....	69
R. LSTC as a Green Zone .....	77
Section 9- Student Involvement .....	79
A. Student Government .....	79
B. Student Organizations .....	80
C. Student Representation on Committees .....	81
D. Teaching Assistantships and Research Assistantships.....	
.....	75

## Section 1- About LSTC

### A. Welcoming Statement

*LSTC strives to offer a community and academic experience that is grounded in the good news of the gospel and shaped by our urban, multicultural, ecumenical, global, interfaith and university-related context and commitments.*

*Our primary mission is to prepare individuals for a complex, pluralistic world in need of faithful and courageous ministers to serve in a variety of contexts. Although a large percentage of students come to LSTC to prepare for ordained or lay rostered ministries in the Evangelical Lutheran Church in America, LSTC is also enriched and transformed by ecumenical and interfaith students in our various master's and doctoral programs, as well as ecumenical and interfaith colleagues.*

*As a Reconciling in Christ seminary, LSTC seeks to offer hospitality and welcome to all who enter LSTC's academic programs. Following Jesus Christ, whose reconciling love bridged barriers and made strangers friends, we seek to welcome and learn from one another's particularity—including but not limited to one another's race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, physical ability, social status and theological diversity.*

*LSTC is always becoming a reconciling community. Reconciliation is an ongoing activity and effort that we do together.*

### B. LSTC Mission, Vision and Values

**Mission-** *The Lutheran School of Theology at Chicago (LSTC), a seminary of the Evangelical Lutheran Church in America (ELCA), forms visionary leaders to bear witness to the good news of Jesus Christ.*

**Vision-** *LSTC seeks to build up the Body of Christ and work for a world of peace and justice that cares for the whole creation.*

**Values-** *LSTC is*

- *Christ-centered—Strives by God's grace to follow Christ's call to loving service.*
- *Responsive to context—Embraces its diverse urban setting and exciting academic environment that enable learning from and ministering to the community. Relationships with synods and congregations provide academic and practical experiences that meet the needs of the church.*

- *Attentive to diversity—Emphasizes knowing and honoring the perspectives of all nationalities, ethnicities, cultures, Christian traditions, and religions to form leaders whose witness to the Gospel will build communities of hospitality and reconciliation.*
- *Committed to excellence—Sends leaders into church and world who are prepared academically, practically, and spiritually to serve in a variety of vocational and ministry settings. Faculty members are faithful Christians who are internationally recognized scholars and teachers. Administration and staff strive to provide exemplary service to all constituents.*

### **C. Non Discrimination Policy**

*The Lutheran School of Theology at Chicago, a seminary of the Evangelical Lutheran Church in America, values diversity in its faculty, staff and students. Thus, the hiring and admissions practices of the Lutheran School of Theology at Chicago offer equal opportunity to persons regardless of race, ethnicity, national origin, age, sex, sexual orientation, gender, gender identity and expression, physical and/or mental ability, religious expression, socio-economic, marital, parental, veteran or citizenship status.*

## **D. Directory of Staff and Faculty**

### **Office of the President (second floor)**

*James R. Nieman, President*

*Patti DeBias, Assistant to the President*  
ext. 728

*Christine Yucha, Director of Assessment and Planning* ext.  
741

*The President is the Chief Executive Officer for the school and the official channel of communication between the seminary community and the Board of Directors.*

### **Office of the Dean and Vice President for Academic Affairs (Dean/VPAA) (third floor)**

*Esther Menn, Dean/VPAA*

*Cheryl Hoth, Assistant to the Dean/VPAA* ext.  
721

*The Dean/VPAA has overall responsibility for all the academic programs of the school including the centers, and the work of the faculty.*

### **Office of the Registrar (third floor)**

*Patricia Bartley, Registrar* ext.  
717

*Assistant to the Registrar* ext.  
689

*The Registrar is responsible for registration and the maintenance of all academic records. The Registrar serves as a resource person for questions about and/or interpretation of the seminary's academic policies and procedures.*

### **Degree Program Directors (third floor)**

*Kathleen (Kadi) Billman, Director of MDiv and MA(TS) Programs*  
ext. 770

*Benjamin Stewart, Director of Advanced Studies* ext.  
763

*Pam Johnson Davis, Advanced Studies Program Coordinator* ext.  
745

## **Field Education Office, Candidacy (third floor)**

*Terry Baeder, Director of Field Education  
ext. 747*

*Gordon Straw, Coordinator for Candidacy  
755* ext.

*Marji Shannon, Associate Director  
746* ext.

*The Director of Field Education and Associate Director are in charge of internship assignments, Ministry in Context (MIC) placements, and Clinical Pastoral Education (CPE) connections. The Coordinator for Candidacy shepherds students through the ELCA candidacy process.*

## **Office for Student Services (second floor)**

*Scott Chalmers, Dean of Student Services  
685* ext.

*Erik Christensen, Pastor to the Community and Director of Worship  
696* ext.

*Pam Johnson Davis, International Student Administrator  
ext. 745*

*Katie Deaver, Associate Director of Admissions  
694* ext.

*Matt James, Director of Admissions  
727* ext.

*May May Latt, International Student Services Coordinator  
ext. 673*

*Nate Ramsey, Director of Financial Aid  
709* ext.

*The Dean of Student Services oversees the work of Admissions, Financial Aid, Community Life, the Pastor to the Community and International Student Services.*

## **Worship Life and Chapel Staff**

*Erik Christensen, Pastor to the Community and Director of Worship*

*Assistant to the Director of Worship, Sacristan, Chapel Office Worker, Chapel Sound Tech  
chapel@lstc.edu*

*Keith Hampton, Director of the Gospel Choir*

*Manager of Gospel Choir  
gospelchoir@lstc.edu*

The pastor to the community and director of worship serves the seminary community with the gospel of Jesus Christ and maintains a public and visible presence on campus, cultivating relationships of trust and pastoral care. The pastor to the community and director of worship exercises pastoral oversight of the worship life of the seminary community. The chapel staff develops a schedule of faculty, staff, and students to serve as ministers for worship.

### **Office of Finance (second floor)**

Robert Eder, VP for Finance  
ext. 784

Taposhi Bentley, Controller  
ext. 779

Anissa Whitmore, Sr. Accountant  
ext. 715

The Office of Finance is responsible for all non-student financial affairs of LSTC, which include all billing, accounts receivable, purchasing, accounts payable, budget management and financial reporting.

### **Office of Operations (third floor)**

Bob Berridge, Vice President of Operations  
ext. 783

Aaron Copley-Spivey, Dr. Human Resources and Housing/Title IX Coordinator  
ext. 771

Mike Huckelberry, Director of Building Services ext.  
706

Scott Pachowicz, Assistant Director of Building Services  
(773) 753-0786

Kim Ferguson, Front Desk Receptionist and Mail Room Coordinator ext.  
700

Mail Room Coordinator (part time) ext.  
713

Elmer Henderson, Watchperson Coordinator ext. 700

Mitch McCullough, Watchperson ext.  
700

Jennifer Powell, Director of Food Service  
ext. 702

The Office of Operations is responsible for all areas of the physical plant, mail services, front desk, refectory, housing, payroll, and personnel

*including hiring, training and development, personnel policies, and vacation/sick leave.*

### **Office of Communications and Marketing (second floor)**

*Jan Boden, Director of Communications and Marketing* ext.  
744

*Julie Sevig, Communications Specialist - Advancement* ext.  
744

*Jason McGovern, Web Manager* ext. 744

*Communications and Marketing is the keeper of LSTC's brand. We work with administration, faculty, staff and students to tell LSTC's story in print and online to build relationships with prospective students, alumni and friends. We publish the LSTC Epistle magazine and the E.pistle e-newsletter, we manage lstc.edu and LSTC's Facebook page, and prepare and distribute news releases and promotional pieces for LSTC-sponsored events.*

## **Office of Information Services (IS) (second floor)**

*Kenesa Debela, Director of Information Services  
ext. 716*

*Martha Stocker, Database Administrator ext.  
719*

*Support Desk ([support@lstc.edu](mailto:support@lstc.edu)) ext.  
780*

*Teaching and Learning Technologist  
tltech@lstc.edu*

*The LSTC IT Services team maintains the seminary's information systems and develops resources to serve the IT and academic technology needs of the school. The IT Team works with the Teaching and Learning Technologist to provide training for faculty and student assistants in the use of academic technology. Students experiencing difficulties with their LSTC email accounts or the Jenzabar Learning Management System may contact IT through the Support Desk for assistance.*

## **The Advancement Office (second floor)**

*Mark Van Scharrel, Vice President of Advancement  
ext. 676*

*Vanessa Buencosejo, Development Programs Coordinator  
ext. 761*

*Langston Roberson, Gift Processing Manager  
ext. 712*

*Ryan Fordice, Development Assistant  
563-599-7780*

*Jessica Houston, Assistant Vice President for Development Programs  
ext. 697*

*Marilyn Olson, Assistant to the Vice President for Advancement  
ext. 690*

*David Scott, Donor Relations Manager  
ext. 710*

*Jennifer Thomas, Gift Officer  
913-269-9825*

*Clyde Walter, Campaign and Major Gift Officer ext.  
714*

*The Advancement Office Team works on discovering, building and maintaining relationships with friends, alumni/ae, congregations, synods and foundations with the goal of raising funds to sustain and strengthen the mission of LSTC.*



## **JKM Library**

*Christine Wenderoth, Director of JKM Library* ext.  
735

*Elaine Bonner, Access Services Manager* ext.  
732

*Barry Hopkins, Associate Librarian for Public Services*  
ext. 738

*Burmaa Kaylin, Technical Services & Administrative Assistant*  
ext. 731

*Emilie Grace Pulver, Digital Resources Librarian*  
ext. 730

*Located on the second and third floors of the west wing, the JKM Library provides patron computers, free scanning, wireless access, photocopying as well as research instruction and traditional library services. All of JKM's policies and procedures, services, hours, links to its databases and other electronic resources, and its on-line catalog can be found on the library's website at [www.jkmlibrary.org](http://www.jkmlibrary.org). The JKM Library is a member of I-Share, a consortium of 86 libraries in Illinois holding more than 36 million items. I-Share libraries offer Universal Borrowing in which patrons may borrow items from any of the I-Share libraries by requesting them through the catalog when those items are not available at JKM. Requested items are sent from the lending library to JKM via courier. I-Share's reciprocal borrowing policy also allows JKM patrons to visit any other I-Share library and borrow items onsite.*

## **Currents in Theology and Mission**

*River Needham, Office Manager* ext.  
751

*Currents in Theology and Mission is an online, open access journal published by LSTC in cooperation with Wartburg Theological Seminary. The journal presents essays on important theological research and current opportunities and challenges for ministry, book reviews, and lectionary commentaries. The editorial staff includes Profs. Kadi Billman and Craig Nesson (general editors), Profs. Ralph Klein, Craig Nesson and Troy Troftgruben (book review editors), Prof. Barbara Lundblad (Preaching Helps), Ms. Kathryn Brewer (Assistant Editor), and Ms. Connie Sletto (copy editor).*

## Faculty

*Chair of the Faculty: President James Nieman*

### Division I-Biblical Studies

*\*Klaus-Peter Adam, Associate Professor of Old Testament  
ext. 695*

*Esther Menn, Ralph Klein & Marilyn Klein Professor of Old Testament  
ext. 772*

*Barbara Rossing, Professor of New Testament ext.  
765*

### Division II-Church History, Ethics, Theology, World Religions, World Christianity & Global Mission

*Lea Schweitz, Assistant Professor of Systematic Theology/Religion and  
Science;*

*Director of Zygon Center for Religion and Science  
ext. 775*

*José David Rodríguez, Augustana Heritage Professor of Global Mission & World  
Christianity  
ext. 763*

*Michael Shelley, Associate Professor of Christian-Muslim Studies  
ext. 721*

*Mark Swanson, Harold Vogelaar Professor of Christian-Muslim Studies &  
Interfaith Relations  
ext. 672*

*Linda Thomas, Professor of Theology and Anthropology ext.  
778*

*\*Peter Vethanayagamony, Associate Professor of Modern Church History  
ext. 749*

*Vítor Westhelle, Professor of Systematic Theology  
ext. 764*

### Division III-Ministry

*Kathleen Billman, Professor of Pastoral Theology  
ext. 770*

*Terry Baeder, Director of Field Education ext.  
747*

*\*Benjamin Stewart, Gordon Braatz Assistant Professor of Worship  
ext. 769*

Gordon Straw, Cornelsen Chair for Spiritual Formation ext.  
755

Christine Wenderoth, Director of JKM Library & Associate Professor of  
Ministry ext. 735

*\*Denotes the Chairperson of a Division*

## **E. Directory of Centers**

### **Language Resource and Writing Center (LRWC) (third floor of east wing)**

Rob Worley, Director of Language Resource and Writing Center  
ext. 707

*The LRWC provides a hospitable space for increasing skill in writing and research through special classes and tutoring offered in a "learning partner" method. The LRWC also is a place for celebrating the vibrant international learning communities of LSTC and MTS/McCormick Theological Seminary.*

### **Zygon Center for Religion and Science (third floor)**

Lea F. Schweitz, Director of the Zygon Center for Religion and Science  
ext. 775

Gayle Woloschak, Associate Director g-woloschak@northwestern.edu (312)  
503-4322

John Albright, Visiting Professor of Religion and Science

Carol Albright, Visiting Professor of Religion and Science

David Glover, Projects Administrator  
ext. 767

Zygon Center Coordinator ext.  
670

*"Zygon" is a Greek word meaning "yoke," thereby describing the ZCRS goal of yoking religion and science. Its program is guided by a team of about two dozen associates who are scientists and theologians from the Chicago area and across the nation. ZCRS sponsors the popular courses "The Epic of Creation," and "The Future of Creation," both lecture and discussion series offered for credit at LSTC, and an annual Advanced Seminar on Religion and Science, as well as a host of other educational opportunities. The ZCRS office is located at LSTC in Room 338.*

### **Zygon: Journal of Religion and Science (third floor)**

Willem B. Drees, Editor ext.  
671

Deb Van Der Molen, Assistant Editor  
ext. 671

David Glover, Website Editor/Editorial Assistant  
ext. 767

ZCRS also houses the *Zygon: Journal of Religion and Science* office (332). *Zygon* includes articles by scientists, theologians, and other scholars which explore many subjects in the area of science and religion. It is the leading refereed, academic, English-language journal in its field.

### **The Center for Christian–Muslim Engagement for Peace and Justice (CCME) (*third floor*)**

*Michael Shelley, Director* ext.  
721

*Mark Swanson, Associate Director* ext.  
672

*Sara Trumm, Program Coordinator* ext.  
708

*Since 2006, CCME has provided cultural and educational opportunities in which Christians, Muslims and people of all faiths have come together for mutual enrichment, understanding, healing and wholeness. It is the outgrowth of LSTC building relationships with the Muslim community in Chicago for over two decades. CCME sponsors events and endows a faculty position, the Harold S. Vogelaar Professor of Christian-Muslim Studies and Interfaith Relations, held by Mark Swanson.*

### **The Albert “Pete” Pero Multicultural Center (*third floor*)**

*LSTC created the Multicultural Center to recruit candidates from the under-represented for professional leadership in the church (Latino, African Descent, Asian Pacific Islander, Arab Middle Eastern, and American Indian and Alaska Native communities). The Center’s programs provide multicultural awareness for all seminarians through a series of “heritage month” celebrations.*

## Section 2-Registration

### A. Student Categories

- i. **Regular Student (full-time)** for students in first masters degree programs (MAM, MA(TS) MDiv) is defined as a student who is registered each semester for three or more credit courses, provided that at least one of those courses is a regular course or seminar (i.e., not independent study). For advanced graduate students (ThM and PhD), full time is defined as two or three credit courses, or full-time continuing relations.
- ii. **Regular Student (part-time)** is a student in a first masters degree program who is registered for fewer than three credit courses or in an advanced studies program who is registered for fewer than two credit courses.
- iii. **Special Student** is a student who is not enrolled in a degree program, but may be considering applying. Special students may not take more than one course without being assigned an advisor. A special student may transfer up to 4 course credits into a first masters degree program or 3 course credits into an advanced degree program. The status of special student normally is granted for only one year; after that application must be made for admission to a degree program or for renewal of the special student status.
- iv. **Student on Leave** status is granted in exceptional cases to those who for sufficient cause interrupt their studies at LSTC and have the intention of resuming their degree work at a definite time. Petition is made to the Academic Dean for this special status. It is normally granted for a maximum of one year.  
Former Students are those who have studied as regular students at LSTC for a period of at least one semester and who have discontinued their studies without being granted student on leave status. Such persons must apply to the Admissions Committee for readmission if they wish to resume their work as students at LSTC.
- v. **MDiv Provisional**, includes students qualified for admission who lack some particular credential or, in the case of candidates for rostered ministry in the ELCA, who have not yet received a positive Entrance decision by an ELCA Candidacy Committee. This status may be held for a maximum of one semester.

*NOTE: All students seeking rostered ministry in the ELCA are expected to maintain a relationship with the candidacy committee of the synod in which their congregational membership is located. Details about the Candidacy Process are covered in the Masters Programs Manual for MAM, MA(TS) & MDiv Students, supplementary to this All-Students Handbook.*

## **B. Registration**

### **i. Registration Procedures LSTC Courses**

*Course registration will be held during the current academic year on the following dates:*

- *Fall Semester 2017 and J Term 2018 - online registration September 1, 2017*
- *Spring Semester 2018 - online registration November 1-3, 2017*
- *Fall 2018 and J Term 2019 - online registration April 4, 2018*

*Full information about registration and all procedures relating to registration are posted on LSTCNet. Students should seek a meeting with their faculty advisors before the registration period to consult about course selection. Before registering, all bills must be settled according to the payment policy outlined in the finances section of this All-Students Handbook. Incoming students will work with the Office for Student Services to register for classes for their first semester.*

### **ii. Registration Procedures for Association of Chicago Theological Schools (ACTS) Courses**

*Registration for courses in ACTS Schools is done as part of the normal registration process, using the appropriate forms (electronic). The ACTS Cross-registration form can be accessed by going to the Registrar link on the LSTC website and selecting "Forms and Petitions." For ACTS courses, there is no extra charge beyond normal LSTC tuition. Students are encouraged to register for the many interesting courses offered through ACTS.*

### **iii. Registration Procedures University of Chicago Courses**

*The University of Chicago, in contrast to the ACTS schools, remains on the quarter system. Please go to the University of Chicago web site for dates for bi-registration at the U of C.*

*The Academic Dean's approval is needed for the University of Chicago registration. This is requested by submitting the bi-registration form to the Academic Dean, who will then approve it and submit it to the Registrar. University of Chicago bi-registration is normally limited to those with a B average (3.0) or better. Registration for all courses at the University is handled by the Divinity School, even if the course or courses the student wishes to take are in another part of the University.*

## C. Course Profiles

Faculty members draw up course profiles, which state, in brief, the aims, methods, and requirements of each course. Students have access to these profiles by going to the LSTC website and selecting "Courses" and then the semester/term. These profiles provide the most reliable source of information about courses and are invaluable as a guide in the selection of courses. Consulting these profiles will make it unnecessary to look up faculty members individually to inquire about forthcoming courses. For courses outside LSTC, students may examine or download an updated copy of the ACTS catalog at <http://www.acts-chicago.org> (also accessible through the LSTC website).

## D. Drop/Add

**Fall & Spring:** Courses may be added up to the end of the first week of the semester. Courses may be dropped up to the second week of the semester.

**J Term:** The last day to Add or Drop for J Term is January 8, 2018. A student must drop the course by the last day of the first week of class and tuition will be 100% refundable. After the first week, no refunds will be made and a "W" (Withdrawal) will be entered on the student's permanent record

## E. Withdrawal

In case of withdrawal from course registration, tuition is refundable in accordance with the following schedule: within the first and second weeks of the semester, 100%; within the third week, 70%; within the fourth week, 50%. After the fourth week of the semester, no refunds will be made and a "W" (Withdrawal) will be entered on the student's permanent record. Withdrawal after the fourth week of the semester is permitted only if the student secures the signatures on the add/drop form of both the instructor and advisor.

## F. Auditing Courses

An "Audit" registration will be entered on the student's permanent record only if the instructor certifies, at the end of the term, that the student did attend a significant proportion of the classes. Changes from Credit to Audit status (or vice versa) can be made only within the first two weeks of the term.

## G. Leave of Absence

A student who plans to discontinue studies for a term or longer should petition for Student on Leave status (if there is an intention to return at a definite time) or take steps officially to withdraw from

*the seminary. Both involve obtaining a form for this purpose from the Registrar's office via LSTCNet and initiating a conversation with the Dean of Student Services. This office will help gather signatures necessary for this form. If this is not done, the seminary will not be in a position to furnish the "Letter of Honorable Dismissal" which is often requested by other institutions or employers.*

*A student who has withdrawn from the seminary must reapply for admission if they wish to later resume studies. The Directors for Admissions and Financial Aid will inform the student of the documents needed to supplement the original Application for Admission.*

## H. Grading Scale

A+ or A	4.00	Outstanding
A-	3.75	Very Good
B+	3.25	Good
B	3.00	Competent
B-	2.75	Adequate
C+	2.25	Adequate
C	2.00	Low
C-	1.75	Low
D	1.00	Inadequate/Failing

*MDiv, MAM, MA(TS) Students- Courses must be passed with a grade of C- or better.*

*ThM PhD Students- All courses must receive the evaluation of B- or above to be considered passing in the Th.M. and Ph.D. degree programs. Students will receive no credit (NC) for courses graded below B-*

*All Th.M. and Ph.D. examinations, colloquia, and language exams, as well as the Pedagogy Seminar and the Public Presentation of Dissertation Project are evaluated on a pass/fail basis. These include:*

- Language Examinations*
- Pedagogy Seminar*
- Th.M. Comprehensive and Ph.D. Qualifying Examinations*
- Ph.D. Field Examination*
- Public Presentation of Dissertation Project*
- Dissertation Colloquy*

## I. Course Evaluations

*At the end of each term, students will be required to submit an evaluation for each course they have taken via an online survey site. Instructions regarding this will be sent to students near the end of each term. Completion of these evaluations is mandatory. Not only do professors need to review students' evaluations as they think about how to improve their courses, but LSTC must show evidence of proper evaluative procedures as a part of our accreditation with the Higher Learning Commission and the Association of Theological Schools. Please note that a student's grade in a course will not be posted until the student's evaluation survey for that course has been received by the Office of the Academic Dean. The instructor will not have access to the information in these evaluations until after the grades for the course have been submitted. To get the grade posted, students will have to put their names on the surveys, but there will be an option to have the name removed before the survey is filed for professors to view.*

## **J. Other Registration Topics**

### **i. Attendance Reports**

*At the outset of a course, faculty members are required to report students who do not attend the beginning class period. Faculty members also are required to submit reports of a second unexcused absence to the Registrar. The Registrar is required to forward this report to the Financial Aid Office.*

### **ii. Immunizations**

*The State of Illinois has enacted a law, Public Act 85-1315, which requires all students entering Illinois colleges, universities, and graduate institutions to present proof of immunity to vaccine-preventable communicable diseases. In order to comply with this act, LSTC requires that all students entering the seminary must demonstrate immunity to measles, mumps, rubella, and tetanus/diphtheria, or document a medical contraindication. Copies of current documents showing the appropriate immunizations may be submitted or a student may contact the Office of Student Services at LSTC for the "Lutheran School of Theology at Chicago Immunization Requirements" form to be filled out by their doctor or health clinic. Students' immunization records must be turned in to the Office for Student Services before students may begin classes.*

### **iii. Commencement**

*A committee of senior MDiv students works with the President, the Registrar, and the Pastor to the Community and Director of Worship in planning the Commencement exercises. All course work must be completed and all bills (tuition, fees, housing rentals, and library fines) paid in full before one can graduate. No student may graduate with a GPA of less than 2.0.*

*All graduating students must be present at the Commencement unless they have made a written request and have received permission from the President to receive the degree in absentia.*

### **iv. 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.*

## Section 3- Satisfactory Academic Progress

### A. Satisfactory Academic Progress Purpose and Description

*LSTC monitors satisfactory academic progress (SAP) with the goal to be both good stewards of financial aid and to protect academic integrity. Students are encouraged to contact the program director, advisor and Dean of Student Services in person or in a group e-mail when personal, family, or financial considerations negatively affect academic performance in order to receive support and guidance.*

*Maintaining SAP is necessary both for continuance in a degree program and for eligibility to receive financial aid in the form of scholarships, grants and student loans. SAP is evaluated by both qualitative (GPA) and quantitative (time towards degree completion) measures and is measured at the end of each term. SAP is evaluated through the Academic Office.*

### B. Probation

*Students who fail to meet the requirements of SAP upon evaluation at the end of the semester will be placed on probation for the following semester. Probation is a formal notice that the student's academic progress is not meeting the standards of the Lutheran School of Theology at Chicago.*

*Students on probation may register for classes during the probationary semester in order to work toward reinstatement of academic good standing. All courses must be taken for a letter grade during the probationary period. Students should consult their advisor and director of the degree program for advice as to the wisest selection of courses in order to maximize the chance of returning to good standing during the probationary semester. Students should also meet with the Dean of Student Services to ensure that a broader conversation can happen to help ensure student success.*

#### *i. Appeal for Financial Aid during Probation*

*Students who have been placed on probation may still be eligible for financial aid during the probationary semester, although it is not automatic. In order to be considered for financial aid, students must appeal using the financial aid appeal form. Students who appeal must include in their petition an explanation of (1) why they failed to make satisfactory academic progress and (2) what has changed that will allow them to make satisfactory academic progress by the next evaluation at the end of the probationary semester. In the event that*

a student presents a successful appeal, they will retain financial aid eligibility during the probationary semester.

#### *ii. Reinstatement of SAP and Administrative Withdrawal*

Following the semester of probation, a reevaluation of SAP is conducted. Students who have been on probation who have made satisfactory academic progress will be returned to good standing. In extreme cases a second probationary period may be granted after good standing has been achieved.

Students who fail to make SAP by the end of the probationary semester will be administratively withdrawn from their academic programs and will no longer register for classes. A student may reapply for admissions at a later date with a written appeal regarding what has changed to allow for successful completion of the program.

#### *iii. Institutional Aid and Outside Scholarships*

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

### *C. SAP Qualitative Measurements*

#### *Grades*

In order to make satisfactory academic progress, students must achieve the following minimum GPA in a given semester:

- 2.0 for MA, MAM, MDIV
- 3.0 for ThM, PhD, DMin

\*J term is considered a trailer term included with Fall and Maymester a trailer term with Spring for qualitative measures

### *D. SAP Quantitative Measurements*

#### *Maximum Time Limits*

In order to maintain SAP, students must complete their degree program within the maximum time limits established in the chart below. Under

special circumstances, students can petition the director of the degree program for an extension.

\*J term is considered a trailer term included with Fall and Maymester a trailer term with Spring for quantitative measure

*Degree Program/*

<i>Part-time or Full-time Completion Time</i>	<i>Minimum Classes per semester</i>	<i>Maximum</i>
<i>MA/Part-time</i>	<i>2 enrolled courses</i>	<i>4 years</i>
<i>MA/Full-time</i>	<i>4 enrolled courses</i>	<i>2 years</i>
<i>MAM/Part-time</i>	<i>2 enrolled courses &amp; summative eval.</i>	<i>4 years &amp; internship</i>
	<i>(1 year (800 hours) if ELCA)</i>	
<i>MAM/Full-time</i>	<i>4 enrolled courses &amp; summative eval.</i>	<i>2 years &amp; internship</i>
	<i>(6 month (800 hours) if ELCA)</i>	
<i>MDiv/Part-time</i>	<i>2 enrolled courses</i>	<i>7 years plus 1 year for internship if ELCA</i>
<i>MDiv/Full-time</i>	<i>4 enrolled courses</i>	<i>3 years &amp; 1 year for internship if ELCA</i>
<i>ThM/Part-time</i>	<i>1 plus comp. exam &amp; 1 language</i>	<i>4</i>
<i>ThM/Full-time</i>	<i>3 plus comp. exam &amp; 1 language</i>	<i>3</i>
<i>PhD/Part-time</i>	<i>1 plus cont. relations for dissertation</i>	
	<i>9(including ThM)</i>	
<i>PhD/Full-time</i>	<i>2 plus cont. relations for dissertation</i>	
	<i>7(including ThM)</i>	
<i>DMin-Ecumenical</i>	<i>3 enrolled courses</i>	<i>7 years</i>
<i>DMin-Preaching</i>	<i>3 summer residencies</i>	<i>3 years</i>

A student progress is reviewed after each payment period. Written notification will be sent to a student from the Financial Aid Office

when eligibility for aid is affected by the Satisfactory Academic Progress evaluation.

Probation letters are sent to students, if SAP requirements are not met. Probation letter are sent if the student:

- has less than a 2.0 cumulative GPA, for MA, MAM or MDIV program;
- has less than a 3.0 cumulative GPA, for ThM, PhD, or DMIN program;
- has earned less than 67% of the overall hours attempted;
- has attempted more than 150% of the hours required to complete their program.

A student whose eligibility for federal financial aid has been suspended may submit an appeal if mitigating circumstance prevented the student from achieving SAP Circumstances that may be considered included death in the family, accident, illness or other academic performance factors that were outside of the student control. If a student feels he or she violated Lutheran School of Theological Seminary's SAP standards due to one of these factors, the student may submit an appeal to the Academic Office for review.

## *E. Other Satisfactory Academic Progress Policies*

### *i. Incompletes*

Being granted an incomplete in order to complete course requirements after a course has ended is a privilege, not a right. Professors are under no obligation to grant incompletes, but may choose instead to assign a grade based on the quantity and quality of work submitted by course deadlines.

To request an incomplete, students must fill out an incomplete form and have it signed by their instructor. Students have 6 months after the end of a term before the incomplete (I) will be recorded as a No Credit (NC) which counts the same as an F in GPA calculations. An incomplete (I) while on the academic record counts as an F in the semester GPA until it is replaced by the letter grade earned for the course or P (passing). The two six month deadlines are June 15th and November 15th.

Only one incomplete may be requested in any given semester. Exceptions allowing more than one incomplete in a given semester are considered

*in the case of emergencies, including serious illness, disability, family emergencies, and death in the immediate family. Petitions to receive more than one incomplete in a given semester must include an explanation of circumstances. Petitions are decided on a case by case basis.*

*When students receive more than one incomplete in a given term and no petition allowing more than one incomplete has been approved, students must choose which I to keep and complete within the 6 month time frame. The other(s) will be recorded as NC. NC will not be changed to a grade at a later date. Students may appeal in writing to the academic dean if they believe an NC has been recorded in error.*

#### *ii. Withdrawals*

*When a student withdraws from a course or from a program, they must complete the appropriate form and return to the academic office. For purposes of calculating GPA the course will count as an attempted credit. When a student ceases enrollment in the program of study without completing a withdrawal or leave of absence petition, he or she will be administratively withdrawn from the program by the Academic Office and the 50% mark in the term will be used as the last date of enrollment. For financial implications of withdrawal, please refer to the Finance and Financial Aid section of the All Student Handbook.*

#### *iii. Candidacy Requirements*

*For students in the MDiv, MAM, and MATS programs on ELCA rostered ministry tracks, making SAP includes satisfactory progress towards ELCA candidacy requirements and passing through candidacy stages. Please consult with the director of your degree program regarding questions of SAP as it relates to candidacy.*

#### *iv. Continuing Relations for ThM and PhD Students*

*Students in the ThM and PhD programs who are beyond coursework may register for full-time or part-time continuing relations while working on the remaining degree requirements, including: 1) language requirements, 2) comprehensive or qualifying examinations, 3) dissertation proposals, 4) field examinations, and 5) the dissertation. Satisfactory progress while registered for continuing relations must be reported by the advisor as a P grade or as No Credit (NC) which counts the same as an F in GPA calculations, to be included on the transcript. The NC will then put the student on probation.*

*Students not making satisfactory progress while registered for continuing relations will be placed on academic probation. An alternative if circumstances warrant may be to take a leave of absence for a semester or academic year.*

*v. Maximum Courses*

*Students in LSTC degree programs are eligible for financial aid for up to the following maximum number of courses:*

- MA 16*
- MDIV 27*
- ThM 6*
- PhD 6 beyond ThM, plus up to 6 semesters of continuing relations*

*vi. Repeat Course Work*

*Once a student earns credit for a course by earning a grade of A through C- or P, (A or B for Advanced Studies), that student may only repeat that course by submitting a petition to do so that is approved by the course instructor, director of degree program, and dean. If the petition is approved, that course may be retaken, but is not eligible for financial aid or loans through FSA.*

## Section 4- Academic Integrity

### A. Academic Honor System

*Instructors expect that students will follow guidelines and standards for participation in the classroom and the completion of assignments. Instructors expect that students will present their own original work for evaluation and protect from damage or theft the resources of the JKM Library. Students are expected to provide written acknowledgement of sources used in the writing of papers and examinations (e.g., whether hard copy texts or the Internet) through footnotes, endnotes, and other kinds of acknowledgements appropriate to the subject being reported.*

#### i. Plagiarism

*There are many ways in which persons honor the wisdom received from others. The way honor is given in the western academy, LSTC's cultural context for teaching and learning, is that students acknowledge sources of wisdom and information in their work. Presenting another's work, from whatever the source (e.g., the Internet, a peer, or hard copy texts) as if it is one's own is called plagiarism, and it is considered a serious offense in the academic community. Students needing help with learning about methods for proper citations are encouraged to consult the latest edition of Kate Turabian's Manual for Writers of Research Papers, Theses, and Dissertations and to seek expert personal assistance that is available at the Language Resource and Writing Center (LRWC) or from a research librarian.*

*When an instructor has ascertained that plagiarism has been committed, the instructor will discuss the incident directly with the student and report it to the Director of the degree program and the Academic Dean. The instructor, in consultation with the Director of the degree program and the Academic Dean, determines the penalty for the first offense. Completion of anti-plagiarism training will be required for continuing in the degree program. A subsequent offense constitutes grounds for dismissal from the school.*

#### ii. Copyright Infringement by Students

Unauthorized distribution of copyrighted material (including peer-to-peer) may be subject to civil and criminal liabilities. See the online presentation by Purdue University at <http://www.lib.purdue.edu/uco/CopyrightBasics> for a fuller discussion of these matters.

### **iii. Honorable and Highly Encouraged Aid and Collaboration**

Some kinds of aid and collaboration are strongly encouraged and are not violations of the honor system. Frequently encouraged practices include (1) using the services of the LRWC; (2) discussing class materials, brainstorming ideas, and sharing works in progress with peers and instructors; and (3) giving constructive feedback to colleagues' work.

## **B. Academic Appeals**

Dissatisfactions and grievances may arise, growing out of actions taken by the faculty or administration. Procedures for addressing such problems, and for appealing the actions, vary according to the nature of the issue. For example, the consternation experienced by a student who receives a B+ rather than an A- is not under normal circumstances a matter for academic review. Faculty are given latitude to assign the grades they deem fair, with the understanding that there are frequently differences of opinion that occur between professors and students about what constitutes the appropriate grade for work submitted.

For serious concerns that the principles for evaluation set forth in the course syllabus have not been followed or when there is evidence that evaluation criteria have not been equitably applied in a given class, the following procedures apply:

*In cases where a student thinks work has been unfairly or inaccurately evaluated, the matter should be discussed with the professor, pastor, or administrator who made the evaluation, so that the student may understand the reasons why the evaluation was made or appeal for an appropriate adjustment. (If the grievance involves the decision of an ELCA candidacy committee, the student shall follow the policies for appeal established by the ELCA). Where appropriate, the student may include in this mediation another student or professor.*

*If despite this mediation the student continues to believe that work has been unfairly or inaccurately evaluated, the student may appeal in writing to the Director of the Degree Program, who in consultation with the Academic Dean may take the matter to the Academic Cabinet for a decision. The Academic Cabinet will receive statements from both parties in the dispute and then render a decision. The Academic Dean will communicate the decision of the Academic Cabinet to the student. If any of the members of the Academic Cabinet is a party in the dispute, they should excuse themselves from the discussion and the decision. If two or more members need to excuse themselves, the Academic Dean will request the President to appoint a mediation panel. In all cases where a formal written complaint is filed, a written record of the proceedings shall be made and a permanent file maintained in the Academic Dean's office.*

*If a student believes that LSTC is acting contrary to the standards of the Association of Theological Schools, the student should present this accusation to the Academic Dean in writing. The Academic Dean will bring this accusation to the Academic Cabinet for review before presenting its findings to the student and to the President. The Academic Dean will keep a permanent file of such grievances and their resolution, in accordance with the policies of ATS. See Section 5: "Standards & Policies of Conduct" for more information.*

## **Section 5- Finances**

### **A. Estimated costs**

*It is important to build a basic understanding of the typical costs relating to a program of theological study at LSTC, before considering the financial policies at LSTC. The table below estimates the typical first-year costs for various study programs based upon fees and charges for the 2017-18 academic year. This information is presented "for information only" to students and their sponsors:*

## Typical First-Year Study Costs for 2017-18

<i>TYPE OF COSTS</i>	<i>MDiv, MAM, MA(TS)</i>	<i>ThM/PhD</i>
<i>DIRECT COSTS:</i>		
<i>Tuition (full-time)</i>	<i>16,830</i>	<i>22,800</i>
<i>Activity/Tech Fee</i>	<i>220</i>	<i>200</i>
<i>Subtotal</i>	<i>\$17,050</i>	<i>\$23,000</i>
<i>INDIRECT COSTS:</i>		
<i>Housing (2/apt)</i>	<i>4,830</i>	<i>4,830</i>
<i>Rental Insurance</i>	<i>200</i>	<i>200</i>
<i>Utilities/Phone</i>	<i>1,170</i>	<i>1,170</i>
<i>Food</i>	<i>3,600</i>	<i>3,600</i>
<i>Personal</i>	<i>1,250</i>	<i>1,250</i>
<i>Recreation</i>	<i>600</i>	<i>600</i>
<i>Clothing</i>	<i>600</i>	<i>600</i>
<i>Books, supplies</i>	<i>1,100</i>	<i>1,100</i>
<i>Medical deductible</i>	<i>1,000</i>	<i>1,000</i>
<i>Health Insurance</i>	<i>2,700</i>	<i>2,700</i>
<i>Transportation</i>	<i>2,500</i>	<i>2,500</i>
<i>Subtotal</i>	<i>\$19,550</i>	<i>\$19,550</i>
<i>Grand Total</i>	<i>\$36,600</i>	<i>\$42,550</i>

*These Masters and Advanced Studies costs presume a normal full-time course load, a single student living in shared housing, health insurance that is compliant with the Affordable Care Act and no spouse or dependent costs. A student's actual costs may vary greatly due to individual circumstances. More detailed cost estimates for families and additional years of study are available on the financial aid pages of the LSTC website ([www.lstc.edu](http://www.lstc.edu)).*

*It is important to have an accurate estimate of the total costs of your degree program, so that you can make adequate financial preparations to support your entire program of theological studies, and avoid delays due to insufficient funding.*

### **i. Fees and Charges**

*The fees and charges presented in this section are for the 2017-18 academic year. The seminary reserves the right to revise any fees, deposits, and other charges, or any financial policies without prior notification to the student. Any such changes may have immediate effect.*

### **ii. MAM, MA(TS) MDiv, ThM and PhD Tuition**

*Tuition for Masters-level and Advanced Studies programs is charged at the following rates for the 2017-18 academic year:*

- *\$1,870 per course for Masters-level programs. A typical course load for the MDiv Program is 9 hours in years 1, 2, and 4. Internship is typically held during year 3 (no coursework).*
- *\$3,800 per course for Advanced Studies programs (ThM/PhD). A typical course load is 6 hours in years 1 and 2, with no coursework after year 2. Advanced Studies students who are not presently taking courses must pay a continuing relations fee each semester equal to half of the per-course rate (currently \$1,900 per semester) to retain active status in their program of study.*
- *Audited courses, credit by examination, and credit for experience are charged at half the listed course rate for each program.*

### **iii. Other Fees**

*The activity fee supports a wide range of student interests and activities:*

- *\$35 MSA (Masters Student Association) Activity Fee for MAM and MA(TS) and MDiv per semester.*
- *\$25 GSA (Graduate Student Association) Activity Fee for ThM/PhD per semester.*
- *\$15 ISA (International Student Association) Activity Fee for all students who are not U.S. citizens, per semester.*
- *\$75 Technology Fee is charged for all Masters and Advanced Studies students per semester.*
- *The \$50 late registration fee is charged for those who fail to complete their registration before the first day of classes for that academic term.*

*Some field studies fees for preparation to be a deacon may apply for setting up field studies sites and/or internships.*

*The graduation fee for all programs is \$350. It must be paid even if the candidate chooses not to participate in graduation ceremonies. This fee does not include the cost to purchase or rent academic garb for the graduation ceremony.*

*The \$900 one-time affiliation fee for Lutheran students attending non-ELCA seminaries wishing to affiliate with LSTC must be paid in full with the application for affiliation (or it cannot be processed).*

### **iv. DMin Tuition**

*Tuition for the Doctor of Ministry Programs is charged on a program basis (not by the courses taken):*

- *\$3,000 per semester for DMin Ecumenical.*
- *\$11,898 over the course of 3 years for ACTS DMin Preaching.*

### **General Information for DMin Tuition**

*These tuition rates are subject to change each year, but increases will not apply to candidates already accepted into the program. This basic fee covers tuition for all courses, seminars, and workshops under the direct control of the seminary or negotiated by the seminary with an adjunct institution. This basic fee does not cover the candidates' travel, lodging, board, books, or commencement expenses. Each candidate is responsible for covering the program costs.*

## **Billing of DMin Tuition**

*The ACTS DMin program rate is billed in six installments over the first three academic years of the program (i.e., one sixth is billed each semester). The DMin Ecumenical program rate is billed in four installments over the first two academic years of the program (i.e., one fourth is billed each semester).*

## **DMin Annual Continuation Fees**

*The ACTS DMin Program charges a \$550 annual continuation fee to candidates whose program extends beyond three academic years. The DMin Ecumenical Program charges a \$400 annual continuation fee to full time candidates whose program extends beyond two academic years and part-time candidates whose program extend beyond five academic years.*

## **B. Transcripts**

*Charges for transcripts are as follows: The first transcript (by regular mail or pick-up) is free of charge.*

- *\$5 for regular mail or pick-up for subsequent transcripts.*
- *\$10 for faxing.*
- *\$25 for next day delivery.*

*The Registrar's Office cannot release any transcript if the student is past due in settling their student account or has any "hold" placed against their student account.*

## C. Housing Charges

Adjacent to the campus, LSTC owns vintage 1-3 bedroom apartments that accommodate single students and students with families.

All leases are supported by a written agreement executed by the Housing Office. Lease terms are up to one year and end on June 30th. The following housing fees also apply:

- A \$100 non-refundable housing application fee must be paid with the housing application. It will be applied to the security deposit when the individual takes occupancy; otherwise it is a non-refundable processing fee. The seminary will not refund a housing application fee if the applicant cancels the housing request less than 30 days prior to the expected date of occupancy.
- The damage deposit for LSTC students is one month's rent. The seminary holds this deposit until the termination of the tenancy, at which time the fee is refunded unless the apartment has sustained damage beyond normal wear and tear or residents do not follow the move out procedures as indicated.
- The \$100 annual pet fee per pet is non-refundable and not prorated. It must be paid before occupancy or before a pet is housed in the apartment (whether or not it is owned by the renter). If an undisclosed pet is discovered in an apartment, a \$200 fee will be assessed covering the remaining lease term. The only animals excluded from the pet fee are fish. Service animals are not considered pets under LSTC's policies, however, arrangements must be made with the Housing Office for services animals to reside with residents in LSTC housing.

The full amount of rent for the semester will be charged to the student's account at the beginning of the term. If funds are available, the full amount will be deducted. If funds are not available in the student account, monthly rental payments will be expected. Before occupancy, the security deposit and the first month's rent must be paid. Payment should be made to LSTC in care of the Finance Office in the form of check or credit card (Visa or Mastercard). Your LSTC student ID# must be placed on all payments to ensure timely and proper credit. Please make your rent payments and security deposit by separate check or credit card payment.

Rent is due by the first day of the month. The rent payment grace period ends on the 5th of the month. Any rent payment not received by the 5th of the month is considered "past due rent" and may incur a 1.5% monthly charge until paid. To avoid a late payment fee, mailed

payments must be postmarked at least 7 business days before the end of the 5-day rent payment grace period.

Any student account that becomes over 90 days past due may be referred to the seminary's outside collection agency for collection and possible litigation. This would include past due rent.

Complete details of housing policies and procedures can be found in the Housing Handbook.

## **D. Financial Aid at LSTC**

LSTC seeks to be a responsible steward of financial aid resources and expects student recipients of this aid to exercise the same care. Therefore, we hope to partner with students to work on financial wellness as part of the spiritual and practical growth that takes place at seminary. The Financial Aid office is eager to hear your questions and concerns regarding financial aid and budgeting while at seminary. For more in depth financial planning, seminarians benefit from free financial wellness counseling sessions through a partnership between Lutheran Social Services and Portico. Call 800.528.2926 to get started.

Financial aid policy and procedure at LSTC may vary greatly compared to undergraduate schools, please review these quick facts to keep in mind while making academic and budgeting plans:

- Students must maintain satisfactory academic progress as defined in the student handbook in order to receive financial aid.
- Financial aid is awarded each term according to the terms specified in the award letter the student received at the time of admissions for MDiv, MAM, and MA(TS) Students, Advanced Studies Students will receive an updated award letter each year of their program; students do not reapply each year for institutional aid.
- Institutional financial aid is not available for any off-campus non-ACTS study for which LSTC does not receive a tuition payment (for example: internship year).
- The seminary will not reduce the amount of financial aid awarded due to additional funds secured by the student.
- Federal Student Loans are available for U.S. citizens who are in a degree program and studying at least half time.
- Student loans are not packaged with other financial aid. To apply for a student loan please follow the steps listed on the financial aid web page at [www.lstc.edu](http://www.lstc.edu).
- MDiv students may receive financial aid for a maximum of 9 courses per academic year for the three years of academic study

(not internship). No student will receive financial aid for more than a total of 27 courses for the entire program of study.

- MAM and MA(TS) students may receive financial aid for a maximum of 8 courses per academic year with a limit of 16 courses for the entire program of study.
- ThM students may receive financial aid for a maximum of 6 courses and 2 semesters of continuing relations
- PhD students may receive financial aid for a maximum of 6 courses per year with a maximum of 12 courses and 8 semesters of continuing relations

## **Other Financial Aid Resources**

*It is important to pursue non-seminary sources of financial aid to help with seminary costs. Students should seek financial assistance from their church and synod as well as from family and friends. Those who are aware of a seminarian's talents and gifts for ministry may be pleased to help with the costs of books and tuition, in addition to their prayers. Historically, LSTC students have received generous outside scholarships from various foundations. A list of possible funding sources along with application instructions is available on the financial aid web page at [www.lstc.edu](http://www.lstc.edu).*

## **E. Federal Loan Program**

*While LSTC is certified by the Department of Education for the William D. Ford Direct Loan Program, we work with students to help them seek other sources of funding first, which in many cases make loans unnecessary. In the case that a student has exhausted all other forms of assistance, they can turn to low-interest, long-term student loans. Borrowing from this source, even at the favorable terms currently available, should be planned carefully in order to avoid the accumulation of unmanageable debt.*

*Graduate Plus and Alternative/private loans should be considered only after applying for Federal Direct Stafford Loans (Unsubsidized). Loans are not packaged with institutional aid at LSTC, students must apply separately using the steps on the LSTCNet under "Finance Center" and "How to Pay for Your Education."*

*There are no deadlines for completing the student loan process. A loan may be processed anytime between September-April. Students are encouraged to take out the minimum amount needed knowing that they can increase the amount at a later date if needed.*

*If loan money is needed to cover the cost of living outside of what is charged through the LSTC student account, the student may request a*

check through the Finance Office, please allow 7-14 days for processing.

## **Return of Title IV Funds**

All students who withdraw from the Seminary must submit written notice of withdraw to the Registrar's Office.

If a student, who is disbursed Title IV financial assistance, withdraws or stops attending class the semester in which the Title IV aid was disbursed, the following Return of Title IV Funds (R2T4) policy will be applied.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing a payment or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula R2T4.

The official withdrawal date is the date the student signed the Official Seminary's Withdrawal Form. The Financial Aid Office will use this date for all students that officially withdraw from the Seminary. For Unofficial withdrawals, the Financial Aid Office will use the last date of attendance or that last date of an academic related activity. If a last date of attendance or academic activity cannot be determined the student's last date of attendance will be the midpoint in term.

### **Official Withdrawals**

If a student decides to withdraw from all courses at the Seminary, the student must inform the Registrar's Office. The notification may be in writing, by email, by mail, or in person. The student's withdrawal date is the date the student began the withdrawal process or officially notified the seminary of intent to withdraw by contacting the Registrar's Office. The withdrawal date is used to determine any applicable tuition refunds as well as the date used to process the Return of Title IV Funds calculation.

### **Unofficial Withdrawals**

If a student does not officially withdraw from all classes but fails to earn a passing grade in at least one course, federal aid

regulations require that we assume the student has "unofficially withdrawn," unless it can be documented that the student completed the enrollment period. Unofficial withdrawals require a Title IV refund calculation at the midpoint of the enrollment period if a last date of attendance or related academic activity cannot be determined. The reduction of federal aid will create a balance due to the institution that must be repaid.

#### Post-Withdrawal Disbursement of Loan Funds

A post-withdrawal disbursement of loan funds may be paid if the student is eligible to receive the funds. The student will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. Upon receipt of a timely response from the student (14 days from date of notification), the school will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder will be paid directly to the student. The school maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If the school decides not to make this post-withdrawal disbursement, it will inform the student in writing.

#### Title IV Refund Process

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. A student's aid is counted as aid disbursed in the calculation if it is disbursed as of the date of the institution's determination that the student withdrew any undisbursed Title IV aid for the period that the school uses as the basis for the Return calculation is counted as aid that could have been disbursed. See FSA Handbook section 5-54.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal. The Seminary must notify the student in writing within 30 days after determining the last date of attendance that a post withdrawal disbursement is available and the student/parent must respond in writing. The Seminary cannot disburse Title IV funds unless it has received written consent from the student or parent.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans
- Direct Plus Loans

The Financial Aid Office audits student records within thirty (30) days of the completion of each academic semester. If a course audit reveals that a student withdrew early from studies in a given semester. The student must be notified and authorize the disbursement of Title IV funds to be returned to the federal government. **Unearned Title IV financial aid must be returned within forty-five (45) days of when the last day of attendance was determined or (30) days after the end of the term for unofficial withdrawals.**

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of "F" in all courses. In this case, the student would still be subject to the return of funds policy once an official withdrawal date is established. Merely discontinuing class attendance is not considered to be a formal resignation from the Seminary. Students who were awarded financial assistance and who discontinue class attendance may be held responsible for repayment of all tuition and fees. Please refer to the "Attendance Policy" section of the Student Handbook for requirements on class attendance. The dates for course drops and academic withdrawals for semesters are listed.

In the event of a student ceasing to attend the Seminary, then the institutional refund policy will be applied and tuition will be adjusted per the institutional tuition refund policy. The student may be liable for any Title IV funds disbursed to their account in excess of the amount allowed by federal regulations. The school will collect the portion of any assistance owed by the student. If no payment is received, holds will be placed on the student's account and the student will lose eligibility for Title IV aid unless the overpayment is paid in full or satisfactory repayment arrangements are made. After

the institutional refund has been credited, any remaining amount will be returned to the student.

### **Procedural Steps:**

1. First determine the date of withdrawal or leave of absence. When in doubt as to which date to use, ask what date will be put on the transcript/recorded on any of the registrar's documentation. Put a copy in the loan file.

2. If the disbursement has been made and the student withdraws from a class which then puts them on a less than half time status, they do not have to return funds. See FSA handbook for documentation.

3. If the student withdraws completely or goes on leave of absence part way through the term, a "Treatment of Title IV Funds When A Student Withdraws From A Credit Hour program" (R2TIV) form must be completed to determine if any funds need to be returned. The form is kept in the student file after it is completed. Check the most current FSA Handbook to obtain the most current R2TIV form

\*complete the form for the semester (not the entire year)

4. If the student withdraws completely, unofficially withdraws or goes on leave of absence in between terms, s/he does not have to return funds. The second half of the loan is set to '0' and therefore cancelled.

5. If a student ceases attendance without notifying the school, the 50% mark in the term will be used as the last date of enrollment.

6. In all cases the student should be notified of the change and informed of the need for exit counseling.

7. Make necessary changes on NSLDS-see Enrollment Reporting Instructions in this manual

### **Direct Loan Closeout/School Balance Confirmation**

If you are signed up for the IFAP announcements via e-mail you will receive a notification to complete the close out. Here is an example:

<https://ifap.ed.gov/eannouncements/020717DLCloseoutInfofor20152016ProgramYear.html>

1. Review each month's reconciliation to make sure there are no discrepancies

2. Log in to COD
3. Select school
4. Enter Lutheran School of Theology at Chicago and search
5. From the list of links on the left, select Balance Confirmation
6. Complete required fields for the appropriate year

### **Student Loan Disbursement/Check Request for Student Loan Proceeds Process**

Once a loan is disbursed, the Finance Office will apply the funds to the student's account. Whenever an institution disburses Title IV, HEA program funds by crediting a student's account and the total amount of all Title IV, HEA program funds credited exceeds the amount of tuition and fees, room and board, and other authorized charges the institution assessed the student, the institution must pay the resulting credit balance directly to the student as soon as possible but no later than 14 days after the balance occurred if the credit balance occurred after the first day of class of a payment period or no later than 14 days after the first day of class of a payment period if the credit balance occurred on or before the first day of class of that payment period. 34 C.C.C. 668.164(e) (1) and (2).

#### **Steps:**

1. Student completes the Student Loan Eligibility Form at the time the loan is originated.
2. The financial aid officer reviews the form.
3. If the student has checked "no" that they do not want their balance kept on their account, the financial aid officer gives a copy of the form to the finance office, the finance office then disburses funds.
4. At the end of the loan period, the financial aid officer provides a list of all student loan borrowers to the finance office.
5. The finance office disburses all student loan funds at the end of the loan period.

## **F. Payment Policies**

Please note that LSTC does not mail out paper invoices. Students are responsible for regularly (at least once a month) reviewing their student financial statement on LSTC. Any questions about your statement should be directed to Nate Ramsey (nramsey@lstc.edu) in the Office for Student Services.

The Board of Directors, in consultation with seminary management, has designed the payment and collection policies to be clear and have few exceptions. However, if a student desires to seek an exception or waiver to a particular policy, they must explain their situation and basis for the waiver in writing and direct a copy to both the President and Chief Financial Officer for their consideration. Depending upon their office schedules and availability, this completion of this process can take two weeks or more. Consequently, if you are seeking a policy waiver relating to a deadline (e.g. payment, registration, graduation, etc.) please allow adequate time for your petition to be considered before the deadline.

A student cannot register for classes if there is any amount past due. Financial aid designated for the coming term cannot be applied against past due amounts. Loan proceeds can cover up to \$200 of previous academic years' charges

### **i. Semester Payment Schedules:**

Fall tuition and other charges are invoiced in early September and due by the first Friday of October. Spring tuition and other charges are invoiced in early February and due by the first Friday of March. Any payments not received by these deadlines will be subject to a 5% late payment penalty. Severely delinquent accounts are subject to legal collection procedures. Be sure to consult with the Financial Aid Office concerning your financial aid and loans long before classes begin.

### **ii. Other Payment Schedules:**

100% of tuition for J Term, Summer Session, courses for Special Students, and audited courses must be paid before these classes begin.

All other fees and charges must be paid in full before classes begin.

### **iii. Payments by Third Parties**

If any charges are to be paid to the seminary by a church, agency, or sponsor other than the student, the student is responsible to ensure that the payment is received when due. Failure of the church, agency, or other sponsor does not relieve the student of responsibility for payment of such charges, nor cause late payment fees and past due

interest to be waived. In these cases, the student should make the required payment on time and request a credit balance refund after their support arrives and is posted to their student account.

#### **iv. Payments to LSTC**

All charges must be paid by check, credit card, or money order in U.S. funds. Be sure to include your LSTC identification number on all payments for prompt and proper credit. The maker of any check or credit card payment deposited by LSTC which is returned or denied for any reason (including NSF, stop pay, etc.) causing LSTC to incur any bank or credit card processing charges shall be assessed a \$25 returned payment fee, payable to LSTC, in addition to any bank or credit card processing fees charged. All of these fees will be added to the student's account and can be included in any resulting referral for outside collection.

### **G. Loan Proceeds**

If utilizing a federal loan for payment, the amounts due LSTC for the entire period (see related provision immediately following this provision) will be applied against the loan proceeds, possibly restricting all or a portion of any resulting credit balance in the student's account. These amounts due LSTC could include tuition, health insurance charges, rent, other fees, and any other amounts currently owed the seminary.

### **H. Access to Credit Balances**

When a student requests a disbursement from their student account, the seminary must retain an adequate credit balance to cover unpaid and anticipated charges for the relevant time period:

There are three relevant time periods to assess credit balances during the academic year: September through January (fall semester and J Term), February through June (spring semester), and July through August (summer session).

To determine the portion of an existing credit balance that may be disbursed, first a set-off must be calculated for all amounts due LSTC for the relevant time period (as noted above), including tuition, health insurance charges, rent, other fees, and any other amounts currently owed the seminary.

Anticipated move-out rent credits and the rental security deposit cannot be included in the calculation to provide more funds available for disbursement from a current credit balance.

*Anticipated students loans, LSTC financial aid, scholarships, or gifts cannot be included in the calculation to provide more funds available from a current credit balance. LSTC cannot advance students cash which has not yet been actually received by the seminary and deposited in the seminary bank account (board policy prevents LSTC from making this type of loans to student*

## **I. LSTC Promissory Note**

*In order to register, all students are required to execute a new promissory note each academic year. The promissory note informs students of the seminary's fees and charges and also its payment and collection policies. It reminds students that they are personally responsible for all charges assessed them for their program of academic study, notwithstanding any agreements or understanding they may have concerning support from other sources.*

## **J. Consequences of Non-Payment**

*Non-payment of fees and charges may lead to dismissal from the program, eviction from housing, and communication with candidacy committees or synods.*

### **i. Collection Policies**

*Withdrawal of Registration: Provisional registration and normal registration can be withdrawn for students not meeting their payment obligations.*

### **ii. Financial Suspension**

*When a student's account becomes past due, the student will be placed on "financial suspension" and a "finance hold" will be applied on the student's account in the Jenzabar System (database). The finance hold will prevent the student from: registering for classes; receiving transcripts, diplomas, and other official documentation from the seminary; participating in graduation, internships, and other seminary-sanctioned events; use of the JKM Library; renewing their annual apartment lease; and receiving other seminary services. The financial suspension will be reversed (and the related finance hold released) by the Finance Office when the student has completely satisfied their outstanding balance, including any late fees, past due interest, and collection fees. The late payment fee is 5% of the outstanding balance at the first Friday of October for the Fall Semester and at the first Friday of March for the Spring Semester. Past due interest of 1.5% per month will be charged on any outstanding balance each succeeding month.*

### **iii. Referral to Collection Agency**

*When a student's account becomes more than 90 days past due, the account may be referred to an external collection agency. The student will be responsible for all collection costs along with reasonable attorney's fees and court costs, not to exceed 50% of the original principal balance.*

### **iv. Financial Withdrawal**

*When a student's account becomes more than 180 days past due, the student will be placed on "financial withdrawal." At this point the student will be administratively withdrawn from the admitted program of study. Any student wishing to return to the program of study must completely satisfy the outstanding balance in their student account, including any late fees, past due interest, and collection fees; present a letter of petition for re-admittance to the President and Chief Financial Officer; and submit a \$100 re-admittance fee with the petition.*

### **v. Cash Only Basis**

*When a student has been placed on financial withdrawal, when a student's account becomes more than 180 days past due, when a student has been referred for outside collection, or when a student presents three (3) or more returned checks and/or credit card payments to LSTC in a 12-month period, that student will be placed on a "cash only" basis for the next two academic semesters in which classes are taken (J- Term and summer session are cash only basis for everyone). During this time, the student's semester charges would not qualify for the payment grace period. In these cases, all semester charges (including tuition, student health insurance, and any other billed charges) must be paid in full before the student can register for semester classes.*

### **vi. Required Reporting**

*The names of students with past due balances must be reported to the Academic Dean and the student's faculty advisor for their information and appropriate use in interpreting the importance of fiscal responsibility.*

*LSTC Payment and Collection Policies are reviewed on an annual basis by the Administration and Finance Committee of the LSTC Board of Directors.*

## Section 6- Holds on Accounts

Before you can register for classes (on-line or manual registration), you must resolve any "holds" placed against your student account.

### A. Holds on Accounts

A **finance hold** is placed on your student account when it becomes past due or you do not meet another financial requirement. Please remember that your fall registration cannot be completed until you execute a new promissory note to support your student account (this causes a finance hold). This is required of all students, including those on internship. Please see Nate Ramsey in the Office of Student Services to resolve a finance hold.

An **insurance hold** is placed on your account if you do not have the required health insurance coverage or have not provided the required student health insurance documentation. Please see the Dean of Student Services to resolve an insurance hold.

An **email hold** is placed on your account if your LSTC email account is not functional (usually because you have exceeded storage limitations). Please see a member of the IT Department to resolve an email hold. They will contact the Finance Office when your email account is functional.

A **library hold** is placed on your account if you owe any fees or charges to the JKM Library. Please see Elaine Bonner at the JKM Library to resolve library holds. She will contact the Finance Office when these fees or charges have been resolved.

### Releasing Holds

Please resolve any holds at your earliest opportunity. Don't wait until the last minute. The Finance Office cannot process releases "while you wait." Keep in mind that because of staffing limitations and other responsibilities, they must batch releases, but they are processed at least daily.

### Account Inquiries

Your student account is available online through the web portal. Please use this method to retrieve your statement. Questions about your statement can be directed to Nate Ramsey in the Office of Student Services at [nramsey@lstc.edu](mailto:nramsey@lstc.edu) or 773-256-0709.

## Section 7- Institutional Policies

### A. Living Together- Statement about Community Standards

*The Lutheran School of Theology at Chicago is a school of the Evangelical Lutheran Church in America, established for the education and training of persons for ministry and Christian service in and through the church. LSTC affirms and seeks to follow the moral and ethical guidelines of the ELCA, particularly the standards pertaining to leaders of the church such as those outlined in "Visions and Expectations: Ordained Ministers in the ELCA" and "Visions and Expectations: Commissioned Associates in Ministry."*

*LSTC is a community that seeks to value and respect the diversity of culture, social location, ethnic background, religious expression, and abilities of its community members. All members of the LSTC community are expected to assist each other in developing a climate of mutual trust and encouraging Christian commitment and identity. Membership in the community is an opportunity for personal ministry with others as well as a preparation for future professional ministry. When one knows or hears something regarding a member of the community that raises concern, one's first act and responsibility should be to talk with the person directly.*

*As in any community of people, sometimes relationships are strained or broken. In response to such situations, grievance and harassment policies are outlined further in this section. Whenever possible, the goal of these policies is mediation and reconciliation while recognizing that there are situations where there must be consequences.*

*For academic appeal procedures, please refer to the academic policies section of The All-Students Handbook. For grievances regarding personal conduct or community life, see the harassment and grievance policies below. The Academic Dean, the Executive for Administration, and the Dean of Student Services shall, in all cases where a formal written complaint is filed, keep a written record of the proceedings and maintain a permanent record in their respective offices. In the event that cause is shown for the suspension or dismissal of a student, it is the faculty's responsibility to suspend or dismiss students for cause, and normally does so upon the recommendation of Academic Dean.*

*During the period dealing with a problem, caution is urged in making permanent decisions about the future. Sufficient time for counseling and for the recovery of emotional stability must be allowed. Through*

*the Office of Student Services, LSTC provides referrals for members of the community who express a need for counseling services.*

## **B. Classroom and Teaching Expectations**

### **i. Mutual Accountability**

*Clear standards regarding what is expected both of instructors and students are essential for cultivating the trust that is so important for teaching and learning. Students will find here the academic standards or policies by which instructors and students exercise mutual accountability, and other policies of conduct in "Section 5: Standards & Policies of Conduct"*

### **ii. Hospitality**

*An expectation that governs life together inside and outside the classroom is that members of the seminary community strive to practice hospitality to all members of the LSTC community, our campus neighbors at McCormick Theological Seminary, and all guests to the campus. All should expect to be treated with respect and fairness in the practices of teaching and learning at LSTC. (See Non-Discrimination Policy on page 6.)*

### **iii. Forgiveness**

*Christian communities are governed not only by the high calling to live according to gospel values, but by a humble awareness of the brokenness of the world and each human being as an individual. Practices of confession, forgiveness, and reconciliation are thus an integral part of life together and impact the tone and conduct of life inside and outside the classroom. For lifelong learners, mistakes and failures present new opportunities to learn and grow, trusting in a grace that is larger than the errors made at any given moment.*

### **iv. Inclusiveness**

*The Lutheran School of Theology at Chicago, a seminary of the Evangelical Lutheran Church in America, values diversity in its faculty, staff and students. Thus, the hiring and admissions practices of the Lutheran School of Theology at Chicago offer equal opportunity to all persons. (See Non-Discrimination Policy on page 6.)*

*Students and professors are expected to use inclusive language in all their speaking and writing.*

## **v. Conduct Befitting Ministerial Leadership**

*LSTC expects of all its students conduct befitting ministerial leadership. Conduct unbecoming to a Christian may be grounds for dismissal from the seminary or may lead the faculty not to approve the granting of a degree.*

## **C. Guidelines for Civility/Behavior for Respectful Multicultural Competence**

*LSTC has adopted the following guidelines developed by the Diversity Committee for talking and living together as a diverse community of theological and faith reflection. Divergent thoughts and opinions can produce healthy, life giving exchanges of ideas and beliefs; they can also produce conflict and disorder. Our hope is that our life together can be shaped by consistent use of the guidelines listed below.*

- *Respect the personhood of others while engaging their ideas.*
- *Carefully represent the views of those with whom we are in disagreement.*
- *Be careful in defining terms, avoiding needless use of inflammatory words.*
- *Be careful in the use of generalizations; where appropriate offer specific evidence.*
- *Seek to understand the experiences out of which others have arrived at their view. Hear the stories of others as we share our own.*
- *Exercise care that expressions of personal offense at the differing opinion of others not be used as means of inhibiting dialogue.*
- *Be a patient listener before formulating responses.*
- *Be open to change in our own position and patient with the process of change in the thinking and behavior of others.*
- *Make use of facilitators and mediators where communication can be served by it.*
- *Always remember that people are defined, ultimately, by their relationship with God—not by the flaws we discover or think we discover in their views and actions.*

*From the Blue Ribbon Committee of the United Methodist Church's document "In Search of Unity."*

## **D. Health Insurance**

*Since LSTC is concerned with the overall wellbeing and health of all its students, a condition of enrollment at LSTC is that all full-time students have health insurance.*

*For 2017-2018, each full time seminary student will be required to sign a waiver indicating that they have insurance that is in compliance with the requirements of the Affordable Care Act. Questions may be directed to Scott Chalmers at ext. 685 or schalmers@lstc.edu.*

*International students have the option of signing up for a specialized international student health insurance plan through International Student Protection (ISP) insurance. Questions may be directed to Scott Chalmers at ext. 685 or schalmers@lstc.edu.*

## **E. Disability Policy**

### *Students Living with Disabilities*

*LSTC aims to assist students living with a disability to engage in academic and campus life as fully as possible. Accommodations refer to the modifications that are needed to minimize the discriminatory effect of a person's physical, emotional, or learning disability, insofar as the provision of the adjustment not cause undue burden on the setting or the institution. In academia, reasonable accommodations are called academic adjustments, and they might include classroom adjustments, exam modifications, or administrative accommodations. The partnership between the individual and the school in addressing the challenge presented by a disability involves the following responsibilities:*

### **The student's responsibility**

- It is the responsibility of students with disabilities to identify themselves and request accommodations by contacting the Dean of Student Services, who will begin the process of seeking appropriate accommodations. The Dean of Student Services will contact all incoming students regarding this matter.*
- When seeking academic adjustments, the student must provide the Academic Dean with the appropriate documentation concerning their disability well in advance of need in order to give the school a reasonable amount of time to evaluate the documentation and implement the accommodation. If possible this should be done at a minimum of two weeks before the beginning of the semester.*

### **The school's responsibility**

- *With regard to physical disabilities, under the guidance of the Vice President for Operations (for building accommodations) and the Academic Dean (for classroom accommodations), the school will make reasonable efforts to minimize the discriminatory effect of a person's physical disability, insofar as the provision of the adjustment not cause undue burden on the school.*

- *In providing support to students and prospective students living with disabilities, the school will endeavor to respect rights to privacy and confidentiality. In the case of students preparing for candidacy for professional ministry in the ELCA, this responsibility is exercised in partnership with candidacy committees under the agreements already in place regarding the release of information.*

*When the Academic Dean is notified of a diagnosis that affects cognition and recommendations for academic adjustments, the following procedures take place:*

- *The Academic Dean receives the documentation of the disability, taking special note of particular academic adjustments that are recommended to enhance learning and performance.*

- *The Academic Dean drafts a letter addressed to classroom instructors noting that documentation of a disability has been filed in the Academic Dean's office and listing the recommended accommodations. The draft is sent to the student requesting the accommodations for review before it is prepared for release.*

- *After the student's review and release, copies of the letter, on school letterhead and bearing the Academic Dean's signature, are given to the student and to members of the faculty. The letter is also filed in the Academic Dean's office.*

- *In order to claim the right to accommodations, a student should provide the letter to their professor no later than the end of the second week of a semester course and no later than the second day of a J Term course.*

*When a student is not sure whether there is a disability that affects cognition*

*From time to time, students who have not attained the desired academic success may be advised by a teacher, program director, academic advisor, or other mentor to seek educational testing or another professional assessment. In other cases, the student may initiate the request for assistance. For assistance in arranging for educational testing, contact the Dean of Student Services.*

## **F. Harassment Policy**

The Seminary has a clear and firm commitment to its harassment policy as herein set forth:

*Policies against all forms of prohibited harassment involving members of the LSTC community are strictly enforced. The rules and procedures set forth below apply to the entire Seminary community. This policy prohibits harassment against members of the Seminary community or applicants for employment and admission into the Seminary. The Seminary cannot stress enough that it will not tolerate any form of prohibited harassment, nor will it tolerate retaliation against individuals who, in good faith, complain of or oppose prohibited harassment or participate in a harassment investigation.*

- 1. The Seminary will strive to provide members of the Seminary community with an environment free of prohibited harassment which has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, unreasonably interfering with an individual's work or academic performance or otherwise adversely affecting an individual's employment or academic opportunities. Such harassing treatment is unacceptable and contrary to our policy and the basic commitment to treat one another fairly with dignity and mutual respect.*
- 2. Prohibited harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of their race, ethnicity, national origin, age, sex, sexual orientation, gender, gender identity and expression, physical and/or mental ability, religious expression, socio-economic, marital, parental, veteran or citizenship status and that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, unreasonably interfering with an individual's work or academic performance or otherwise adversely affecting an individual's employment or academic opportunities. Harassing conduct includes, but is not limited to, epithets, slurs, jokes, negative stereotyping, threatening, intimidating or hostile acts and written or graphic material placed on walls, bulletin boards or elsewhere on the Seminary's premises or circulated within the LSTC community, that denigrates or shows hostility toward an individual or group because of race, ethnicity, national origin, age, sex, sexual orientation, gender, gender identity and expression, physical and/or mental ability, religious expression, socio-economic, marital, parental, veteran or citizenship status with or without sexual conduct and including same sex harassment. Prohibited harassment can come from anyone who is classified as a member of the LSTC community.*

3. *Sexual harassment is one form of prohibited harassment. LSTC complies with the national standards; Title IX, the Cleary Act, and Campus SaVE when it comes to these issues. Sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, computer use of a sexually explicit nature in a public setting. It can also include verbal or physical conduct of a sexual nature in which submission to would result in an employment or academic status benefit or anything that unreasonably interferes with an individual's work or academic performance by creating an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include, but are not limited to, sexual innuendo, suggestive comments, insults, threats, jokes about gender, specific traits or sexual propositions, suggestive or insulting noises, leering, whistling or obscene gestures, and touching, pinching, and/or brushing the body. Any person can be a victim of sexual harassment, regardless of the harasser and victim's gender and sexual identities.*
4. *Any member of the Seminary community who believes they have been the subject of sexual or other prohibited harassment or retaliation should report the conduct immediately to one of the Seminary officials listed in A.1 under Procedures below.*
5. *The Seminary will promptly and thoroughly investigate all complaints and take any appropriate remedial action to stop prohibited harassment. There will be no retaliation against anyone who in good faith complains of or opposes harassment or participates in any investigation. Confidentiality will be protected to the extent consistent with a full investigation.*
6. *If it is determined after an investigation that a member of the Seminary community has engaged in prohibited harassment or retaliation in violation of this policy, they will be subject to the appropriate disciplinary action up to and including dismissal.*
7. *All members of the Seminary community are expected to act in a responsible and professional manner and to establish a positive working and learning environment, free of discrimination, harassment and retaliation.*

### **Procedures to Address Allegations of Harassment**

1. Bringing a Complaint *Alleged incidents of harassment should be reported promptly by the person offended as follows:*
  - a. *Students should report to one of the following: the Dean of Student Services, the director of their degree program, their faculty advisor, or, where appropriate, the Director for Field Education (in cases involving internship or ministry in context settings.)*

- b. Staff should report to their supervisor or the Vice President for Operations.
- c. Faculty members should report to the Academic Dean or the President.
- d. Other persons in the community, such as members of student or faculty families, should report to the Vice President for Operations. The report may be made orally or in writing. In view of the sensitive nature of such an occurrence, the complainant may contact another person to assist them in reporting the incident.

## 2. Resolution Procedures

The Seminary official who receives the complaint will review the particulars of the situation, provide any immediate care that is needed (including the offer of an advocate to walk through the process with the complainant), and explain the options available. The accused may bring an advocate to walk with them through the process. The complaint-receiving official will report the matter to a member of the Harassment Panel (see below).

Complaints of harassment may be resolved through any of the procedures described below. Initial attempts at resolution through discussion or mediation are encouraged, but the decision about which approach to take is normally made by the complainant. In certain cases, due to the nature of the alleged offense, the Harassment Panel may recommend initiating a formal investigation.

## 3. Initial procedures

The person bringing the complaint may wish to confront the alleged offender directly, seek resolution, and then report back to a designated member of the Harassment Panel.

The designated Panel member may inform the alleged offender of the complaint and initiate a course of action that will bring about informal resolution acceptable to both parties.

The complainant and the alleged offender may participate in mediation overseen by a member of the Harassment Panel.

## 4. Formal investigation

If the complainant wishes to proceed with a formal investigation after the initial conversation and any attempts at reaching an informal resolution, a written complaint must be submitted to a member of the Harassment Panel. A member of the Panel will inform the alleged offender of the complaint and of the identity of the complainant. Retaliation in any form against the complainant will not be tolerated. Members of the Harassment Panel will conduct whatever investigation they deem appropriate, including interviews with the complainant, the alleged offender, and any other appropriate persons. The Panel will attempt to determine the facts of the case. At any point, the Panel may decide that the complaint

is unfounded and so should be rejected. The proceedings will be kept confidential to the extent possible. A record will be kept, and a copy of that record, along with written findings and recommendations, will be given to the President. If the President is the accused, the Chair of the Board of Directors will appoint one of the two ELCA Bishop Representatives to take the place of the President in the process.

The President will review the case and make a final decision, taking into account the recommendations of the Panel. The President will inform the complainant and the alleged offender of the outcome of the investigation. Both parties will treat the information as confidential.

If the complaint of harassment is found to be accurate, prompt remedial action and appropriate disciplinary action will be taken. Appropriate disciplinary action may include expulsion in the case of a student harasser or dismissal in the case of a faculty or employee harasser. If the complaint is not found to be accurate, the case will be dismissed. If the complaint is found to be accurate, the report of the President with the recommended disciplinary action will be placed in the permanent file of the accused. All other records of the case will be retained in the President's office.

#### 5. Harassment Panel

The Harassment Panel is appointed by the President in consultation with the Dean of Student Services. It consists of the President, the Dean of Student Services or other appointed representative, a student, one staff member and one faculty member, all appointed by the President. If the President is the alleged offender, the Chair of the Board of Trustees appoints one of the two bishop representatives to the Board to replace the President in every aspect of these procedures. If another member of the Panel is the alleged offender, the President will appoint another person to replace the member in question. The Vice President for Operations, as Human Resources officer, will serve as staff resource to the Panel.

Failure to comply with this process could lead to disciplinary action.

## **G. Grievance Policy**

The following process is intended to provide a means of resolving disputes that are not resolved through informal discussion or the usual work of the committee system. It is the hope of the Seminary that disputes will be resolved informally; that is, without resorting to the following formal grievance procedure. The term "grievance" is used here to mean an alleged violation or misuse of the Seminary's policies or procedures by Seminary officials or official bodies that

have adversely affected a community member's rights or ability to fulfill obligations. Community Members are defined as students, staff, faculty, and family members/ partners of those people. The grievance process is intended to clarify the issue by identifying the Seminary policies or procedures that have been violated or misapplied, by defining the way(s) in which the community member (the grievant) has been adversely affected by the indicated action or inaction, and to assure them that the grievance will receive thorough consideration by the appropriate Seminary officials and that no grievant will suffer reprisal for pursuing a grievance. This grievance procedure intentionally focuses on disagreements that are not overtly "personal" in character, but related to the definition, change, and application of policies of this institution.

Any community member who has a grievance should notify the Dean of Student Services (or the President if the grievance is with the Dean of Student Services) by themselves or with the assistance of their chosen advocate. They should first attempt to resolve the dispute through informal discussion with the person or body most directly related to the grievance.

If a satisfactory resolution is not achieved through informal processes within 30 working days of the occurrence of the grieved action, the grievant will have two additional weeks to present the grievance in writing to the Dean of Student Services. If the grievance regards an action or inaction of the Dean of Student Services, the grievant should present the grievance to the President. If the grievance regards an action or inaction of the President, the matter will be referred to the Chair of the Board of Directors who will appoint one of the two bishop representatives on the Board to assist in the investigation. The written grievance should specify the Seminary policy(ies) in question, the way in which policy has been violated, misapplied, or misinterpreted, and the specific way(s) this action or inaction on the part of a Seminary official or official body has adversely affected the grievant. The Dean of Student Services will investigate the matter, interview appropriate individuals and bodies as needed, and seek resolution. The Dean of Student Services will report the grievance to the President (who may or may not take part in the investigation). Within thirty days of the initial filing of the grievance, the Executive for Administration will respond to the grievant in writing, with a proposed resolution.

If a resolution acceptable to the grievant has not been achieved in step 2, they may appeal in writing to the Grievance Panel (defined below). The appeal should include the original grievance, their

response, and an explanation of the grievant's reasons for making the appeal. The Grievance Panel will determine if the grievance merits further investigation and/or consideration. If so, the Panel will investigate the matter by interviewing the grievant, the Dean of Student Services and, as needed, other individuals and bodies. The Panel will report its findings and recommendations to the President within thirty days of receiving the appeal.

Upon receiving the report of the Grievance Panel, the President will review the report and, taking into account the recommendation(s) of the Panel, make a final decision. This decision will be communicated within 14 days of the receipt of the Panel's report; the communication will be made in writing to the grievant, the Chair of the Grievance Panel, and the Dean of Student Services. All such grievance cases will be summarized and kept on file in the President's Office.

The Grievance Panel shall be appointed by the President in consultation with the Dean of Student Services or other appointed representative and shall ordinarily consist of the President, the Dean of Student Services, a faculty member, a student, and a staff member, with the Vice President for Operations (Human Resource Person) as an advisory member of the panel. Any persons directly involved shall recuse themselves from all proceedings. The Panel will elect a chair from its members. The chairperson will receive the appeal from the grievant and will be responsible for all communication with the grievant.

Failure to comply with this process could lead to disciplinary action.

## **H. Title IX**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance."

### **Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act**

Title IX is commonly thought of as pertaining to varsity sports. However, the law is actually much broader. Title IX prohibits gender discrimination in all programs and activities of an institution of higher education. It also requires that institutions be proactive in preventing discrimination and in responding to concerns or allegations of discrimination including, but not limited to, harassment and assault. Title IX applies to all programs and activities available to

students at the Lutheran School of Theology at Chicago; these include but are not limited to academic programs, admission procedures, financial aid, and student services. Although LSTC's policies and procedures relating to Title IX are founded on the laws of the United States and of the State of Illinois, they are also guided by the mission and values of the seminary.

### **Title IX**

Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681 et seq., prohibits discrimination on the basis of sex in education programs and activities operated by recipients of federal financial assistance. Sex discrimination includes sexual harassment (which encompasses sexual assault and other forms of sexual misconduct). LSTC complies with Title IX and does not discriminate on the basis of sex in education programs and activities, admissions, or employment. It complies with all applicable federal and state laws regarding nondiscrimination and equal opportunity.

### **The Clery Act and Campus SaVE**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f), as amended by the Campus SaVE Act, part of the Violence Against Women Reauthorization Act of 2013, S. 47, 113th Cong. (2013), requires, among other things, annual reporting of statistics for various criminal offenses, including sex offenses, timely warnings and emergency notifications to the seminary community, prevention education, and the adoption of sexual assault policies with certain procedural requirements.

It is the goal of the seminary to provide students, faculty, staff, and guests with an environment free from sexual discrimination, which includes sexual harassment, sexual violence, and relationship violence. The university's policies concerning harassment and discrimination including its policy on sexual harassment and misconduct can be found in the All Students Handbook. The policies outline the definition of sexual harassment, sexual offenses, relationship violence, relationships, reporting procedures, procedures for the resolution, provisions for students who have been subjected to sex offenses, sexual assault prevention and education programs, and resources to victims and survivors of sexual assault.

In order to take prompt and equitable corrective action, the seminary must be aware of sexual misconduct, relationship violence, or related retaliation. Therefore, members of the LSTC community who believe that they have been victim of such incidents or know someone who may be a

victim by a student, faculty, staff, or vendor/supplier are advised to bring the matter to the attention of the Title IX Coordinator listed below. Additionally, members of the community may contact the University of Chicago Police (24 hours a day, 7 days a week from any location) to report such allegations.

### **Title IX Coordinator**

Aaron Copley-Spivey

Associate Director of HR and Housing

Title IX Coordinator

Office 327

773.256.0771

aaron.copley@lstc.edu

*Duties: Responsible for overseeing all reports of sexual misconduct and relationship violence and identifying and addressing any patterns or systemic problems that arise during review of such reports. Allegations of sexual misconduct and relationship violence may be reported directly to the Title IX Coordinator. The Title IX Coordinator may issue no-contact orders. The Title IX Coordinator may arrange other accommodations. The Title IX Coordinator can answer questions and provide information concerning the University's policies and procedures, available resources and support services, and external criminal and legal options.*

### **Reporting**

*To file a complaint regarding sexual assault (either an assault in which you are a victim or a witness or, if not directly involved, you have reason to believe such has occurred), please contact the Title IX Coordinator as noted above.*

*To file a criminal complaint regarding sexual assault, contact the University of Chicago Police: Emergency/Non-Emergency: 773-702-8181*

### **Confidentiality**

*The Title IX Coordinator will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged sexual misconduct or relationship violence to the extent possible and allowed by law. The Title IX Coordinator cannot guarantee confidentiality, however, and must evaluate any request for*

*confidentiality in the context of the seminary's responsibility to provide a safe and nondiscriminatory environment.*

*The following resources and support services offer confidential support:*

*Pastor to the Community/Director of Worship Erik Christensen:  
773.256.0696*

*Dean of Student Services Scott Chalmers: 773.256.0685*

*Chicago Rape Crisis Hotline: 1-888-293-2080*

## **I. Policy on Substance and Alcohol Abuse**

*LSTC's primary orientation to drug and alcohol abuse is pastoral and is founded in Christian concern.*

*LSTC recognizes both alcohol and other drug abuse as potential health, safety, and security problems. The school expects everyone to assist in maintaining an environment free from the negative effects of alcohol and other drugs.*

*LSTC prohibits all faculty, staff, and students from the unlawful manufacture, possession, use, distribution, and sale or purchase of alcohol and illicit drugs on the school premises or as part of any school activity. The only acceptable use of alcohol is moderate consumption and/or possession on the school premises at approved school functions (receptions and special meals, etc.) by those legally permitted to consume or distribute alcohol. Such functions must comply with all school guidelines.*

*LSTC fosters responsible behavior, quality of life, and ministry, and thereby expects drug and alcohol-free performance of duties by faculty, staff, and students. If an individual may be impaired by a medication taken according to a doctor's prescription or the medication's directions, they are expected to discuss it with their advisor or the appropriate administrative officer.*

*All members of the LSTC community are responsible for being fully aware of the requirements of federal and Illinois statutes and Chicago ordinances concerning the consumption, possession, and use of alcohol and/or other drugs. The school holds each member of the community accountable for their own conduct and the consequences of that conduct.*

*Various federal and state laws prohibit the possession, distribution, and use of controlled substances unless in compliance with licensing requirements or a doctor's prescription. Moreover, Illinois law prohibits the consumption and possession of alcohol by any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and/or a permanent criminal record. A violation may result in school disciplinary action. Documentation of such behavior even without conviction in a court of*

law shall can also be cause for disciplinary action for students or personnel.

Besides these legal restrictions, the following school guidelines govern events on campus where alcoholic beverages are served:

1. At any LSTC function where alcohol is served, there must be a designated person who is responsible for the serving and monitoring of alcohol use.
2. Alcoholic beverages may not be served at any event at which persons under the age of 21 are present, without prior, written approval from Student Services including Scott Chalmers, Cheryl Hoth, or Marji Shannon. Faculty and academic departments wishing to serve alcoholic beverages in LSTC's public area or at an event in which graduate professional students will be in attendance must register the event at least one week in advance with Student Services and must designate a person to be present and responsible for the event. The student governing body in planning receptions for graduate professional students must obtain permission from Student Services one week in advance and designate responsible persons.
3. Nonalcoholic beverages in reasonable quantities must be available at all functions where alcohol is served. Further, food must be served at such events.
4. There may be no reference to the availability of alcohol in publicizing a campus event.

## **Health Risks**

The use of illicit drugs and the abuse of alcohol have been definitively shown to have potential health consequences that may be permanent. These consequences include disorders and dysfunctions which affect the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. Specifically, there are both short and long term effects on cognition, memory retention, information processing, coordination, and athletic and academic performance. The use of illicit drugs and the abuse of alcohol may also affect emotional equilibrium, mental well-being and the ability to make critical decisions, and may contribute to self-destructive and other risk-taking behaviors including inappropriate sexual activity. The chronic use and abuse of drugs and alcohol have been shown to cause adverse permanent changes in most of the biological systems studied. These changes can lead to severe impairment, disability, and premature death.

## **Sanctions**

The Drug-Free Schools and Campuses Act, enacted August 16, 1990, mandates that all institutions of higher education which receive

Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program. LSTC has therefore adopted the following policies:

1. The unlawful possession, use, or distribution of alcohol or illicit drugs by students or employees on our property, or as a part of our activities, is prohibited and will constitute grounds for possible dismissal.
2. Any student, staff, or faculty member under the influence of drugs or alcohol which impairs judgment, performance, or behavior while on LSTC's premises will be subject to discipline, including possible dismissal.
3. Each student, staff, and faculty member, as a condition of employment, will agree to abide by the terms of this statement. Further, as required by the Drug-Free Schools and Campuses Act, LSTC agrees to impose disciplinary sanctions upon students and employees, which may include expulsion or termination of employment, and referral for prosecution for violation of the standards of conduct.
4. As required by this law, LSTC will annually distribute to students and employees a description of the applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol as well as a description of health risks associated with the use of illicit drugs and abuse of alcohol.

The school retains full and final discretion on whether, when, and under what conditions a student may be reinstated or re-employed after an instance of alcohol abuse and/or improper drug use. Particular sanctions in a given case will depend on the nature of the violation, the seriousness of the offense, prior record, and may include the successful completion of an approved rehabilitation or chemical dependency program.

In order for the school to comply with federal law, student employees who are convicted of any violation of any criminal drug statutes (including misdemeanors for a violation occurring either on school property or during working time) must notify the Dean of Student Services within five (5) days of the date of the conviction. A conviction includes any plea or finding of guilty, any plea of "nolo contendere" (no contest), and/or any imposition of a fine, jail sentence, or other penalty. Pursuant to federal law, if the convicted individual is working on a project funded through a federal grant or contract, the school is required to notify the federal contracting or granting agency within ten (10) days of receiving such notice of conviction.

## **Preventive Education, Counseling, Treatment and Referrals**

*LSTC offers community education regarding drug and alcohol concerns. The school networks with other educational institutions in its area in prevention education.*

*LSTC recognizes that there are numerous illnesses including alcoholism and other chemical dependencies in our society and our community. It is LSTC's policy to provide the earliest possible identification, intervention, and appropriate help for anyone suffering from these harmful dependencies.*

*These illnesses manifest themselves in impairments of one's bodily, mental, social, and spiritual capacities, and can lead to irreparable damage unless ended and treated. Extensive experience indicates that persons afflicted with these illnesses are usually blind to developing symptoms in themselves and are rarely capable of effective self-help. Hence, the LSTC community considers it obligatory to establish a procedure to facilitate proper education, intervention, diagnosis, treatment, and recovery.*

### **Procedure for Preventive Services**

*Preventive services at LSTC take a two-pronged approach:*

- 1. Any student who becomes aware of their own need in terms of potential drug/alcohol abuse or addiction is encouraged to seek advice and/or assistance from the Dean of Student Services. All inquiries are kept confidential. The Dean of Student Services, along with a professional consultant, will diagnose the dependency, evaluate its seriousness to the individual, and provide appropriate recommendation and referrals for help. Anyone who is referred or who seeks assistance will naturally be a part of the evaluation procedure in determining what course of action is best suited for that individual. Every effort will be made by the school to cooperate with any student undergoing treatment and to minimize disruption of studies during treatment. To further guarantee confidentiality, only the Pastor to the Community/Director of Worship and the President, if necessary, will know the reasons for such a leave.*
- 2. Any student, staff or faculty who becomes aware of someone who is suffering from abuse of drugs /alcohol or addiction to those substances is encouraged (in keeping with the focus on Christian community here at LSTC) to first go to that person with love and concern and to encourage the student to seek help from the Dean of Student Services. If this is not effective, the second strategy would be to meet with the Pastor to the Community/Director of Worship with the goal of meeting with the two students to encourage*

*appropriate recommendations and referrals with the help of a professional consultant. If this is not possible, the student who is concerned about another student is encouraged to speak with the Dean of Student Services who will investigate the situation and make appropriate recommendations and referrals with the help of a professional consultant.*

*Anyone who is referred or who seeks assistance for themselves will naturally be a part of the evaluation procedure in determining what course of action is best suited for that individual. Every effort will be made by the school to cooperate with any student undergoing treatment and to minimize disruption of studies during treatment. To further guarantee confidentiality, only the Dean of Student Services, and the President, if necessary, will know the reasons for such a leave.*

*If the person is in candidacy, the student is encouraged to share with the Field Education Director, their candidacy committee or an appropriate synod representative. Candidacy committees have worked with and do work with students, providing the person is in treatment. For that reason openness is encouraged.*

## **J. Policy for the Responsible Use of Email**

*The Lutheran School of Theology reserves the right to monitor the e-mail system, including a user's mailbox and log files, at their discretion in the ordinary course of business. The existence of passwords and "message delete" functions do not restrict or eliminate the ability or right of the seminary to access electronic communications. Please note that in certain situations, LSTC may be compelled to access and disclose messages that were sent over its electronic communications system.*

*Electronic communications should conform to the same standards of propriety and respect as any other verbal or written communication at LSTC. Offensive, demeaning, harassing, defamatory, or disruptive messages are prohibited. Users who become aware of or receive prohibited messages should notify the Director of Information Services.*

## **K. Responsible Use of the Internet**

*The LSTC connection to the Internet is principally for teaching, learning, research, administrative, and other mission-related purposes. Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or soliciting offensive,*

*defamatory, pornographic or sexually explicit material; engaging in computer "hacking" or other related activities; or attempting to disable or compromise the security of information on any computer. LSTC reserves the right to monitor Internet usage at its discretion. Questions or concerns regarding improper use of the internet should be brought to the attention of the Director of Information Services.*

## **L. Inclusive Language**

*As a diverse community preparing for Christian leadership, LSTC acknowledges that language has the power to convey facts, attitudes, and values. Recognizing that we all suffer when exclusive, prejudicial, and/or ethnocentric language is used, LSTC calls on its faculty, staff, and students, in written and spoken communication, to use inclusive language that affirms the full humanity of all people. Resources to assist the LSTC community are available Pastor to the Community/Director of Worship and the library.*

## **M. File-Format and Software Standards**

*In an effort to reduce the use of paper by facilitating the electronic sharing of documents between faculty and students, LSTC has adopted Fonts, File-Format and Software Standards. Tutorials (for Windows) can be found on LSTCNet (<http://lstcnet.lstc.edu/ics>) under the tabs "Student Tech Resources" and "Teaching Resources" tabs. Limited Mac OSX and GNU/Linux assistance is available upon request.*

### **i. Font Standard 1**

*All syllabi, assignments, quizzes, exams, final papers and other shared documents are to be written in Times New Roman or Arial fonts. These are free fonts that come pre-installed in Mac OSX and Microsoft Windows. Most GNU/Linux users can access these fonts by installing the package "msttcorefonts."*

### **ii. Font Standard 2**

*The Society for Biblical Literature (SBL) freely provides use of their Unicode Biblical Languages fonts for academic use. Unicode fonts have the advantage over legacy fonts in that they can be viewed (in most modern software) without the reader requiring the fonts to be installed on their own system. Please install the SBL Hebrew and Greek fonts (and Hebrew keyboard) on your computer. Use them in all documents and webpages that require biblical texts.*

### **iii. File Format Standard**

*All documents are to be converted to PDF (Portable Document Format) before being shared between students and faculty. Use any writing software you like to create your documents (whether it be the free open-source OpenOffice.org, the costly but common Microsoft Word, Apple's Pages, or less-well-known alternatives such as AbiWord, OmmWriter, or Scrivener). Then, when your project is complete and ready to be shared, print/export a copy to PDF (through CutePDF Writer, Adobe Acrobat or a built-in "Export to PDF" function in your writing software). Share your PDF copy by email just as you would have traditionally turned in a hard-copy on paper. This is easy, free and ensures that everyone can view one another's documents.*

### **iv. Software Standard**

*Adobe Reader XI will be the software used to engage and view PDF documents. Reader XI will run on Windows, OSX and Linux and can be downloaded here: <http://get.adobe.com/reader/>.*

*Teaching and Learning Technology can be reached with questions and comments via email at [tltech@lstc.edu](mailto:tltech@lstc.edu)*



## Section 8- Institutional Resources

### A. Housing

LSTC's housing and guest facilities operations are supervised by the Office of Operations and administered by the Housing Office. LSTC apartments are available to LSTC students and their families at a discounted rental rate. Students must be registered for at least one course per semester to receive this rate and to be eligible to live in LSTC housing. Once their education is completed, a period of time until July 1 is given to students to find other housing, depending upon housing needs for incoming students. Rent is due the first of each month and includes electricity, water, heat, trash pickup, and gas. Telephone, internet and cable packages are not included but can be obtained directly through the service provider.

Important information about LSTC housing includes the following:

- Laundry facilities are centrally located in the housing courtyards.
- Employees of LSTC oversee maintenance of the apartments. Any repairs that are needed in an apartment should be reported on a work request form available at the front desk receptionist. Work request orders, if not an emergency, will be handled in order of importance.
- Mail is delivered to the central mailroom at LSTC. Each student has an assigned box where mail will be distributed. All mail will be delivered to campus mailboxes, not individual apartments. Packages that require a signature are signed in by the front desk and can be picked up from the mailroom where you will be notified with a slip in your mailbox.
- Pets are allowed in non-shared apartments if a pet agreement is completed and an annual fee of \$100 is paid per pet. Service animals are not considered pets under LSTC's policies, however, arrangements must be made with the Housing Office for service animals to reside with residents in LSTC housing.
- Storage facilities other than the student's apartment are not provided in the building for the residents' personal possessions. The School accepts no liability of any kind for possessions left by the resident on the School's premises.
- A Housing Handbook called "Living Together!" is available from the Housing Office. It covers tenant eligibility; obligations; maintenance and service; alterations or additions; rights of other tenants, pets, policies and agreements; damages; termination; and miscellaneous provisions.

- *Guest housing is available to friends and family of the seminary community in the Guest Rooms. The cost is \$80 per night. Guest apartments can also be rented on an availability basis for \$130 per night for one bedroom or \$160 per night for two bedrooms. Make all reservations with the Front Desk receptionist by phone at 773-256-0700 or by email [frontdesk@lstc.edu](mailto:frontdesk@lstc.edu). Upon arriving on campus, report to the Front Desk for keys.*

### **i. Commuter Students**

*For commuter students seeking housing two nights per week or less, LSTC offers the "Commuter House," located at 5430 S University Ave. There are five bedrooms, a full kitchen, and two bathrooms. Each bedroom will have one or two single beds, and the apartment can be divided into male and female sides. There is not a live-in manager, so the cleaning of the apartment common areas, bathrooms, kitchen, appliances, etc. is the shared responsibility of the Commuter House residents. There are basic cable TV and internet services. The Commuter House is available to students at the price of \$300.00 per semester for one night a week and \$450.00 per semester for two nights a week. If students find they need to stay more than two nights per week, they are asked to see the Housing Office about sharing an apartment. For special circumstances like J- term, Orientation/Transition to LSTC, and Maymester, the cost is \$30.00 per a day. Students interested in the Commuter House should contact the Housing Office at 773-256-0771. Arrangements should be made at the start of each semester and prior to the next term. Students need to bring their own towels, bedding, pillows, and food if they are staying in the Commuter House.*

## **B. Library Services**

*The JKM Library occupies the second and third floors of the LSTC west wing, with the main entrance on the second floor. The circulation desk, staff offices, and reference and reserve collections are located on the second floor. Wireless access to the internet is available throughout the library as are places to study, either by one's self or with others.*

*The JKM Library's website at [www.jkmlibrary.org](http://www.jkmlibrary.org) is the portal to the resources, services and policies of the library. Through the website you can search the catalog, access the virtual resources (both on- and off-campus), find out what resources are available to you and how to avail yourself of them, check library hours, contact library staff, and answer a question about library policies and procedures.*

*In addition to the wealth of resources found in the JKM collections, LSTC students enjoy access to the holdings of the I-Share libraries, a consortium of 84 academic libraries in the state of Illinois. Through the JKM catalog you can search the holdings of the 84 libraries, place requests for materials and have them delivered – via courier service – to the JKM circulation desk. Alternatively, you can visit any of the other 83 I-Share libraries and with a valid JKM library card borrow materials in person. Theological schools in the Chicago area that are also members of I-Share include:*

- *Catholic Theological Union*
- *North Park University*
- *Mundelein Seminary/University of St. Mary of the Lake*
- *Trinity International University*
- *Northern Seminary*

*For more information about borrowing materials through I-Share, consult the JKM Library website or ask at the circulation desk.*

*Locally, LSTC users enjoy access to the resources of the University of Chicago and the Association of Chicago Theological Schools (ACTS) libraries. Before visiting these schools and applying for privileges, request an ACTS borrower's card at the JKM circulation desk. You'll need to present both your LSTC id and the ACTS borrower's card before privileges will be granted. Chicago-area theological schools that are members of ACTS (but not I-Share) include:*

- *Chicago Theological Seminary*
- *United Library of Garrett Evangelical Theological Seminary and Bexley-Seabury Theological Seminary*
- *Meadville/Lombard Theological School*
- *Note that the University of Chicago is a member of neither ACTS nor I-Share.*

*JKM staff is always eager to assist you in making the most of the bibliographic resources that are available to you. We're happy to meet with you in person, on the phone or virtually through email. You can contact us at either [infocommons@jkmlibrary.org](mailto:infocommons@jkmlibrary.org) or [jkmcirculation@jkmlibrary.org](mailto:jkmcirculation@jkmlibrary.org), depending upon the nature of your question.*

## **C. Worship**

*Worship is central to life together at LSTC. In its Mission Statement on Worship, LSTC claims its identity as the church of Jesus Christ, sustained by the word and sacraments of the church and by the power of*

*the Spirit. LSTC's worship seeks to be catholic, contextual, inclusive, and confessionally Lutheran. The seminary treasures the variety of gifts brought to the community by individuals and makes every effort to incorporate them for the building up of the Body of Christ. Planned by the community itself, it incorporates the diversity of gifts and people in the seminary community.*

*Faculty members assist groups of students and staff to plan and lead services for each week during the academic year. Music, both vocal and instrumental, plays a significant part in the life of worship. The cantor to the seminary community and a student worship staff assist the Pastor to the Community/Director of Worship in coordinating the planning process. The cantor also works with the LSTC Cantorei and the director of the Gospel Choir along with the Pastor to the Community/Director of Worship to provide music for seminary services. Opportunities to exercise musical gifts are available in a variety of ways.*

*Chapel services are held on class days (Monday–Thursday), and Holy Communion is celebrated each Wednesday. They employ the liturgical, hymnic, and musical resources of the Christian tradition including Evangelical Lutheran Worship, This Far By Faith, Libro de Liturgia y Cantico, and Worship and Praise. These varied worship opportunities, as well as other spiritual disciplines, form a foundation for the spiritual growth and nourishment of the entire LSTC community.*

### **i. Oversight of Worship Life**

*The Pastor to the Community/Director of Worship oversees and coordinates worship in light of LSTC's mission statement on worship, assisted by Chapel Assistants, Sacristans, and the Cantor to the Seminary Community.*

*The weekly chapel worship schedule offers many opportunities throughout the week for the community to gather. In addition to the opportunities listed below, other possibilities can be brought to the Pastor to the Community/Director of Worship.*

### **ii. Worship Planning**

*Worship will be planned in small groups comprised of volunteers who sign up for worship planning. All community members are encouraged and invited to help plan and lead worship for our community. Groups support and interact with one another and plan music, liturgical art and environment, liturgical texts and actions.*

*All students, staff, faculty, and family members are invited and encouraged to provide leadership in the assembly whether or not they*

serve on a planning group. The chapel staff will recruit assisting ministers, lectors, communion assistants, morning and evening prayer leaders, musicians, hospitality providers, senior preachers etc., and establish a data base of names. These names will be provided to the planning groups, which will be encouraged to fill leadership roles from this list of names. The data base will be updated throughout the school year. Keyboard musicians for each day will be assigned at the beginning of each semester by the Cantor to the Seminary Community.

## **D. Spiritual Life**

The Cornelsen Chair for Spiritual Formation encourages each student, faculty, and staff member to develop a discipline of personal Bible study and prayer. Spiritual growth groups may be formed for this purpose.

The Spiritual Friends experience is an ongoing offering that connects students with spiritual directors—clergy and lay persons trained to help a person attend to God’s presence in daily life. The Spiritual Friends or directors come from a variety of Christian traditions and provide a confidential mentor, usually from outside the LSTC community, with whom students can talk and discern. Thanks to a generous endowment, LSTC subsidizes most or all of the cost for students to be in up to eighteen sessions of spiritual direction. The Cornelsen Chair for Spiritual Formation refers students to appropriate directors and arranges for their payment.

## **E. Pastoral Care and Support**

The Pastor to the Community/Director of Worship engages in pastoral care with members of the LSTC community. The Pastor to the Community/Director of Worship maintains a list of professionals outside the seminary community who can provide consultation, counseling, advocacy, or mediation for students. The Pastor to the Community/Director of Worship works collaboratively with members of the LSTC faculty and staff as well as student leaders to provide community-building opportunities and resources for conflict negotiation.

### **i. Confidentiality**

Clinical evaluations and counseling are governed by ethical principles pertaining to privileged communication. Reports of counseling evaluations/sessions or psychological/educational testing are confidential and require the consent of the counselee/examinee in order to be released to anyone.

## F. Campus Calendars

*Community Events Calendar is kept by the Academic Dean. Anyone wanting to hold a community wide event at LSTC (involving students, faculty & staff) must get approval from the Assistant to the Academic Dean. After that is received, room reservations are made through contacting the LSTC Front Desk at [frontdesk@lstc.edu](mailto:frontdesk@lstc.edu).*

*The Chapel Calendar is kept by the LSTC Front Desk. Information on reserving the chapel can be obtained through contacting the front desk at [frontdesk@lstc.edu](mailto:frontdesk@lstc.edu).*

## G. Campus Emails

*Email access to the various listservs in the LSTC community is available to students according to the following processes:*

- *Students may email their peers in the student body directly through their access to the student e-mail listserv.*
- *Students may request a forward of email notices to faculty and staff listservs through the Dean of Student Service office or the Academic Dean's office.*
- *The Assistant to the Academic Dean posts notices of activities to other seminary listservs.*
- *Prayer concerns for students, staff, faculty and their immediate families are received and sent out by the Pastor to the Community/Director of Worship.*
- *An email list, run by spouses is also available. Please contact the Dean of Student Services ([schalmers@lstc.edu](mailto:schalmers@lstc.edu)) for more information.*

## H. Community Bulletin Boards

*Postings must be stamped by a member of the student services team. Bring no more than nine copies of a notice to the student services office. The postings will be posted on bulletin boards after being approved and stamped.*

## I. The Door

*The Door is the student campus publication. It is published once a week during the fall and spring semester and once during J Term. The Door solicits articles, opinion pieces, reports of campus events, calendar items, and pictures from the LSTC community. The editor of The Door is a student, hired by the Dean of Student Services. Editorial oversight and assistance is given to the editor of The Door by the Community Life Committee. The Door is issued by email; a few hard copies are made available outside the mailroom and on the third floor in the open hallway.*

## **J. The Refectory (LSTC Cafeteria) and Sola Café**

*LSTC's Refectory is another center of community life on campus. Open from 7:00 a.m. - 2:00 p.m. Monday through Friday, it serves as a meeting and eating place for everyone on campus and members of the Hyde Park community. The Refectory is more than just a place to get a meal -- it is a conduit for the Public Church focus of LSTC, a space for reconciliation, and a gathering space for community where everyone has a place at the table. The Refectory provides artful, delicious, and affordable food with global and multicultural influences and an emphasis on cultural diversity, sustainable practices and healthy options. Breakfast, made to order from the grill, is available from 7:00AM until 11:30AM. Lunch, from 11:30 a.m. - 2:00 p.m. includes a choice of different entrees each day, soup of the day, salads made to order as well as hot or cold sandwiches. The Refectory has wireless internet and its accompanying coffee shop, Sola Café, is open until 2:00 p.m. every day as a place to gather and to study.*

## **K. Duty Free Shop**

*The Duty Free Shop offers students and their families an opportunity to obtain used household items and clothing at no cost. Preference is given to new international students, but all students are welcome if supplies permit. The items found in the Duty Free Shop are donated by students, congregations, the LSTC Guild, and others. Please email Duty Free Shop to make arrangements to drop off goods. The Duty Free Shop is located in the basement of 5430 S. University Avenue. It is generally open two afternoons a week into the evenings. For current hours of operation, email [dutyfree@lstc.edu](mailto:dutyfree@lstc.edu).*

## **L. Parking**

*Parking is available in the shared LSTC/McCormick underground parking garage (fee for usage). You may get an application for the parking garage at the Front Desk or Housing Office.*

*Parking on public streets throughout the area is free to the public. Free parking is also available along both sides of 55th street and the surrounding area of the school. Please be mindful of parking restrictions which are posted along the sides of the streets. Parking is at the sole discretion of the driver and LSTC holds no responsibility or liability for any loss or damage incurred.*

## **M. Recreational Activities**

Many LSTC students have found friends to partner with them in walking or jogging by Lake Michigan, swimming, or engaging in other recreation. Reasonably-priced classes in Zumba, martial arts, and yoga may be offered on campus, at the University of Chicago, or in Hyde Park. These will be publicized through emails and The Door. Various wellness programs are organized through the Office of Student Services. "Gym Nights" at St. Thomas the Apostle Church, 5472 S. Kimbark Avenue will be scheduled throughout the semester.

In the fall semester a team of flag football players travels, after weeks of grueling practice, to compete in an inter-seminary flag football tournament. There also are plans to play intramural flag football with the University of Chicago.

### **i. University of Chicago Athletic Facilities**

Students wanting to join the University of Chicago Gym should send their request to the Office for Student Services via [schalmers@lstc.edu](mailto:schalmers@lstc.edu) and, in turn, a letter will be sent them through campus mail which authorizes the U of C's Ratner Athletics Center (5530 S. Ellis Ave.) to charge the seminary rate of \$250 for a full year or \$100 for 3 months.

### **ii. LSTC Free Bike Sharing Program**

Would you like a bike to ride occasionally but don't want to purchase and maintain a bike? LSTC has begun its very own bike sharing program by fixing up abandoned bikes. We are enjoying hitting the roads around Chicago together for transportation, exercise and pure bike riding pleasure and we want more people to join in! E-mail Alex Clark at [aclark@lstc.edu](mailto:aclark@lstc.edu) to find out more details.

## **N. Spouses, Parents and Children at LSTC**

At LSTC, there is a long history of strong relationships of mutual support between spouses, parents and children. Eating, playing, singing and praying together is valuable part of our life together in seminary and as such families are always welcome in the Refectory, in the courtyards and at Chapel. Although there are very few formal group meetings or events specifically for spouses, parents and children, the LSTC community is rich with opportunities for involvement. If spouses, parents or children are looking for resources and support that can't be found on Google or social media, be in touch with Dean of Student Services Scott Chalmers at [schalmers@lstc.edu](mailto:schalmers@lstc.edu).

## **O. Student Employment Opportunities**

*The seminary assumes that a normal load of courses requires full-time study. However it recognizes that many students find it necessary to seek part-time employment.*

*Job openings for both on-campus and off-campus employment are posted on the bulletin board in the Student Services wing, located on the second floor of the east wing of LSTC. The Office for Student Services provides information for both students and spouses seeking employment.*

*LSTC employs many students as members of the maintenance crew, library staff, food service, mailroom, faculty assistants and part-time clerical positions. See the Vice President for Operations for information on how to apply for on-campus employment; his office is located on the third floor, #. Jobs are also available in the JKM Library and the Language Resource and Writing Center (LRWC). Please go to the Library (in the West Wing) and LRWC on the third floor of the classroom wing to apply for those positions. Many of the available off-campus jobs are within walking distance of the campus.*

*For the sake of the integrity of the academic program, a student should not work more than 20 hours per week while carrying a full course load. A student who must work more than this should expect to spend more than the normal number of years in completing degree requirements.*

## **P. Security Services**

*Patrolling the LSTC-MTS campus well into the night are members of the University of Chicago Police. LSTC security personnel offer "umbrella service" to residents and keep a careful eye on campus buildings and especially the people who study and live in them. In addition to these services, the watch person coordinator has compiled many words of advice on campus safety, which appear in the following section on safety and life.*

## **Q. Emergency Contact Policy**

### **Emergency Response Protocol**

*In case of the following emergency scenarios on our campus or at a seminary sponsored event, call 911 and then contact the LSTC front desk at 773-256-0700:*

- *A critical medical situation where a person's wellbeing is at risk*

- A serious or life threatening injury, car accident or a serious illness
- A serious or threatening situation on our campus

After the front desk has been contacted, the appropriate LSTC staff will be notified. After the emergency contact has been reached, LSTC will interact with and support any medical personnel that come to the scene, based on what information is passed on by the emergency contact. The Office of Student Services will follow up with the student and make sure appropriate faculty and staff are informed, according to the wishes of the student.

If a student is at the scene of an emergency, it is essential that student information remains private. Do not share information with coworkers, friends, family, staff, faculty, etc. Provide information to emergency response personnel and designated seminary officials only.

### **Student Emergency Contact Information**

For the protection of LSTC students it is vital that LSTC has a functioning and clear medical emergency policy. LSTC will collect emergency contact information from all students and make sure it is available to appropriate staff members on campus so they can respond quickly in an emergency.

It is essential that if there is important medical information students may need in an emergency, they need to make sure that their emergency contact has this information. It is important that students keep this information up to date and make sure their emergency contacts know both the student information as well as any specific needs/restrictions. LSTC will make decisions based on what they hear from these emergency contacts.

LSTC is able to provide these services while the building is open.

## **R. LSTC as a Green Zone**

The Green Zone at LSTC is the creation care team of the Lutheran School of Theology at Chicago. In collaboration with the Environmental Ministry Study Emphasis at LSTC, it works to raise environmental awareness, promote sustainable practices, and support theological and spiritual engagement with our natural and built environments. All LSTC students, staff, faculty, and families are invited to care for creation by conserving energy, saving water, reusing, recycling, composting, choosing green products, and enjoying local and organic foods.

*For more information on current programs and initiatives, please email [greenzone@lstc.edu](mailto:greenzone@lstc.edu), visit <http://www.lstc.edu/life/green-seminary.php>, or follow on Facebook at "Green Zone at LSTC."*

*Founded in 1988 by Dr. David Rhoads, the Green Zone has helped LSTC to become a leader in eco-theology and seminary education for environmental ministry. Several LSTC faculty members now teach courses, conduct research, and do public outreach on these topics. Through the Environmental Ministry Study Emphasis, LSTC offers master's level students the opportunity to pursue coursework, field work, and ministry projects to develop the knowledge and experience to address environmental concerns in their ministry and scholarship.*

## Section 9- Student Involvement

### A. Student Government

#### i. MSA, Masters Student Association

*MSA is the student government organization that represents MAM, MA(TS) and MDiv students at LSTC. It is a vehicle for expression of community opinion and for action on behalf of community interests. In relation to the administration and the faculty, MSA advocates on behalf of the needs of all students and their spouses or partners and is accountable to them. MSA administers the student activity fees of its members. Each class elects class conveners who conduct regular class meetings and serve with other MSA representatives on the MSA. The MSA further elects or appoints members to LSTC committees (see below) and advisory members to the Board of Directors. (MSA Constitution and Bylaws are printed in the Masters Programs Manual for MAM, MA(TS) and MDiv Students, supplementary to this All-Students Handbook.)*

#### ii. GSA, Graduate Student Association

*GSA represents the needs and interests of students in the ThM and PhD programs at LSTC. GSA elects three officers: President, Secretary and Treasurer. The Executive Committee shall be composed of the Officers of the association. The work of the GSA shall be facilitated by the six coordinators, appointed by the Executive Committee: Coordinator for Graduate Studies Committee, Coordinator for the JKM Library, Coordinator for International Students, Internet Coordinator, Newsletter Editor and Publicity Coordinator. In addition, GSA is asked to provide two students (one International and one North American) to serve on LSTC committees, such as the Community Life Committee and the ThM/PhD Studies Committee. They also elect advisory members to the Board of Directors. GSA has selected officers and representatives for the following school year at a spring meeting.*

*The purpose of the GSA is defined as follows: "The objective of the GSA shall be to encourage cooperation among graduate students at LSTC, and cooperation with graduate students and their respective organizations at other Association of Chicago Theological Schools (ACTS), and the University of Chicago in particular and all other similar student bodies in this country and around the world in general; to elevate the visibility of the graduate program at The Lutheran School of Theology at Chicago; to raise the level and the scope of the graduate program" (GSA Bylaws, Article II). (GSA Constitution and Bylaws are printed in the ThM and PhD Programs Manual, supplementary to this All-Students Handbook.)*

### **iii. ISA, International Student Association**

*ISA works primarily in cooperation with the International Student Association Office to represent the needs of LSTC's international students. ISA is the body of all the international students registered with LSTC. It is the aim of ISA to bring together the international community at LSTC, to support international causes, and to add international awareness and understanding on campus. ISA also engages in advocating for international students with any grievance they might have at LSTC. (ISA Constitution and Bylaws are printed in the International Student Supplement to this All-Students Handbook.)*

## **B. Student Organizations**

**i. Global Conversations** *occur every Monday from 12:00 to 1:00 in the Language Resource and Writing Center located on the 3<sup>rd</sup> Floor. The table talks are led by various speakers who focus on international events and relevant topics.*

**ii. Green Zone** *seeks to help our community conserve our resources and respect our environment. The Green Zone helps maintain the Web of Creation at <http://www.lstc.edu/life/green-seminary.php>.*

**iii. Seminarians For Justice** *is a powerful coalition of seminarians who enact God's love by organizing for social justice in Chicago as part of The People's Lobby/Reclaim Chicago/People's Action. Our objective is to mobilize students to become more active in the fight for justice and empower each other as leaders. Through this work we believe that we will have the ability to effectively enact our faith and self interest collectively in our community. As members of Seminarians for Justice we believe that the justice work we do as disciples of Jesus Christ does not begin after we graduate. Instead, it is our hope that Seminarians for Justice, as a power organization, will fulfill a need at LSTC to go beyond theoretical classroom reflection and begin intentionally working for God's radical vision of justice in our world right now. Membership is open to all, and if you would like more information please contact Samantha Nichols ([samantha.nichols@lstc.edu](mailto:samantha.nichols@lstc.edu)).*

**iv. Thesis 96 / Proclaim** *is a student-formed group that shares a common belief that Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex people have the right to full participation in church, particularly the ELCA, including ordination. The group provides a safe space for sharing with and educating our LSTC community about LGBTQI issues and participates in public advocacy events that promote the human rights of LGBTQI people in church and society.*

## **C. Student Representation on Committees**

*Student leadership is valued at LSTC. Through the work of student government and the various standing committees of the school, as well as through advocacy groups and task forces, students bring their leadership experience, creative energies, and vision for community life to expression, as well as gain valuable experience in leadership. There are several positions for which students are elected by their peers through MSA and GSA. Whether as an elected or appointed leader, students chosen for positions are entrusted with important roles in the academic, spiritual, and social arenas of community life.*

### **i. Community Life Committee**

*A consultative committee for the Dean of Student Services, giving guidance to many areas of community life. Student members are elected through MSA and GSA. They include one representative from each MDiv class, the MA(TS)program, the international Advanced Studies students, the North American Advanced Studies students, and one spouse; who serve along with one faculty and one staff member.*

### **ii. Admissions Committee**

*Evaluates and approves applicants to the MA(TS)and MDiv programs, advises the Admissions Director on issues of recruitment and admissions, and proposes policy changes to the faculty. Student members (two MDiv and one MA) are appointed.*

### **iii. Masters Studies Committee**

*Advisory to the Directors of the MA(TS)and MDiv Programs to address matters of academic life, policy, and curriculum. Student members are elected through MSA. They include one MDiv student and one MA(TS)student, who serve along with the Registrar, Field Education staff, Academic Dean, program Directors, and selected faculty.*

### **iv. Advanced Studies Committee**

*Monitors the ThM and PhD programs, serves as advisory council to the Director of Graduate Studies, approves admissions, examinations, and dissertation proposals, as provided in the Graduate Studies Manual, and proposes policy and curricular changes to the faculty. Student members are elected through GSA. They include one North American graduate student and one International graduate student, serving along with the Director of Advanced Studies, the Academic Dean, a JKM library representative, and three faculty members.*

### **v. Field Education Committee**

*Recommends to the faculty policies and assignments in Field Education. 2 seniors who have returned from internship are elected; membership of*

*this committee is specified as the Director, Assistant Director, Director of Candidacy, the Director of the MA(TS) program, and a faculty representative.*

#### **vi. Diversity Committee**

*Helps the seminary embody its commitment to diversity, particularly with regard to groups which have historically experienced social and institutional discrimination with regard to race, class, gender, disability, sexual orientation, immigration status, and religion. Student members are invited and appointed; they serve with the, a staff representative appointed by SPAC/Staff Personnel Advisory Committee, and faculty representatives.*

### **D. Teaching Assistantships and Research Assistantships**

*Students are encouraged to seek positions as a Teaching Assistant (TA) or a Research Assistant (RA), in order to develop their pedagogical and scholarly skills under the mentorship of an LSTC faculty member. Here are some related principles and processes:*

#### **A. Principles for TAs and RAs:**

*The relationship between TAs and RAs and faculty members is, ideally, a mutually beneficial one. Faculty members expect real assistance from students for their teaching or research projects, assistance that enables them to flourish in their teaching and scholarly ministries. Students expect mentoring and support as teachers and scholars, and opportunities to learn through observation, practice and feedback, and conversation with faculty members. Faculty choice remains among the most important considerations in the assignment of TAs and RAs, due the close working relationship between these parties. There is, however, a need to promote transparency about the filling of TA and RA positions and to broaden the pool from which TAs and RAs are selected. To further these goals, TA and RA positions will be advertised through e-mail to all students. Students interested in applying for a TA or RA position should write an e-mail letter of application directly to the supervising faculty member, who will make the final choice to fill the position. T.A. positions remain subject to cancellation through the end of the first week of classes (the Add Period), due to low course enrollment.*

*1. Insofar as possible and the conditions of #1 above concerning the mutually beneficial nature of the relationship between a TA or RA and the supervising faculty member can be met, faculty members are expected to offer opportunities to more than one student over the*

course of several semesters, so that the benefits of teaching and research experience may be as widely available as possible.

2. TAs and RAs are invited to undertake specific tasks set forth in the position description for a given course or research agenda. Faculty members should remain faithful to the position description they created, so that expectations are clear from the beginning to all parties. Activities may be added or subtracted by mutual consent but, in principle, there should be the utmost clarity at the outset about mutual expectations and accountability.

3. There should also be utmost clarity as to the expectations of the number of hours per week the TA/RA will work and whether the position is fulltime (roughly 8 hours of work per week) or part time (roughly 4 hours of work per week)

4. Because the nature of the TA/RA assistant program is different from other contractual arrangements with students for office work, etc., students receive stipends for their work rather than fill out timesheets.

5. The amount of work that reasonably can be expected from a TA or RA includes direct service in the classroom, library, tutorials, reading assignments and papers, preparing materials, editorial duties, internet work, etc.

6. Courses that exceed 25 students may require more than one assistant to assist with tutoring. Faculty members may apply for an additional assistant, though the decision to grant one or more assistant is made by the Academic Dean.

7. Although the goal is to accommodate all needs for assistants, the Dean's Office may receive more requests for positions than funding will allow. In these cases, the Academic Dean will weigh a number of factors in choosing among faculty requests. These may include considerations such as the following: (1) the size of the class being taught (in the case of TA requests); (2) the workload of particular faculty members due to extraordinary administrative or other duties; (3) the curricular and other needs of the institution; and (4) the principle of fairness in granting TA and RA requests across the faculty. Generally, one TA or RA per academic year is the limit for individual faculty members, although the hours may be spread half-time across both semesters.

#### **B. Process for TAs and RAs:**

1. Faculty members submit position descriptions for the courses/research agendas for which they are requesting a TA or RA to the Dean's Office. The Academic Dean will review all faculty requests for TAs and RAs and approve the list for each semester based on the criteria listed above under Principles #7 and on budgetary considerations. Advertisement from the Dean's Office of all positions will be sent out by e-mail to all students. Faculty members may invite particular students to apply for a TA or RA position. Interested students will write letters of application describing their qualifications for a TA or RA position and submit these directly to the supervising faculty member, who makes the final determination. The supervising faculty is responsible for notifying the TA or RA selected to the Assistant to the Dean, and the other applicants, to thank them for their application and to inform them that the position has been filled.

2. Once a TA or RA has been selected by the supervising faculty member and the Dean's Office has been informed, the Assistant to the Dean will contact the Vice President for Operations who will contact the student if income and tax forms need to be filled out in order to receive the stipend. The Vice President for Operations will then place the TA/RA on the payroll so that they receive their stipend over the course of the semester on the regular payroll of LSTC (payments come on the 15th and last day of each month). Separate student evaluation forms for TAs will be distributed by the assistant to the dean toward the end of the semester.