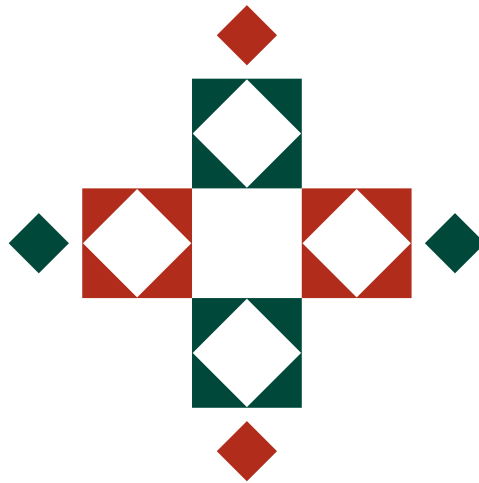


# A Student Guide to



# E A R L H A M SCHOOL *of* RELIGION

2011—2012

*(revised Aug. 23, 2011)*

**Mission Statement:**

“Earlham School of Religion is a Christian graduate theological school in the Quaker tradition. ESR prepares women and men for leadership that empowers and for ministry that serves. This mission grows out of our Christian belief that God calls everyone to ministry. Using a transformative model of education, ESR encourages students to explore the intellectual, spiritual, and practical dimensions of their calls to ministry.”

**Guiding Principles:****ESR:**

Is a source of leadership and a resource for renewal among the larger body of Friends

- a resource for Quaker scholarship
- a point of intersection for Friends of differing beliefs
- best serves students who fall within a range of “progressive evangelical” and “confessing liberal” in the Christian tradition.

Educates and prepares students for ministry in the manner of Friends

- Religious Society of Friends.
- values the presence of students and faculty other than Quaker and North American
- understands that ministry occurs in a multitude of vocations and contexts

Values students from other faith traditions and other countries

- add to ESR’s diversity and mix for transformative education
- best serves those who desire this kind of education
- best serves some Quakers outside the U.S. through on-line courses and instruction at their home site

Values formative and transformative education

- affirms the academic and intellectual pursuit of theological education and ministry preparation
- offers an holistic approach to theological education and ministry preparation
- is a community of dialogue, not indoctrination

**ESR Credo:**

We hold that Christ is present, guiding and directing our lives, and that we can know and obey Christ’s will.

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## COMMUNITY INTRODUCTION

The Earlham School of Religion (ESR) is an educational institution that also seeks to provide the fellowship necessary to enhance life together. This guide gives directions concerning common responsibilities in the community, services and procedures, as well as academic policies held by ESR.

### I NEW STUDENT PARTICIPATION

Each school year begins with an orientation for students on campus in Richmond that seeks to include and go beyond the usual introductions to the facilities and expectations of the school. It provides opportunities for students and faculty to meet one another in relaxed encounters in which persons can begin to relate at deeper levels. Together the entire community launches explorations of the nature and meaning of the varied concerns and ministries that call us together and share the vision that gives shape to the mission of ESR. New students are offered an introduction to the academic enterprise of theological inquiry, including instruction on the use of and resources in a theological library. Special effort is made to include spouses and families. **It is expected that all new students participate in all orientation activities and, it is hoped, that returning students and faculty participate in as much as their schedules allow.** Orientation sessions will be held for all students new to campus the first time the student attends a course on the Richmond campus. Intensive course orientation sessions may consist of a welcome lunch.

#### A. Identification Card

It is necessary for each student to have an ID card. See the ESR Receptionist for information on times of photographing. A Security Officer will take your picture and laminate it to the card. This card is necessary to check out materials at Lilly Library, use the Wellness Center, and gain admissions to various Earlham Events, as well as gain access to the ESR center and the computer labs during off hours. This card will also help introduce you to the Richmond community and may entitle you to discounts from local merchants. Replacement card cost is \$25.

#### B. Car Registration

A registration fee of \$40 per car per year must be paid in order to park anywhere on campus. Parking stickers will be available during Orientation. The fee for the registration sticker must be paid with cash or a check at the Safety and Security office. There is a \$75 fine for parking unregistered vehicles on campus. See Earlham's full policy statement at [www.earlham.edu/policies/safety/vehicle](http://www.earlham.edu/policies/safety/vehicle).

#### C. Insurance

Earlham School of Religion believes it is important for students to have a health plan, and offers a choice of various hospital, medical and surgical insurance programs that are available to all full time students, and some part time students. If you cannot show proof of medical insurance to the Business Office, you will be required to purchase insurance.

#### D. Electronic Resources

Seminary Computing Services will issue a username and password which enable access to many essential electronic campus resources including seminary email, on-line library databases, lab computers, on-line course web sites, web publishing privileges on the seminary web server, access to various network server software applications including Bible software, and academic information system.

### II COMMUNITY LIFE

The quality of community life is extremely important to the educational process at ESR. Certain expectations, structures and processes have been created to assist community members' participation in our life together.

### A. Earlham Academic Honor Code

Earlham stands for a quality of living that requires the continuous creation and maintenance of honor. Earlham encourages a scrupulous regard for the rights of others and a consistent devotion to the principles of integrity. There can be no rights without individual responsibility. Every person who chooses Earlham thereby makes a commitment to an honorable way of life and accepts his/her proportional share of responsibility to insure honor and integrity in others as well as in oneself.

### B. Worship

Each Wednesday and Thursday from 11:20 am to 12:00 noon the ESR Community meets for worship in the ESR Center, with unprogrammed worship on Wednesdays and programmed worship on Thursdays. Joint worship with Bethany Seminary takes place on Fridays from 11:20 a.m. to 12:00 noon, alternating between Nicarry Chapel in the Bethany Center and the Quigg Worship Room in the ESR Center. The format of joint worship varies, including speaking, singing and unprogrammed worship. Students are urged to make community worship a priority in their weekly schedule. RBC will be closed during this time, and the ESR Center is to be "quiet."

### C. Common Meal

Each Tuesday\* during the school year the entire ESR community meets for a meal together, usually followed by a program. In order to encourage student spouses and close friends to share in this event, twice each year a student may have a guest attend Common Meal free of charge. They may attend more than twice, but there will be a charge for the meal. **Spouses and guests should make reservations with the ESR Business Office at ext. 1540, by noon on Monday.** On Wednesdays Bethany has Common Meal in the ESR Dining Room. On Tuesdays and Wednesdays during Common Meals students of the "other" school may bring lunches and eat in the Bethany Center. Common Meal begins promptly at 11:20 a.m. with a short time of worship.

ESR and Bethany have a standing agreement that students whose schedule conflicts with Common Meal of their own school may participate in the other school's Common Meal at no additional charge. The only qualification is that the student must attend the **same** Common Meal all session. **Prior** arrangements need to be made with the Business Office.

\*With the exception of occasional joint Bethany - ESR Common Meals that may occur on a Tuesday or Wednesday - these will be announced in TWIC.

### D. "This Week in Common" ("TWIC")

The news source entitled "This Week in Common" is available through ESR's website, or at [twic.esr.earlham.edu](http://twic.esr.earlham.edu). It is updated continually when classes are in session. A reminder e-mail is sent to the student email list on Mondays, providing pertinent 'headlines' and links to TWIC on the web. Announcements concerning many aspects of the life of the School are included in this newsheet, including academic guidelines and policies, and it is very important that each student read it carefully each week. Since "This Week in Common" is ESR's official announcement document, and the list serves as our official announcement venues, all members of the community are responsible for reading its contents. Married students are strongly urged to print a copy to take home with them if they don't have access to the web site at home, since announcements that concern spouses are often included. Community members who wish to have an item included in "This Week in Common" should visit the website at [twic.esr.earlham.edu](http://twic.esr.earlham.edu) and follow the "How can I submit items for TWIC?" link. Submissions should be short, to the point, and thoroughly proof read. They may be edited for the sake of brevity and style. Announcements will normally be checked by a moderator and posted within one working day.

### E. Care of Body, Mind, and Spirit

Support for a whole and balanced life is especially important as ESR educates students in ways that are transformative and wonderful - and also challenging and sometimes dislocating. Students who relocate to Richmond have to become acquainted with a new town, make friends, and find a worship home away

from home. Students who commute have to move back and forth continually between their home and seminary communities. Thus all students are urged to be mindful of the need to care for themselves in several dimensions as they meet these academic and personal challenges. The following resources are particularly important to use in enabling the growth process through ESR:

**1. Relationship with a local faith community**

ESR urges students to worship regularly with a congregation beyond the ESR community. This relationship is an important complement to seminary study, grounding students in the differing but relevant experience of life in a congregation. Those who have relocated to the Richmond area may wish to seek a sojourning membership (or its equivalent) with a local meeting or church while also maintaining ties with their home meeting/church. See page 18 for information on locating area meetings and churches.

**2. Faculty Advisor/Mentor**

Each student is assigned a member of the faculty to serve as advisor (M.Div./Min. Students on declaring their emphasis move to a faculty mentor.) Your advisor helps you develop a program of study in light of your personal, ministry, and academic goals, and is available as a first listener for spiritual, personal, emotional, or academic difficulties you may encounter. (Students who find that such issues are interfering with their ability to attend adequately to their course work, or who discern a need to do significant personal work on spiritual or emotional issues, are encouraged to seek the help of a professional spiritual director or counselor. See items 6 and 7 below.)

**3. Athletics and Wellness Center**

ESR ordinarily provides for each student a membership to the Earlham Athletics and Wellness Center, located on the Earlham College campus. Family members (spouse and/or children under the age of 24) can join at no charge. The student must accompany the family member one time to get signed up. Membership at the Center includes use of facilities such as a swimming pool, basketball and racquetball courts, indoor running track, and exercise equipment. The Center also provides programs for a fee, such as a climbing wall and classes on group fitness, various aspects of wellness, dance, etc. Contact the Center at Extension 1734 (off-campus, 983-1734) or visit the website through the Earlham College web page ([www.earlham.edu](http://www.earlham.edu)) for hours and availability of different programs.

**4. Student Pastoral Care Team**

The Student Pastoral Care Team is a group of students appointed by the Student Meeting for Business to provide support and care. Members of the Team are available for listening, discerning, praying, counseling, or simply being present with anyone in need of pastoral care and encouragement. If you have a problem or concern you would like to share with a peer, please contact one of its members. A list of Student Pastoral Care Team members and contact information is posted on their Bulletin Board in the back hallway at the ESR Center.

**5. Student Services**

For Disability and Business related issues, including leaves of absence and withdrawals, contact Tracy Crowe at 983-1540, or by email at [crowetr@earlham.edu](mailto:crowetr@earlham.edu). Tracy also has a small loan fund for emergency financial needs.

For personal issues, questions and concerns, including complaints, harassment, sexual assaults, and referrals to resources on campus and in the community, contact Tim Seid at 983-1588, or by email at [seidti@earlham.edu](mailto:seidti@earlham.edu).

**6. Spiritual Direction**

Students who are seeking individual guidance on spiritual life and disciplines can be assisted in obtaining spiritual direction by consulting Carole Spencer, who teaches Christian Spirituality and has information on persons who offer spiritual direction. Carole Spencer may be reached at Ext. 1458, or by email at [spencca@earlham.edu](mailto:spencca@earlham.edu).

## 7. Pastoral Care, Counseling, and Mental Health Services

Students who would find it useful to engage their personal issues in an intentional manner may wish to seek pastoral care from the pastoral minister or Ministry and Oversight Committee at their local meeting or church. For more formal counseling or psychotherapy, students can find information on local licensed counselors and therapists by consulting a directory that is available from the Student Pastoral Care Team members, The Pastoral Care bulletin board, the Associate Dean and other members of the faculty. Student health insurance may cover a portion of costs for therapy by private counselors and psychologists. The following is just a brief listing to facilitate the help you may be looking for.

- Centerstone Indiana ([centerstone.org](http://centerstone.org); formerly the Dunn Mental Health Center), a private nonprofit community mental health center offering a range of services, has a sliding scale basis for fees. The 24-hour crisis toll-free number is 800-344-8802.
- Meridian Services ([meridiansc.org](http://meridiansc.org)) is a regional private, not-for-profit behavioral healthcare system offering a range of inpatient and outpatient services. Their main office is in Muncie with an office in Richmond at 16 SW 5<sup>th</sup> St. (765-983-2220).

Our hope is that you will find your ESR education a holistic one. These provisions for pastoral care are designed to facilitate that result.

## F. Information Sharing and Confidentiality

In a small caring community such as ESR, it may be tempting to share information too freely about others' personal lives. In the anxiety and concern of a crisis, it is easy to blurt out information about another person that may not be appropriate. However, each one of us has a right to privacy, especially regarding deeply personal issues. A good rule of thumb is to share personal information about someone else only when necessary and directly beneficial to the person whose information is shared, and then only provide the least information necessary to achieve the benefit. Sharing information is appropriate in the following situations:

In case of threat of suicide, tell whoever is necessary to protect the person and to get help, and contact the Dean.

When a student is undergoing a severe crisis or is hospitalized, contact the Dean. The student body will be informed according to the wishes of the student.

## G. Social and Recreational Activities

A varied schedule of social events available to the entire School of Religion community--including faculty, staff, students, and their families--is planned throughout the year. These have included Friday or Saturday evening Community Life events, carry-in suppers, and banquets at special times during the year, such as Thanksgiving, Christmas and the end of the school year. Other events, such as a "night out" in faculty or student homes may be planned during the year. ESR sometimes sponsors, according to interest, a soccer, basketball, or softball team in the college intramural competition, and schedules times for games throughout the year.

For information on the Earlham Athletics and Wellness Center, see section E3 under Community Life.

The Earlham woods (southwest corner of campus) and the Whitewater Gorge provide interesting trails and open places for hiking. Maps of the Earlham back campus trails are available at Runyan Center Desk (Ext. 1316).

Other interesting places to explore include the [Cope Environmental Center](#) (4910 Shoemaker, Centerville) and [Hayes Arboretum](#) (801 Elks Rd., Richmond)

## H. Special Trips

Throughout the school year, ESR students have the opportunity to attend various meetings and conferences off campus. These have included seminars at the United Nations, seminars sponsored by the

Friends Committee on National Legislation in Washington, DC. and trips to such places as Chicago, El Salvador, Fiji, and Belize. These are announced well in advance in "This Week in Common."

### **I. Cultural Opportunities**

A large variety of cultural and entertainment events are presented on the Earlham campus each year. These range from musical programs and dramatic events to appearances by popular musical groups. Convocations also bring outstanding persons to the campus. Some College events are open to ESR students without charge, while others include a charge. Some College events are announced in TWIC; for a fuller listing consult the College Event listing at [www.earlham.edu/events](http://www.earlham.edu/events) or the newsletter *Around the Heart* available at [www.earlham.edu/aroundtheheart/](http://www.earlham.edu/aroundtheheart/).

The [Richmond Civic Theater](#) and the [Richmond Symphony Orchestra](#) also provide high quality local productions.

### **J. Student Initiated Activities**

The Student Meeting for Business, SMB, usually meets on the first Friday of the month to consider ESR student business. Any member of the ESR community is welcome to these open meetings—including spouses, partners, and families of students—and no one needs to be nominated to a committee or office to participate! SMB business is conducted in the manner of Friends, as all voices are valued as a part of the process of coming to clarity. Committees, officers, and representatives, who all do work outside of the SMB meeting itself, are responsible to report to SMB meetings for approval and to share information.

Depending upon student body talent and interest, other musical or dramatic groups may be enjoyed. There is also a joint ESR/Bethany Choir.

We encourage student-initiated activities at Earlham School of Religion. In recent years students have organized special interest or support groups for women, men, healing, 12 step, a Peace Fellowship, Prayer and Bible study, Unprogrammed Friends, and Evangelical and International student support groups. If you have concerns around which you think a group could usefully be formed, find those who share your interest and sponsor your own event(s). These might or might not include faculty, as you or your group wishes.

## **III COMMUNITY PARTICIPATION**

Students, faculty, and staff participate jointly in shaping the life and affairs of the school. Quakers take care of church business in 'meeting for worship for business,' in which business is conducted in a context of worship. An unusual feature of this practice is that decisions are made not by a vote, but by the meeting's collective sense of the will of God. This discernment process requires open, prayerful seeking rather than persuasion or argument. A presiding clerk facilitates the meeting, and a recording clerk notes discussion and decisions.

ESR community business is handled by the Student Meeting for Business and by the Faculty Meeting for Business, with their committees. Meetings are held according to Quaker principles.

Regular interaction between faculty and students in the decision-making process of the school occurs in the following ways: (1) All Community Meetings; (2) the presence of designated students on faculty committees; (3) joint student-faculty committees; (4) the Clerk of the SMB represents students at the Faculty Meeting for Business.

The structure of the student and faculty meetings are as follows:

### **A. Student Meeting for Business**

The intent of Student Meeting for Business (SMB) is to shape and nurture the community life of the ESR student body, in both its academic and spiritual aspects. Participation in SMB is a way for students to have a voice in the decisions that affect them and they are encouraged to attend meetings and participate in at least one committee. Both SMB meetings and separate issues meetings offer a place for students to

discern the way in which the Spirit intends to lead our community. SMB normally meets on the first Friday of each month. Times and locations are posted in TWIC.

Committees of Student Meeting for Business organize community activities, offer pastoral care to individual students and the community as a whole, administer small loans and scholarships, and plan Spring Banquet. Joint SMB-faculty committees oversee Worship and Common Meal.

The Nominating Committee selects committee clerks from the student members of each committee. The clerk or designated member is responsible for reporting to SMB on important committee concerns and for gathering student comments to offer in dialogue with both the ESR faculty and the joint faculty. All committee meetings, except those of the Student Pastoral Care Team, are open to the entire ESR Community.

### **1. Community Life Committee**

The Community Life Committee seeks to provide a holistic way to nurture community life at ESR and to meet the various needs of people in our community. Its purpose is to fill the gaps that aren't addressed in the community by:

- Helping the school community find balance
- Doing activities that will help nurture a sense of community
- Coordinating activities and nurturing our relationship with the Bethany community
- Giving individuals space for expression and creativity.

The Community Life Committee is responsible for coordinating two activities each session and the yearly Advent dinner.

### **2. Finance Committee**

The Finance Committee consists of the Treasurer and one other member. The committee assists in SMB budget design, modifies—if necessary—and approves SMB Conference Scholarship requests, and, in concert with the Clerk of the Student Pastoral Care Team, administers the Student Emergency Revolving Loan fund. This committee also gathers and articulates students' financial concerns.

### **3. Nominating Committee**

The Nominating Committee serves to prayerfully discern and nominate students to serve in all appointed student offices, committees, and as representatives.

### **4. Student Pastoral Care Team**

The Student Pastoral Care Team offers support and care to any member of the ESR community. Team members meet regularly to pray for the community and to sustain each other in supporting community members with needs. Individuals may ask to meet with the team confidentially for prayer and/or support. The Team is also available to meet with individuals for pastoral care as part of the process outlined in the ESR Harassment Policy. Students must be in the second session of their first year (or beyond) to be nominated to this committee and in the first session of their second year (or beyond) to fill a position on this committee.

### **5. Spring Banquet Committee**

Spring Banquet is a community event recognizing the contribution and departure of the seniors from ESR. Historically it has involved a catered meal, followed by a program and a post-program activity (dancing, etc.). Spring Banquet Committee responsibilities are two-fold: first, making arrangements

(reserving the location, meal decisions, selling tickets, and coordinating the post-program activity); and second, creating the program (recruiting performers, developing ideas, and facilitating rehearsals).

## **B. Joint Student/Faculty Committees**

### **1. Worship Committee**

The Worship committee exercises oversight of Meetings for Worship and of worship issues. These include the place of worship in our community life, the quality of worship, educating the community about worship, and addressing controversies.

The Committee arranges for and supports members of the community in planning and leading Meetings for Worship. Each year, they provide a sign-up sheet for community members to schedule themselves to lead the weekly programmed and unprogrammed worship. The committee coordinates the timing of joint worship services and special events with other ESR and Bethany committees to avoid scheduling conflicts.

### **2. Common Meal Committee**

The committee meets to plan ESR Common Meal programs and details. They arrange and schedule speakers, ask people to lead the blessing, choose conveners for the program, and coordinate people to do clean-up duties. The committee strives to provide a balanced diversity of programming, including both invited guests and ESR community members on a range of topics, from social action to talent show events.

## **C. Faculty Meeting for Business**

The business of faculty is carried out by the Faculty Meeting for Business. The Presiding Clerk of the students' Student Meeting for Business is a representative to the Faculty Meeting and is present at all meetings, except when the Faculty Meeting deems it important for the Meeting to go into executive session, such as the annual review of students.

## **D. Joint ESR/Bethany Committees**

### **1. Joint Academic Planning Committee**

JAPC is the group that addresses academic program and policy needs of the two schools (Bethany and ESR). JAPC consists of student representatives from both schools, the dean of ESR, the academic dean of Bethany, and the Director of Academic Services, who serves as clerk.

### **2. Seminary Computing Roundtable**

This group meets approximately four times per year and helps coordinate the use and development of technological resources at the seminaries. It consists of the deans and associate deans of the two schools, the staff of Seminary Computing Services, and representatives of Earlham Computing Services and Lilly Library.

### **3. Joint Leadership Planning Committee**

Joint Planning is encouraged between Bethany and ESR students for the coordination of campus events planned by student governmental bodies. A semi-annual meeting is called by the Moderator of the Bethany Community Leadership Team and the Clerk of the ESR Student Meeting for Business (SMB) for this purpose. Student government representatives to each of these teams/committees are invited to attend. The meetings are held prior to the session of planning.

## **F. Bethany Committees**

The following Committees and team(s) of the Student Body of Bethany Theological Seminary are included for community awareness. (Also refer to the "Bethany Student Governance Revisioning" document.)

Committee assignments are subject to change. Student positions still open will be filled by action of the Student Leadership Team. Faculty positions still open will be filled by action of the Faculty Meeting. The team(s) shall be composed of small groups of students planning events and coordinating with one appointed ex-officio faculty-staff member.

Details on Bethany Committees are available in their Handbook at [www.bethanyseminary.edu/students/handbook](http://www.bethanyseminary.edu/students/handbook)

1. Administrative Computing Committee
2. Admissions Committee
3. Closing Events Committee
4. Educational Policies and Assessment Committee
5. Bethany Faculty Meeting
6. Ministry of Worship Class
7. Orientation Committee
8. Publications Committee
9. Special Events Committee
10. Student Leadership Committee

#### **IV BUILDINGS AND SERVICES**

##### **A. Robert Barclay Center (RBC)**

RBC serves primarily as an administrative and teaching faculty building. All faculty and most staff offices are located here. Seminary Academic Services is in Bethany, and Seminary Computing Services is in the ESR Center. RBC is open during business hours, 8 a.m. to 4:30 p.m., Monday through Friday. The building is locked after office hours, during worship, and on weekends.

To reach faculty or staff, you can call the Earlham School of Religion main number, 765-983-1423, or direct dial the person's extension. If after the third ring no one has answered, Voice Mail will come on or the ESR receptionist will answer. Feel free to leave a message. For direct extensions, see the Faculty and Staff directory available at the reception desk, and on our Website.

Before going to faculty or staff offices, please check in with the ESR receptionist, who will be glad to see if that person is available. The office staff is glad to be of service to students.

##### **B. ESR Center: the Community & Classroom Building**

Located on the corner of National Road West and College Avenue, the ESR Center houses classrooms, Quigg Worship room, the dining room and kitchen, resource room, the Seminary Computing Services office, two computer labs, the commuter lounge, and the meditation room.

##### **C. Commuter Lounge**

The Commuter Lounge is located on the ground floor of the ESR Center. This room provides space for relaxation and naps, and is even equipped with a shower. In extenuating circumstances, such as inclement weather, the room may be used for overnight stay. Due to safety and hygiene concerns, the commuter lounge is not designed to serve as an on campus hotel room or as temporary housing for students.

Please observe the following protocol:

1. The room is available on a first come, first serve basis.
2. If you wish to not be disturbed while in the lounge, please use the "Privacy Please" door hanger. Remember to remove the door hanger when you leave the room.
3. Please be considerate of others by not using this space for long periods of time in ways that prevent others from also using it.

4. Persons using the shower facilities are expected to leave the room clean. Any articles left behind will be promptly discarded.
5. When extenuating circumstances arise and overnight stay is required, the business manager should be contacted in advance at ext. 1540 or RBC. In the event this individual is unavailable, a voice message or email is requested. The business manager will inform Campus Security that a student is spending the night.

#### **D. Resource Room**

A curriculum resource room is located in the ESR Center on the lower level. It contains a variety of frequently used educational materials, including reserved reading materials for individual classes. It is equipped with tables and chairs, and is designed to be used as a quiet area for research and study.

#### **E. Room and Equipment Reservations**

If you wish to schedule a meeting or other event in the ESR Center, please reserve the room(s) with the ESR receptionist, ext. 1423, for reserving space. She keeps a master calendar for all scheduled room reservations. For electronic equipment needs, contact the Academic Services Assistant at ext. 1821.

#### **F. Student Mail and E-mail**

Each residential student is assigned a mailbox in the ESR Center for internal use only. **You may not use 228 College Avenue as your mailing address.** Your mailbox is a primary means of communication with individual students and should be checked regularly. All other mail should be directed to your place of residence. Each student is assigned **an e-mail address that is ESR's official means of communication** with individual students. Students are responsible for checking and responding to their Earlham email on a regular basis.

#### **G. Lauramoore Guest House and Retreat Center**

In 2010 ESR became the recipient of the historic Lauramoore Friends Home, a beautifully preserved 14-room Victorian home, located on 1.3 acres, and less than a mile from the ESR campus. Lauramoore is available for purposes that further the mission of ESR, the Religious Society of Friends, the wider church in general, and appropriate Earlham College activities or events. This includes housing for ESR and Bethany prospective students and students taking Intensive and week-end classes. It may also be used for meetings, retreats, and other gatherings of appropriate groups.

Rooms vary from \$25-\$50 per night. Rates for meetings, retreats, and other group events will be negotiated with ESR. To reserve a room or other space at Lauramoore contact Matthew Mosey at 765-983-1687, or [moseyma@earlham.edu](mailto:moseyma@earlham.edu).

#### **H. Bethany Center**

Bethany Center, the home of Bethany Theological Seminary, is located just west of the ESR Center. It contains Bethany's administrative, teaching faculty, and staff offices, four classrooms, Nicarry Chapel, and several meeting rooms. It also houses the Seminary Academic Services offices, serving both Bethany and ESR.

#### **I. Lilly Library**

Lilly Library serves Earlham School of Religion, Bethany Theological Seminary, and Earlham College. Built in 1963 and expanded in 1992, Lilly Library houses over 390,000 volumes and 1,000 serials, including a substantial theological collection. The library also provides access to a wide range of article databases, online scholarly resources, and electronic books and periodicals. Students who live far from Richmond have access to these collections electronically or through document delivery. Nationally recognized as a teaching library, the Earlham libraries were awarded the 2001 Excellence in Academic Libraries award by

the Association of College & Research Libraries. Librarian Jennie Kiffmeyer (x1408, e-mail: [kiffmje@earlham.edu](mailto:kiffmje@earlham.edu)) is liaison to the School of Religion.

Lilly Library also houses the Friends Collection and Postle Archives that has materials by or about the Society of Friends. This newly renovated area has more than 12,000 volumes dating from the 1640's. There is also a nearly complete collection of Quaker periodicals and published organizational records and proceedings, and significant manuscript holdings. The archives provide working space for researchers. Tom Hamm, Quaker historian and archivist, serves as curator.

### **J. Office Equipment and Services**

Photocopy machines are located in the ESR Center, and on the Earlham campus in Lilly Library, Runyan Center, and Dennis Hall.

The only office equipment available for general student use in the Robert Barclay Center is the FAX machine. This service is available for five cents per page when sending.

Students may use the phones in the ESR Center for local calls, but are asked not to use those in RBC. When needing to make a long distance call for committee business, the phone number, area code and the name of the committee for which the call is being made can be given to the receptionist. She will place the call and then transfer the call to you at the phone in the ESR Center.

### **K. Who's Who on the Staff at Robert Barclay Center**

Gail Bingham	Receptionist and Administrative Assistant for Admissions and the Faculty	x1656	<a href="mailto:binghga@earlham.edu">binghga@earlham.edu</a>
Tracy Crowe	Business Manager	x1540	<a href="mailto:crowetr@earlham.edu">crowetr@earlham.edu</a>
Matthew Mosey	Assistant to the Dean	x1687	<a href="mailto:moseyma@earlham.edu">moseyma@earlham.edu</a>

### **L. Parking**

Parking for ESR is in the Admissions lot southwest of our campus, at the end of the winding walkway that leads to it from the ESR and Bethany Centers. If spaces are filled, please park in the Carpenter lot, on SW "C" Street or on College Avenue. There is to be no parking in the drop-off semi-circle or in back of the Robert Barclay Center. The few spaces in the back of RBC are reserved for persons with physical disabilities, delivery trucks, and guests of ESR. Parking in no parking zones will result in a \$75 fine.

## **V CAMPUS SERVICES**

### **A. Campus Safety and Security**

Assistance is offered in finding off-campus housing. There are many apartments and houses for rent close to campus. Contact Gail Bingham at ESR, ext. 1656, and Donna Sykes at Earlham College, ext. 1215 for information on rentals.

Cadbury House is a 3-bedroom home located across from the ESR campus on National Road. It is used to house international students, but there may be rooms available for other students as well. Rooms are rented on 10-12 month leases. Contact Tracy Crowe at ESR, ext. 1540, [crowetr@earlham.edu](mailto:crowetr@earlham.edu) for additional information.

Lauramoore Guest House and Retreat Center at 504 NW 5th Street is available for students taking Intensive and week-end classes. Contact Matthew Mosey at ESR, ext 1676, [moseyma@earlham.edu](mailto:moseyma@earlham.edu) to make reservations.

### **B. Library Services**

The main library is Lilly Library on the College campus (see page 15). It includes the major holdings of both the College and School of Religion. The Earlham Computer Center is located in the basement of

Lilly Library. The use of this library and its facilities will be fully described to each student. There is an auxiliary library in the ESR Center for reference books and selected periodicals.

### **C. Seminary Computing Services**

Technical support for ESR and Bethany electronic resources is provided by Seminary Computing Services via the SCS Helpdesk (campus phone extension x1568, email [help@scs.earlham.edu](mailto:help@scs.earlham.edu)), which is staffed during normal business hours. ESR and Bethany share two computer labs, located upstairs in the ESR Center. The labs are staffed Monday through Friday with student lab assistants (“Lab Angels”). Seminary students are also welcome at Earlham College computer labs.

### **D. Health Services**

The office and clinic area for the Earlham Health Services are located in Earlham Hall on the College campus. There is a Health Services Fee of \$25 or \$30 per visit, plus a charge for medications. A flyer detailing services is sent to new students before arriving on campus.

### **E. Banking**

Students can receive banking service at one of the local banks. An ATM machine is located in Runyan Center on the College campus and also a block from ESR in the parking lot of the Marsh grocery store.

### **F. Post Office**

There is a US Post Office located in the basement of Runyan Center that has a full range of services available. This Post Office accepts only cash for payment of stamps, mailings, etc.

### **G. Student Housing**

Assistance is offered in finding off-campus housing. There are several options for single as well as for shared housing located close to campus. Contact Gail Bingham at ESR, ext. 1656, and Donna Sykes at Earlham College, ext. 1215 for information.

### **H. Earlham College Bookstore**

The EC Bookstore is located in Runyan Center of Earlham College. Store hours and on-line book purchases are available at [www.earlhambookstore.com](http://www.earlhambookstore.com). All required textbooks and supplies, as well as gifts and greeting cards may be purchased here. The Bookstore also carries a variety of Bethany and ESR t-shirts, sweatshirts, mugs, and other items. A limited assortment of personal items such as aspirin, cough drops, toothpaste, etc. are also available.

### **I. Food Services**

Sodexo Inc. is the main provider of food services for the College and ESR. They operate the College dining services and often provide food for the weekly ESR Common Meal.

Other campus opportunities for food include:

- The Coffee Shop in Runyan Center
- Jazzman's in Runyan Center

## **VI FINANCIAL INFORMATION**

\* Fees shown are for the 2011-2012 academic year. All fees are subject to change at the beginning of each academic year.

### **A. Payment Terms**

Tuition and fee bills for Session One (Fall), including August and January Intensives, full-semester classes, and yearlong classes, are run in early-September. For Session Two (Spring), which includes full-semester classes, yearlong classes and May Intensives, bills are run in early-February. Payment is Due Upon Receipt of your billing statement. Subsequent statements showing unpaid balances and new charges, such as library and health center fees, are issued at the beginning of each month. A 1% service charge is assessed at the end of each month on unpaid balances.

### **B. Registration Fee\***

The registration fee is \$125 per session and is billed at the beginning of each semester. It is non-refundable, even if all classes are dropped. \$10 of this fee will go to the Student Community Activity Fund.

### **C. Technology Fee\***

The technology fee is \$75 per session and is billed at the beginning of each semester. It is non-refundable, even if all classes are dropped.

### **D. Late Registration Fee\***

A schedule of registration dates and deadlines for each session is announced on the academic calendar, which can be found on the Academic Services web page at [sas.carlham.edu](http://sas.carlham.edu). Students who register after the specified registration period applicable to them will be charged a late registration fee of \$50.

### **E. Common Meal Fee\***

There is a fee of \$78 per session, for Residential students on campus in Richmond. There is a fee of \$12.00 per Intensive session, for students attending an Intensive class in Richmond.

### **F. Graduation Fee\***

All students expecting to graduate must pay a \$100 fee at the beginning of the last semester of course work.

### **G. Health Care Fee\***

There is a Health Services Fee of \$25 or \$30 per visit, plus charges for medications. Payment may be made at the time of the visit, or charged directly to the student's account.

### **H. Financial Aid**

There is a variety of aid available--Cooper Scholar Awards, need-based scholarships, ESR Access scholarship, government loans, grants, etc. Those in need of financial assistance should refer to ESR's financial aid information in the catalog or website and then take questions to Tracy Crowe, Business Manager, ext. 1540.

### **I. Emergency Loan Funds**

Student Meeting for Business offers small loans to students through the SERLF program.

## **VII RELATED ORGANIZATIONS**

### **A. Local Meetings and Churches**

There are three Friends meetings in Richmond:

## Community Introduction (cont.)

- First Friends Meeting (programmed), 2010 North Chester Blvd. (Chester Blvd is also US 27 North), 9:30 a.m.
- West Richmond Friends Meeting (semi-programmed), 7th & W. Main Streets (2 blocks north of ESR), 9:30 a.m.
- Clear Creek Meeting (unprogrammed), Stout Meetinghouse on the Earlham College campus, 9:15 a.m.

Another local opportunity to worship in the manner of Friends is:

- College Meeting for Worship, Stout Meetinghouse on campus, 11:00 a.m. Organized by Earlham College students and the Office of Campus Ministry.

Worship services of many Christian denominations and a Jewish temple are held throughout the city of Richmond.

### **B. Quaker Hill Organizations**

The Central offices of Friends United Meeting (FUM) are located on Waterfall Road off US 27 North, ten minutes north of downtown Richmond.

The Quaker Hill Conference Center, adjoining FUM, offers many conferences, retreats, and workshops. QHCC has a Solitude Room for people wishing to have a place of quiet retreat for a few hours or days and also has rooms available for a modest cost for your visiting friends and family members. For information call QHCC at 765-962-5741.

### **C. Other Quaker organizations**

There is a comprehensive listing of Quaker meetings, organizations and other resources at [esr.earlham.edu/links/quakerLinks.html](http://esr.earlham.edu/links/quakerLinks.html). Some local organizations of note are:

- Friends Fellowship Community is a not-for-profit retirement community sponsored by the Indiana Yearly Meeting of Friends to provide a continuum of residential and health care for older adults. <http://www.ffcinc.org/>
- Richmond Friends School is a private Quaker school for pre-K to 6<sup>th</sup> grade children. See their website at [www.richmondfriendsschool.org/](http://www.richmondfriendsschool.org/).
- Earlham College is the undergraduate institution of which ESR is a graduate school.
- The Newlin Center for Quaker Thought and Practice is located in Virginia Cottage, behind ESR's Robert Barclay Center. See their website at [www.earlham.edu/~iqs/](http://www.earlham.edu/~iqs/).
- The American Friends Service Committee is located in Dayton, Ohio. You can find out more about their mission and programs at [www.afsc.org/](http://www.afsc.org/).
- Information on Right Sharing of World Resources can be found at [www.rswr.org/](http://www.rswr.org/).



## ACADEMIC SERVICES

April Vanlonden, Director - (765) 983-1816 [vanloap@earlham.edu](mailto:vanloap@earlham.edu)

### I REGISTRATION

A schedule of registration for each session is announced on the academic calendar. The most up to date version of the academic calendar can be found on the Academic Services web page at [sas.earlham.edu](http://sas.earlham.edu).

A fee will be charged for late registration. Changes in registration must be made in consultation with the student's advisor. Deadlines to add courses and to drop courses with tuition refunds or partial refunds are found on the Academic Calendar. Registration may be limited in some courses and sections, and courses deemed under-enrolled may be cancelled.

New students in any program are assigned an advisor who will make a contact with them quickly after their admission is confirmed. Students are issued a Banner ID (nine-digit student ID) which is used to log in to the Banner Self-Service registration system. After consultation with an advisee, the advisor informs the student of the Alternate PIN enabling the student to complete registration or add/drop. [Instructions on how to register](#) using the Banner Self-Service system can be found on the Academic Services web page [sas.earlham.edu/](http://sas.earlham.edu/).

### II REGISTRATION POLICIES

- A. All registration deadlines on the Academic Calendar must be observed or a late fee of \$50 will be charged.**
- B. Students must be in good standing with the business office before registration can be processed.** If the business office has a hold on the student account until after the registration period, a late registration fee will be charged when the registration is processed.
- C. All signatures and additional forms**, such as independent study, upper level credit requests, etc., will serve as registration forms and will be processed in the order they are received.
- D. Clinical Pastoral Education (CPE)**, or other programs such as AMERC should be included in registration in the session in which it will be **COMPLETED**. Please note the different course numbers and instructors for ESR & Bethany CPE classes.
- E.** Courses taken at the **Susquehanna Valley Ministry Center** (Bethany) or at any **ESR regional sites** are NOT covered by scholarships and financial aid offered by the seminaries. Students should be aware that the tuition and fees will be an "out of pocket" expense for these courses.
- F.** Excerpt from ESR's "*Access Program Guidelines*" regarding **non-Access students and registration for on-line courses** (emphasis added): *Residential students and on-line courses: Residential students may take on-line courses within certain parameters. ESR Access students have priority if courses have enrollment limits. When openings allow, residential students may take a limited number of on-line courses. Students in the Master of Divinity/Master of Ministry program may take six on-line courses during the course of their studies. Students in the two-year Master of Arts program may take four on-line courses. Students in the Theological Reflection Year program may take one on-line course. In these situations, financial aid awarded by the school can be applied to tuition for these courses. Open registration between ESR and Bethany is operative in these situations, within the parameters described above.*

### III BANNER SELF-SERVICE & WEB MAIL

Banner Self-Service is the tool that allows us to interact with the College's main database (Banner). It is reached through links on the institutional websites. Through Self-Service users can edit personal directory and emergency contact information; teaching faculty can enter grades; students can register for classes.

#### Getting started:

1. Log onto Banner Self Service.
2. Your User ID is the 9-digit number that is on your student ID card. Your PIN (password) number is your 6-digit birthdate. Pin number is NOT your Alternate Pin Number. Change your PIN after your first use.
3. Open the Student Services & Financial Aid menu.
4. Open the Registration menu.
5. Click the Look up Classes link.
6. Select term (Session 1 Fall Seminary 10-11).
7. On the Look up Classes page, select the appropriate Subject and one other value (preferably the instructor if you know that information).
8. Click on bar at the bottom that says Class Search. The screen that comes up will have the classes that match the selections you just chose.
9. Under the first column (Select) there is a blank box. Select the appropriate class by placing your mouse on the blank box and clicking.
10. Once you have selected the appropriate class, click on the bar at the bottom that says Register.
11. The screen that comes up (Alternate Pin Verification) asks for your Alternate Pin number. Type in your Alternate Pin number and click on Submit.
12. After you click submit, the screen 'Add or Drop Classes' will come up. On this screen there are 10 columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade Mode, Title
13. Click your mouse on the number 0.000 under the column Cred.
14. The screen Change Class Option will come up. In the Credit Hours field, change the 0.000 to 3.000 if you are registering for credit.
15. Click on Submit Changes.
16. Now click on the button Return to Previous (right under the Submit Changes button) TWICE.
17. The Add or Drop Classes screen comes up.
18. Click on Submit Changes.
19. Check to make sure the credit hours show up and that the status says Web Registered.
20. If you do not need to add any more classes, you are finished at this point and can click on Exit (top right of the screen). If you do need to add more classes, click on the button that says 'class search' and follow the procedure again.

#### To Change Password:

There are two databases that house authentication data. We have made your username the same for both accounts. You probably will want to keep both of your passwords the same for convenience in accessing resources. If the resource is housed at Earlham College it requires an Earlham College password. If the resource is housed by the seminaries, it requires a seminary password. The tools for both are listed on the SCS web page ([scs.earlham.edu/passwords](http://scs.earlham.edu/passwords)). We recommend that you make both of your passwords the same and that if you change one, you change the other to match it.

#### Checking email:

From links on ESR's institutional websites click on the link for email. In 2011 the campus will be completing the change to the Zimbra Collaboration Suite. By clicking on this link and entering the Earlham email username & password you can check your email in the Earlham account. See the Seminary Computing Services website for instructions on accessing your Earlham email account.

**If you have not received an ESR email username and password** or are having trouble with your account, contact Seminary Computing Services [help@scs.earlham.edu](mailto:help@scs.earlham.edu), 765-983-1568.

#### **IV PRIORITY REGISTRATION POLICY FOR ESR COURSES WITH LIMITS**

All classes with enrollment limits will have priority registration for those students in programs and emphases that require the course. All other students wishing to register will be put on a waiting list in the order their registration forms for the course were received in Academic Services until 2 weeks before the course begins. At that time any remaining seats will be offered to those students on the waiting list in list order. After the wait list registration process has begun, any new registrations will be added to the end of the waiting list regardless of emphases or programs.

#### **V AUDITING COURSES**

Students must receive prior approval from the instructor before auditing a course. A student who is enrolled for nine credit hours may audit one additional course without extra charge. With the consent of the dean and the instructor involved, others may enroll as auditors at the rate of \$350 per course plus fees. Spouses and partners of full-time students may audit without charge provided the spouse or partner is enrolled for at least nine credit hours and not using the free audit him or herself.

#### **VI REQUESTING EXCEPTIONS TO REGISTRATION POLICIES**

If a student wants to take a course without having taken the prerequisite(s) they must receive approval from the instructor. Written approval from the instructor, in one of the following forms, must be submitted with the registration form: A signed separate note, signed approval on the registration form, or a copy of an email from the instructor to the students indicating approval.

Though it is not routine, a student may take a 200-level course and arrange to receive upper (300) level credit for it. This should not be requested as a matter of convenience or because of a lack of planning on the part of the student, and is only possible under the following circumstances:

- There are no regular 300-level course offerings that reasonably meet the requirements of the student's academic program.
- The student articulates a compelling case for a plan of additional or alternative study that justifies the upgrade from 200 to 300 level.
- The plan has the unequivocal support of the instructor of the 200-level course and the student's advisor.
- The plan and the upgrade have the written approval of the dean, who may impose other requirements or deny the upgrade for any reason.

If a student wants to take a course but needs to be absent for a large amount of time for events they know about when registering (not illness) they should approach the professor to determine whether they can still take the course. The professor may either deny the request or work out a plan with the student that will allow the course objectives to be satisfied.

#### **VII INCOMPLETE GRADE**

Some students may be in need of additional time to complete course requirements for a variety of reasons such as illness, disability, injury, family emergency, etc. Each school has a different way of handling these situations. Professors teaching students from both schools will be participating in both processes according to the school the student attends.

Earlham School of Religion students must fill out a Request for an Incomplete Grade Form, and obtain the required signatures. These approved forms must be turned in to Academic Services by the deadline date on the Academic Calendar. Forms can be found on the Academic Services website or in paper copies in the Academic Services workroom (2nd floor, Bethany Center). If ESR students need an extension for a Bethany course, consult the Bethany Seminary "Course Extension Form and Policy" document from the Seminary Academic Services web page.

#### **VIII ACADEMIC RECORDS**

The student's working "Academic Inventory" and all other academic records are kept on file in the Seminary Academic Service office on the second floor of the Bethany Center. The form necessary to request a transcript

is located on the Academic Services website, and must be completed to receive the transcript. Students have the right to review these records, except for materials where the student has waived that right.

### **IX CROSS-REGISTRATION COURSES**

Up to three upper level courses at Earlham College (in addition to double-listed courses in both catalogs) may be taken by permission of the Academic Dean of the College and the Dean of ESR. In addition, ESR and Bethany have cooperative relations ([sas.earlham.edu/cross-registration](http://sas.earlham.edu/cross-registration)) with these area seminaries: Christian Theological Seminary in Indianapolis, IN, United Theological Seminary in Dayton, OH, the Graduate Department of Religion at the University of Dayton, Dayton, OH, and Payne Theological Seminary in Wilberforce, OH, just outside of Dayton. Students may take courses at these seminaries as electives in their ESR programs and may register for them as ESR students, paying ESR tuition. ESR expects students to take required courses at ESR. Forms for registration are available in the ESR/Bethany Academic Services Office in the Bethany Center and on the web page included above.

### **X INDEPENDENT STUDIES**

All students who want to take an independent study course must start by talking with the professor they hope will agree to teach the course. After a course design is formed between the student and the professor, forms must be filled out to seek approval and then registration for the course. Please note that professors are under no obligation to agree to teach an independent study course. Too many of these will create a serious overload for professors. Earlham School of Religion students must fill out an independent study form and secure the signature of the advisor, the instructor, and the dean before submitting it to Academic Services. This form with signatures will be treated as a registration card with signatures for the purposes of registration and documentation.

### **XI TESTING OUT OF INTRO COURSES**

Students may wish to take proficiency examinations in order to satisfy requirements for introductory courses in Biblical, Historical and Theological Studies. The faculty member who teaches the course administers these exams. In the case where two professors both teach the course, the professors will come to agreement on which one will administer the examination in any given session. Note that the number of credit hours necessary for the degree program does not decrease; the student simply has additional electives.

### **XII TRANSCRIPT CONVERSION**

Bethany and ESR base their evaluation system on a style of adult learning that is self-directed and growth-oriented. With this goal in mind, credit/non-credit notations and written narrative evaluations are seen to be more appropriate ways of evaluating than standardized grades. Because this is a non-traditional form of evaluation, some schools and employers have difficulty interpreting a student's final transcript and request a more standardized transcript of grades. In these rare instances, Bethany and ESR agree to allow students in their final year of study to apply for letter grade conversion, subject to the conditions and procedures outlined below:

- A. That the conversion is intended to facilitate further graduate study in circumstances where an application will be aided by a graded transcript, or alternatively when students believe that a graded transcript will aid their potential employment opportunities, but in no other circumstances.
- B. That ESR offerings of Discernment of Call and Gifts, Field Education, CPE and 100 - 200 level spirituality courses and Bethany offerings of M 301A Ministry Formation Semester 1, M 301B Ministry Formation Semester 2, M 300 Ministry Elective, and M 302 MDIV Review shall not be converted to letter grades.
- C. That Faculty will use the narrative evaluation of student course work as a basis for assigning grades.
- D. That if a course instructor is unavailable due to retirement, relocation, death or other circumstances, then another faculty member will assign a grade based upon the narrative evaluation of student course work written by the original instructor.

- E. That this be a **one-time event** activated by a written request to the Director of Academic Services, which may be made at the beginning of the student's final year. To have their transcripts converted into letter grades, students must submit the appropriate form by the date listed on the Academic Calendar.
- F. That once a transcript is converted into letter grades, it will never be converted back into credit/no credit notations.
- G. That under no circumstances will a transcript be converted into letter grades after a student has ended his or her study at the school through graduation, withdrawal, or expulsion.

## EDUCATIONAL PROCESS

### I COURSE CREDITS

Courses at ESR are offered in terms of credit hours. A full-time load is eighteen to twenty-seven credit hours per year, and from nine to twelve credit hours per semester, plus 3 credit hours during intensives.

ESR courses are open for students from Bethany, as are Bethany courses for ESR students, except for the Ministry Foundation courses at Bethany and Supervised Ministry at ESR, as well as several others that are specific to each seminary.

ESR and Bethany share a similar numbering system for their courses, though we remain distinct in designating areas of study. The numbers for both ESR and Bethany reflect the following assumptions:

- 100 level courses are foundational and are required for advanced courses,
- 200 level courses are open to beginning and advanced students,
- 300 level courses have prerequisites.

ESR further designates Independent Study as 400 level, indicating the student has performed well in other courses, and Thesis work as 500 level.

### II TRANSFERRING CREDITS

To transfer credit from another institution, the student should have an official transcript **sent to the Dean** and submit a written request for transfer credit to the Dean. The Dean will review the student's transcript and Academic Inventory and will respond to the student, granting credit or not granting credit. The Dean will specify which, if any, of the degree requirements the transfer credit will satisfy. The Director of Academic Services will record the transfer credit, if any, in the Academic Inventory and on the student's current transcript.

### III REQUESTS TO CHANGE SCHOOL OF ENROLLMENT

In the admission of students to Bethany and Earlham School of Religion, care is taken to ensure that students are enrolled in the school whose programs best serves their particular educational and vocational goals. Church of the Brethren students normally enroll at Bethany, and students from the Religious Society of Friends normally enroll at ESR. Students from other faith traditions may choose one or the other school for a variety of reasons. In each case, the expectation is that students will complete their program of study in the school to which they are admitted.

In exceptional cases, a student enrolled at either Bethany or ESR may determine that a given school's program of study is not meeting their educational and vocational goals, and may choose to seek permission to transfer or be admitted as a new student to the partner school. When this occurs, the process outlined below will be followed:

- A. The student utilizes the advising process in his/her school to explore the possibilities for fulfilling their goals and needs within their present program, and for addressing any special issues that may arise. This process includes conversations with the Faculty Advisor, the Academic Dean, and the Director of Student Development.

- B. If after this discernment process the student still wishes to pursue the option of enrolling at the partner school, he/she will formally withdraw from the school of original enrollment. In addition, the student must fulfill all financial and other obligations to the school.
- C. The student may apply for admission to the partner school after the preceding steps have been taken, and must meet all the admission requirements of that school. If requested, the student may authorize the release of their file from the original school of enrollment for review by the admissions committee of the partner school.
- D. As a part of the application process, the student must prepare a written statement outlining the ways in which he or she believes that a program of study at the partner school will better serve their particular educational and/or vocational goals. Assessment of that statement is part of the admission decision by the partner school.

In the case of a student who has previously enrolled at and withdrawn from one of the schools, and who subsequently seeks admission to the partner school, the application process proceeds as described in (C) and (D) above, and also includes consultation with appropriate staff at the school of prior enrollment. The Academic Deans of the two schools monitor this process and keep each other apprized of developments.

#### **IV ACADEMIC STANDARDS AND EVALUATION**

As a graduate school, ESR holds out a standard of excellence significantly higher than expected in most undergraduate studies, and a student should expect to spend a minimum of three hours of work per week outside class for every semester hour of course work taken in a given semester. This is in keeping with the standards appropriate for seminary education.

ESR is committed to an educational philosophy that emphasizes skills that enable students to not only learn new concepts and ways of understanding, but to understand *how* they learn and *why* they think the way that they do. True education is more than a professor conveying some predetermined body of subject matter and students demonstrating their mastery of such “knowledge.” Optimal learning occurs when teacher and students are engaged together in a collaborative process of “constructing” knowledge by engaging the course material critically, discovering fresh insights, stretching themselves intellectually, and continually evaluating what they have learned and come to understand.

Guided by this philosophy ESR does not use the traditional letter grading system. Instead of a grade, students receive written narrative evaluations of their course work, plus either a credit or no-credit for the course. This descriptive method of academic evaluation focuses attention on specific qualities of an individual student’s academic work in specific courses. The aim is to provide assessments that the serious student can use to maximize his or her learning and to provide content descriptions about areas of excellence and needed improvement. “Credit” on the student’s record shall in no case represent a level of academic performance that would receive a letter grade any lower than a B- under a more traditional system of assessment.

#### **V EVALUATION OF STUDENTS**

Evaluation of student learning at ESR occurs in multiple formats. Faculty evaluate student learning in each class taken for credit. A brief narrative evaluation accompanies the credit/no credit evaluation given at the conclusion of each course.

The faculty also evaluates all new students at the end of their first semester. At this time, faculty considers new students' learning as well as the quality of their interaction with peers and community participation. The faculty evaluates all students individually at the end of the academic year. At this time, faculty considers students' learning, the quality of their interaction with peers and community participation, and other issues related to the students' preparation for ministry.

The faculty evaluates each student prior to admission to degree candidacy, giving due consideration to each student’s progress and potential. In the M.Min/M.Div degree program, this occurs prior to admission to Supervised Ministry when the faculty receives a recommendation from the Supervised Ministry committee

regarding a student's readiness for public ministry. In the M.A. program, this occurs prior to accepting a student's thesis proposal.

The faculty may also choose to evaluate a student's standing within the school when it determines there is merit to do so. Such deliberation may result from perceived social and relational deficiencies as well as from academic difficulties. During any of these evaluations, when deemed necessary to a student's successful participation at ESR, the faculty as a whole may require a student to undertake additional work of an academic or therapeutic nature. The faculty may recommend that a student be suspended or placed on probation while determining fitness for remaining in the School. Students who do not comply with the standards of the School of Religion, either for academic performance or personal behaviors, may be placed on probation. In extreme cases, a student may be dismissed by the Dean with the approval of the faculty.

## **VI PROBATION AND DISMISSAL**

Students who do not comply with the standards of the School of Religion, either for academic performance or personal behavior, may be placed on probation or dismissed by the Dean with the approval of the faculty. Reasons for such actions by the faculty include, but are not limited to the following: inability to make satisfactory progress toward a graduate-level degree; failure to meet requirements for graduation; nonpayment of tuition; inability to enter and maintain healthy relationships characterized by mutuality and self-awareness; the inability to engage in self-observation and self-evaluation and to understand one's own role in group and community dynamics.

A student who fails two or more courses will automatically be placed on probation for the next nine semester hours of their work. If the student does solidly passing work during that period, the Dean will remove probation. If the student's work fails to improve sufficiently during the designated time, the student will not be eligible for further financial aid until probation is removed. Furthermore, additional failure of course work can be considered grounds for dismissal.

A student whose personal behavior does not comply with the standards of the school will be placed on probation for a minimum of one semester. On such occasions, the faculty will provide the student with specific directives to facilitate behavioral changes and further evaluation by the faculty. If the student's behavior does not meet the standards of the school within the designated period, the student will not be eligible for further financial aid until probation is removed. Furthermore, failure to demonstrate satisfactory progress can be considered grounds for dismissal.

A student who is currently on probation will not normally be entered into degree candidacy and will not, under any circumstances, be allowed to graduate.

## **VII WITHDRAWAL OR LEAVE OF ABSENCE**

Students who wish to withdraw or take a leave of absence in good standing from the School of Religion must first see the Associate Dean, who will outline the process and provide necessary forms. Students must also complete a withdrawal form and a form for the disposition of their file of narrative evaluations. Leaves of absence are granted for four consecutive semesters and do not exceed the time allotted for degree completion. If there has been no courses in those four semesters, the student will be administratively withdrawn and will need to reapply.

## **VIII EVALUATION FOR GRADUATION**

Candidates for both the M.A. and the M.Div./M.Min. degrees are required to meet certain standards of evaluation prior to the student's graduation. Students in their last year **must complete** the Intention to Graduate Form with needed signatures and have submitted the form to Academic Services by the deadline stated in the Academic Calendar (Nov. 4, 2011).

1) Two required courses in the final year of study of the M.Div./M.Min. degree program contribute greatly to the faculty's evaluation of students for graduation. Candidates for this degree must successfully complete the requirements of the Comprehensive Seminar or take and pass written or oral comprehensive examinations. No course credit will be given for the examination; thus one elective must be added if the exam is taken.

M.Div./M.Min. students must also demonstrate ability to perform in a chosen area of ministry through successful completion of Supervised Ministry.

- 2) M.A. students must present an acceptable thesis project and successfully pass a comprehensive oral examination.
- 3) M.Div./M.Min. candidates must have completed at least twenty-seven semester hours of their work in residence at ESR. M.A. students must have completed at least twelve semester hours in residence.
- 4) Students who have been placed on academic probation must have improved their performance and have been removed from probation.
- 5) All candidates must have demonstrated during their experience at ESR personal growth and qualifications fitting to the nature of the work symbolized by the degree to be granted.

## **IX PARTICIPATION IN GRADUATION ACTIVITIES**

All graduates, whether December or May graduates, shall have the opportunity to participate in the first set of graduation related ceremonies (graduation & hooding) following the successful completion of all degree requirements and approval by the Faculty and Board of Trustees. Note that for December graduates this will be the May following receipt of their degree because there are no December graduation ceremonies.

Students who will complete their final requirement with the May intensive of that same academic year may also walk in the graduation ceremony. They will not, of course, receive a diploma until all requirements are successfully completed. Their diploma will bear a December graduation date. This extends only to the May intensive. Those who will complete all requirements in August or the fall semester will not be eligible to participate in graduation exercises prior to the completion of all requirements.

Graduation/hooding is a graduate ceremony, not merely a senior activity. For that reason, as a general rule, non-graduating seniors are not eligible to participate in these activities. They may, however, participate in the Spring Banquet activities honoring seniors if they choose to do so. The distinction between these activities is that the former are graduation exercises, while the latter is a community life activity sponsored by the student body. Non-graduating seniors who will complete all requirements by December may petition the faculty and request permission to participate in the Baccalaureate Service.

## **X HONORS**

Earlham School of Religion formerly offered honors to select graduates. With the adoption of a narrative evaluation policy, Faculty decided to discontinue the process. This decision was preceded by an ad hoc committee who consulted with students. While some students wished to continue awarding honors, it is the decision of this Faculty to cease awarding academic honors. The primary reason for this decision was a belief that awarding honors was inconsistent with the Quaker educational philosophy represented at ESR.

## DISABILITY POLICY

As a community of two seminaries in partnership we approach a policy such as this from both moral and legal bases. We desire to be a community of equal opportunity in learning and extracurricular activities for all our students. We choose to begin our policy statement with the following quote from the National Council of Churches that articulates the motivation toward equality within the lives of followers of Christ.

"Indeed, the body does not consist of one member but of many." (1 Corinthians 12:14)

One in five Americans lives with an impairment that significantly limits one or more major life activities. Virtually everyone will live with a disability at some time in life. Concepts of justice for people with disabilities have evolved beyond paternalism toward the ideals of full participation and inclusion in all aspects of life. Disability rights and self-advocacy movements have emerged.

At the national level, landmark laws such as the Rehabilitation Act, The Individuals with Disabilities Education Act (IDEA), and the Americans with Disabilities Act (ADA) seek to assure the same rights to people with disabilities that are guaranteed to all other people in our society.

The religious community also has taken a number of initiatives. Beginning in 1958 and as recently as 1995, the NCC has affirmed its belief in the dignity and worth of all people, including those of us with disabilities. Most NCC member communions have issued statements calling for the full inclusion of people with disabilities in all aspects of church life. In spite of these efforts, attitudinal, communication, and architectural barriers remain. The church has served as a point of entry for many marginalized individuals into the mainstream of society. Now the time has come for the NCC to reaffirm and broaden its commitment to people with disabilities.

This policy statement rests upon four theological principles.

**1. All people are created in the image of God**

"Then God said, 'Let us make humankind in our image...' (Genesis 1:26) God creates all human beings in the divine image or likeness. This image is not a measurable characteristic or set of characteristics. God's image is reflected uniquely in each person.

**2. All people are called by God**

"For we are what (God) has made us, created in Christ Jesus for good works, which God prepared beforehand to be our way of life." (Ephesians 2:10) God calls all human beings to express the divine image through their unique characteristics. Each person's characteristics, including disabilities, are inseparable and valuable features of the unique, indivisible person.

**3. All people have special gifts**

"Now there are varieties of gifts but the same spirit..." (1 Corinthians 12:4) God supplies all human beings with the unique gifts needed to obey the divine call. The gifts God has given to each person are needed by all other people, and no one is dispensable or unnecessary.

**4. All people are invited to participate in God's ministry**

"To each is given the manifestation of the Spirit for the common good." (1 Corinthians 12:7) God invites all human beings to rely on and participate in the ministry of the church. God continually empowers each member of the Body of Christ to reflect the divine image in ways that will serve and benefit the church and the broader community.<sup>1</sup>

### I STATEMENT OF NON-DISCRIMINATION

Bethany Theological Seminary and Earlham School of Religion (hereafter referred to as: the seminaries) do not discriminate on the basis of disability in the administration of the education programs and activities, including admission practices, and access to their programs and services. The purpose of this policy is to ensure that

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<sup>1</sup> National Council of Churches Policy Statement "Disabilities, the Body of Christ and the Wholeness of Society" Adopted by the NCC's General Assembly on November 11, 1998

students with disabilities have maximum independence and full integration into campus life and shall be prepared for further education or employment. The seminaries' efforts to accommodate people with disabilities will be measured against the goal of full participation and integration. Services and programs to promote these benefits for people with disabilities shall complement and support, but not duplicate, the seminaries' regular services and programs. A person with a disability shall be ensured access as all others to programs, opportunities, and activities at either seminary.

Information concerning the provisions of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, Section 504 (hereafter referred to as the Acts), the rights provided there under, and specific policies regarding non-discrimination of students with disabilities are available from the seminaries' Academic Services Office.

## II DEFINITIONS OF DISABILITY

The standard definition of a person with a disability is any person who has a physical or mental impairment that substantially limits one or more of the major life activities of such an individual, or any person who has a record of such an impairment or who is regarded to have such an impairment.

Disabilities fall into three broad categories, learning, mental, and physical.

1. **Learning disabilities:** Capable students are sometimes found to lack the cognitive tools necessary to read, listen, speak, write, or calculate on a level comparable to their intelligence. To be legally recognized and supported within the seminaries as a "disabled" student, this student needs to provide documentation of diagnosis and methods of testing administered by either an education specialist, a psychologist, or a medical doctor.
2. **Mental disorders disability:** Common mental health diagnoses effecting students are: depression, bipolar disorders (manic/depressive), anxiety disorders, Post Traumatic Stress Disorder (PTSD), panic disorders, and sleep disorders. Disorders less frequently seen in students are schizophrenia, and schizoaffective or character disorders. A single episode of a mental disorder does not constitute disability. To qualify as a disabled student, the mental disorder must be chronic and clinically diagnosed and documented by a psychologist or a psychiatrist. Medication and treatment may alleviate symptoms partially or completely, but as long as medication is needed for treatment the person with a clinically diagnosed chronic mental disorder is defined as disabled.
3. **Physical disabilities:** Common chronic and debilitating physical conditions might include, but are not limited to examples such as blindness, poor vision, deafness, poor hearing, speech impairments, long term need for a wheelchair, AIDS, HIV positive, epilepsy or Chronic Fatigue Syndrome (CFS). To qualify as a disabled student, the disability must be diagnosed and documented by a medical doctor unless it is apparent to the untrained observer. In such cases where a chronic debilitating condition is communicable within the scope of normal seminary activities, participation will not be allowed.

## III CONFIDENTIALITY OF STUDENTS WITH DISABILITIES

The seminaries are committed to protecting the privacy and dignity of all students. In compliance with the Acts, no applicant, student, or potential user of the facilities and/or services of the seminaries shall be required to disclose in writing or orally that he or she has a disability. Self-disclosure of a disability is the voluntary right of the student. The seminaries may request information about a student's disability only after the student has voluntarily disclosed his or her disability (see Student Responsibilities below). The seminaries will maintain the confidentiality of a student's medical and academic records. The seminaries may disclose information about a student's disability under the following conditions and for the following purposes:

1. Faculty, staff, and other appropriate parties, including tutors, may be informed of a student's disability for the purpose of facilitating essential aid and accommodations. Every attempt will be made to inform the student when confidential information has been passed on.
2. First aid and safety personnel may be informed when necessary, if the student requires emergency treatment.
3. Government officials investigating compliance with the Acts shall be provided with relevant information upon request.

4. No representative of the seminaries may make public, to individuals or a group—such as a classroom of students—information regarding the disability of a student, except when the conveyance of such information meets the above-mentioned conditions.

#### **IV REASONABLE ACCOMMODATIONS**

The seminaries are committed to provide a seminary education that prepares individuals with disabilities for ministry. However, both schools are small with limited financial resources. Reasonable accommodations are provided within the scope of what is possible given the seminaries' resources. The nexus of accommodating students' disabilities lies in the faculty and student relationship. Instructors and advisors work together to provide accommodations appropriate for the student, while at the same time maintaining institutional standards so that all students receive a comparable graduate-level education.

Reasonable accommodations are those that help the student but do not cause undue hardship on the institution. Some examples of reasonable accommodations are:

1. Examinations and quizzes may be given orally.
2. Recognition and credit should be given for student's oral participation in class.
3. Extra time to complete tests and assignments may be granted.
4. Students may be allowed to tape classroom lectures and discussions.
5. Students may be allowed to photocopy another student's class notes.
6. Students may receive instructor's lecture notes.
7. Directions are given clearly and in both oral and written forms.
8. Peer tutoring or study groups may be utilized.
9. Instructors are available for discussion and questions between class meetings. Example: posted "Office Hours."

Some accommodations are not reasonable because they would involve undue financial hardship for one or both of the seminaries. Decisions concerning whether an accommodation will create undue hardship are made by the Dean and faculty of each partner seminary concerning students enrolled in their own seminary. The hiring of a full time deaf translator would be an example of undue financial hardship. If a particular accommodation cannot be granted, the Dean of the seminary involved informs the student with explanation and regrets.

#### **V IMPLEMENTATION**

##### **A. General**

1. The Business Manager shall be designated to work with students who have disabilities. A system of services shall be developed and maintained to facilitate the provision of access for students with disabilities to all academic programs, services and activities. This system shall integrate students with disabilities into the academic environment to the maximum extent possible.
2. All students defined within this process who qualify as disabled shall be entitled to reasonable accommodations and appropriate academic adjustments regardless of their status (full or part-time, class rank, or level).
3. In-service training shall be provided to faculty and staff the purpose of which will be threefold:
  - to heighten awareness of existing barriers
  - to promote accurate perceptions of students with disabilities regarding their abilities, needs, and rights; and of the institution's accessibility
  - to offer tools and ways to enhance accessibility

4. A grievance procedure shall be developed and maintained by each seminary. The procedure shall incorporate due process and provide prompt and equitable resolutions to complaints regarding the denial of services, adjustments, or accommodations.
5. All programs, services, activities, and physical structures shall be evaluated on a regular basis to ensure that existing barriers are ultimately removed and that new barriers are not erected. The evaluation shall be coordinated by the seminaries' Business Manager and other appropriate administrators.

## **B. Student Responsibilities**

Although no student may be required by the school to disclose information regarding his or her disability, in order to secure the needed accommodations the student must inform the school of his or her disability. This "self-disclosure" must follow the procedures outlined below.

### **1. Provide Verification.**

Students with **permanent disabilities** who seek accommodations must provide the seminaries with professional documentation, certified by any of the following licensed practitioners: physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, learning disability specialist, or any other health care provider who is qualified to diagnose a disability. The documentation must be based on tests that are normalized to the adult level and provide the information that is needed to pinpoint substantial limitations. The student must bear the cost of evaluation and verification.

Documentation of a learning disability should include the following: 1) documentation prepared by a qualified professional; 2) testing procedures and instruments used to diagnose the student's present level of functioning in the achievement areas affected by the disability. The data provided should clearly indicate the need for accommodations and a list of specific accommodations that will aid the student.

The guidelines for verifying a temporary disability are generally the same as those for verifying a permanent disability. However, documentation for a temporary disability must be no older than 60 days and should indicate the nature and expected duration of the disability.

### **2. Documentation Processing:**

All documentation should be delivered to the Director of Academic Services. The student must include a signed "Release of Information Statement," allowing the seminaries to inform key personnel (see confidentiality section for more detail) of relevant information regarding the student. The Academic Services Office has "Release of Information" forms available in the workroom and on the website.

The seminaries reserve the right to request further documentation if that provided by the student is deemed inadequate. The student shall bear the cost of supplemental evaluations and documentation. If the seminaries wish to secure a second opinion regarding the disability of a student, then the seminaries shall bear the cost.

3. **Schedule a meeting** with the Business Manager and complete an **academic accommodations plan**, designed and established by the student and the Business Manager.
4. **Contact his or her instructors** and provide a copy of the academic accommodations plan after the documentation has been submitted. Ideally this process will take place after admission and before the end of the first drop/add period that applies to the course(s) for the student's first session of studies. However, there will be instances where the student is both taking courses and getting documentation of the disability. In these cases the student must inform their instructors as early in the session as possible.
5. **Work in cooperation** with the Business Manager, advisor and the instructors in implementing the academic accommodations plan. Any grievance involving questions around disabilities and instructional accommodations should first be addressed between student and instructor. If this does not work then the grievance procedure in place at each seminary should be followed

### **C. Admissions Office/Educational Policies Committee Responsibilities**

No representative of the seminaries may ask a student if he or she has a disability; nonetheless, the admissions offices should do three sets of things with diligence and sensitivity: 1) make information about the seminaries' disability services and procedures readily available to all prospective students 2) introduce newly matriculated students with disabilities to the Business Manager 3) facilitate comfortable and expedient self-disclosure on the part of students with disabilities.

The following guidelines are suggested:

1. Enclose this policy with the letter of admission. Provide an opportunity for students to voluntarily name any disabilities on the enrollment or confirmation deposit form.
2. Be familiar with the contents of this policy and procedure document, and make this document available to students upon request.
3. Convey any relevant information and direct grievances to the Business Manager.

### **D. Faculty Responsibilities**

Faculty members shall do their part to ensure that students with disabilities receive the accommodations they need, as determined by the student's academic accommodations plan. Any objections that a faculty member has regarding accommodations should be addressed to the Business Manager (rather than the student). Faculty should keep the following guidelines in mind:

1. Include in the course syllabus a statement indicating that disability services are available to students who qualify for such services. The statement should include the name, extension number, and e-mail address of Business Manager.
2. Do not ask a student if he or she has a disability or in any way disclose a student's disability to another student, faculty member or staff member, except under conditions outlined in the "Confidentiality of Students with Disabilities" section of this document.
3. Work in cooperation with the student and the Business Manager in implementing the recommended accommodations plan

### **E. Process for Policy Revision**

The Office of the Academic Dean of each seminary is responsible for official interpretation of this policy. Policy changes will be reviewed and endorsed by the seminaries' Joint Academic Planning Committee (JAPC) and approved by the Joint Faculty Meeting. Final approval of any changes rests with each partner seminary's Board of Trustees after the faculty of each partner seminary approves and recommends them to the Board. Reasonable changes in policies, procedures, and practices shall be made if necessary to protect individuals from discrimination. The Presidents, the Deans, and all the employees are responsible for ensuring compliance with the requirements contained in section 35.107 of the Department of Justice regulations.



# **POLICY AND PROCEDURES FOR STUDENT COMPLAINTS**

Approved October 18, 1999

ESR is committed to providing a clear, fair process for hearing and resolving student complaints. This policy contains pre-formal and formal processes for the resolution of complaints within the Earlham School of Religion community. In all our processes, whether pre-formal or formal, ESR expects that we will be guided by the following traditional Quaker advices, Biblical ideals and democratic principles: maintain confidentiality; be careful not to harm the good reputation of others; protect the right of people to remain innocent until proven guilty; protect the right of victims to receive justice; protect the right of the accused to face their accuser in a context of careful and fair procedures that aim at truth.

## **I PRE-FORMAL PROCESSES**

Conflict is inevitable, and in recognition of that, ESR encourages an informal and ongoing process of conflict resolution. We believe this is at the heart of who we are as a community. The formal processes of resolving grievances, while determinative, do not necessarily conduce to the best or deepest forms of community growth. These may come better through several different informal processes.

ESR encourages all its students, faculty and staff, therefore, to seek the resolution of conflict in informal ways when that is possible. Each of us should go to the person who has offended us and try to work things out; when we have offended another, we should go to that person and make amends.

If the one-on-one process does not work, each of the parties could find a friend to sit with them as they work through the conflict. If this fails, each could agree on a third-party impartial mediator of the conflict (perhaps a member of the Pastoral Care Team; perhaps a mutually respected person who is not a close friend of either).

If the problem is academic, the student should approach their teacher or advisor or mentor about the problem; often a resolution can come easily in this way.

If the student is not clear what kind of problem it is, a talk with the Associate Dean can often help. Sometimes all the student needs to do is work with a member of the Pastoral Care Team.

## **II THE FORMAL COMPLAINT PROCEDURE**

This route should be pursued **only** if the pre-formal (informal) process has proven unsatisfactory.

### **A. The Grievance Officer**

The Dean will appoint a Grievance Officer from among the Teaching and Administrative Faculty of ESR or the College. This Officer will be responsible to understand the whole of ESR's policies and processes with a high degree of expertise, and so it is important that the Clerk of the Harassment Board, the Academic Complaints Officer or person designated by the Dean to handle Academic complaints, and the Associate Dean provide the Grievance Officer with copies of all documents that guide their own work.

A student who wants to initiate a formal complaint must take a written complaint to the Grievance Officer. The Grievance Officer will have the responsibility to decide how to assign the case after a formal conference with the student. The judgment of the Grievance Officer in this regard is final. In circumstances of conflict of interest on the part of the Grievance Officer, the Dean may appoint another faculty member to receive the grievance and assign the case.

### **B. Definitions**

The definitions below move from the most precise to the least precise. These definitions are not meant to be "legal" or strict, but to be guides for understanding. Other documents discuss some of these terms more fully.

### **Definition of Harassment:**

Generally speaking, for behavior to be harassment, the behavior must be intentionally directed at an individual. The description in "Earlham School of Religion Harassment Policy" gives our operating definition of both harassment and sexual harassment. What follows is a brief indication of the meaning of these terms.

**Sexual Harassment** occurs when the well-being of someone is intentionally harmed by another person making use of sexual content. Typically for a person to be sexually harassed, that person must have asked clearly and distinctly that the harassing action not occur or that it cease.

**Other Kinds of Harassment:** Harassment in general occurs when any action by one person intentionally harms the well-being of another over the expressed request of the other person not to do it or to cease doing it. There can be a gray area here on the boundary between harassment and other kinds of conflict, and in such cases the Grievance Officer will determine where the boundary falls.

### **Definition of Academic Complaint:**

Student concerns about academic matters divide into "complaints" covered by this policy and other concerns covered by other policies, such as a request for an exception to a particular requirement (which goes to the Faculty through a letter of request).

Academic complaints per se come in many different kinds. People have an academic complaint when they perceive that a specific action, or a failure to perform a required action, in the academic life of ESR has harmed their well-being. Included here are not only such things as grades and plagiarism, but also things in the institutional life that support the academic life of the school. This harm can be direct or indirect. Examples of types or areas of possible complaints are:

- Plagiarism complaints;
- Grade and evaluation complaints;
- Academic policy complaints;
- Complaints about the failure to meet ATS standards;
- Complaints about the performance of standing committees, staff or faculty;
- Other course-related complaints;
- Field-education-site complaints;
- Other complaints about academic life of ESR.

### **Definition of Other Grievances:**

This category is meant to cover everything not covered in the other two. A complaint in this category could arise from any perception by someone that their well-being, or someone else's well-being, is harmed by an action or by a failure of required action, when that perception of harm is not covered by the previous two categories. Examples of this would be:

- Relationship conflicts with student, staff or faculty;
- Substance abuse;
- Other forms of misconduct or inappropriate behavior;
- Community life pressures or failures.

### **C. The process of the formal complaint.**

**The Harassment Board handles both sexual harassment and other kinds of harassment.** If the Grievance Officer decides that the complaint is one of harassment, then the Officer will notify the Clerk of the Harassment Board of the complaint, who will be in charge of directing the processes of that Board. These processes are detailed fully in "Earlham School of Religion Harassment Policy."

**All Academic matters will be handled by the Academic Complaints Officer,** or other person designated by the Dean to handle Academic complaints. The handling of these complaints will be guided by policy statements when applicable (plagiarism; various academic policies; ATS standards), but often will

also involve particular judgments about the best process by which to proceed. However, the Academic Complaints Officer will hold a formal hearing with all the relevant parties present, if practical. All parties should be encouraged to bring with them a support person. However, as this is a means of settling complaints within the community, legal representation may not be brought as the support person for any of the parties involved. After the hearing, the Academic Complaints Officer will write a judgment with recommended action, if any, and will notify all parties of the judgment immediately by phone or in writing. After notification, the Academic Complaints Officer will send a copy of the judgment to the Dean, who will carry out any needed institutional action.

In circumstances of conflict of interest on the part of the Academic Complaints Officer, or a case of great complexity, the Dean may appoint another or an additional faculty member to hear the case. Furthermore, the accused may request a board hearing. This board hearing will be conducted by an ad hoc committee. When requested, the hearing board will include the Academic Complaints Officer, one member of the ESR staff chosen by the staff, and a member of the student body chosen by Student Meeting for Business.

**Complaints that are neither an academic complaint nor a harassment complaint will go to the Associate Dean.** There is a great range of possible complaints, and the Director will need to use care and good judgment in handling each individual one. The Director will hold a formal hearing with all the relevant parties present, if practical. All parties should be encouraged to bring with them a support person. However, as this is a means of settling complaints within the community, legal representation may not be brought as the support person for any of the parties involved. After the hearing, the Director will write a judgment with recommended action, if any, and will notify all parties of the judgment immediately by phone or in writing. After notification, the Director will send a copy of the judgment to the Dean, who will carry out any needed institutional action.

In circumstances of conflict of interest on the part of the Associate Dean, or a case of great complexity, the Dean may appoint another or an additional faculty member to hear the case. Furthermore, the accused may request a board hearing. This board hearing will be conducted by an ad hoc committee. When requested, the hearing board will include the Associate Dean, one member of the ESR staff chosen by the staff, and one representative of the student body chosen by Student Meeting for Business.

#### **D. Range of Judgments**

At the conclusion of the hearing, the person or board hearing the complaint will decide what action, if any, should be taken in response to the complaint. The range of judgments in cases of harassment are specified in the ESR Harassment Policy. For academic complaints where standing policies specify disciplinary actions for certain types of academic complaints, those policies will be followed. Where no such policies exist, and for all complaints of a non-harassment or non-academic nature, the range of judgments include: reversal of a previous decision; apology by the accused to the accuser; reprimand by the School; compensatory restitution, where a measurable loss is determined; education, where such education can prevent a recurrence of actions causing a complaint; in the case of a student, recommendation of further action to the ESR faculty, including dismissal of the student from school; or in the case of an employee, recommendation to the Dean or President of further action, including termination of employment.

### **III THE HEARING**

The hearing procedure for harassment cases is described in "Earlham School of Religion Harassment Policy." Other formal complaints will follow the process outlined below.

#### **A. Persons Involved**

Hearings shall be closed to the community unless the accused and the accuser agree it should be open to the public. A closed hearing shall include these individuals:

1. The person(s) responsible for hearing the case
2. The accuser
3. The accused

4. A support person for the accuser and the accused, if desired
5. Witnesses for the accuser and the accused

### **B. Pre-Hearing Procedure**

1. The accuser files a formal, written complaint with the Grievance Officer.
2. The Grievance Officer considers the complaint. If the Officer concludes the complaint is invalid, it is dismissed and the accuser is notified.
3. If the Grievance Officer determines the complaint is valid, the Officer notifies in writing appropriate persons regarding the nature of the complaint. Notification will include a statement of the complaint, the name of the accuser and the accused, and instructions to schedule the hearing within one week of the date notification is given.
4. The person responsible for hearing the case will notify all appropriate persons. These are:
  - The accuser
  - The accused
  - The Dean (that the complaint has been filed and the timetable for the hearing process).
5. At the time of notification, the person hearing the case will announce the type of complaint, schedule a date for a hearing, inform the accuser and the accused of their right to a support person and charge them with identifying appropriate witnesses to the case.
6. Within 72 hours of receiving notification, excluding weekends and holidays, the accuser and the accused will provide the person hearing the case with the names of their chosen support person, and up to two witnesses whose testimony is relevant to the case.
7. The person hearing the case will notify the support person and witnesses of the hearing date, and instruct them to appear at the designated time and place.

### **C. Hearing Procedure**

1. As a hearing conducted in a spirit of worship, the hearing will begin with centering silence.
2. The person hearing the case will read the charges contained within the complaint, and the possible disciplinary actions resulting from a judgment against the accused.
3. The accuser will explain the reasons for the charges and provide relevant testimony.
4. Witnesses requested by the accuser will be given the opportunity to corroborate the testimony of the accuser.
5. Following the testimony of the accuser and the witnesses, the person hearing the case may ask questions for clarification and verification.
6. The accused will then have the right to defend herself or himself against these charges. The accused also has the right to silence.
7. Witnesses requested by the accused will be given the opportunity to corroborate the testimony of the accused, if such testimony was given.
8. Following the testimony of the accused and the witnesses, the person hearing the case may ask questions for clarification and verification.
9. The role of the support person for both the accuser and the accused is to serve as a supportive presence. The support person may not serve as a witness and may not be questioned.
10. After hearing all evidence and asking any necessary questions, the person hearing the complaint will adjourn the hearing and decide what action should be taken.
11. All parties involved in the case, as well as the Dean, will be notified of the decision by phone immediately, and in writing soon afterward.

## Complaint Policy (cont.)

12. The Dean will implement any judgment in the case. If appropriate, the community will be notified.

### **IV THE APPEAL PROCESS**

If the accused or the accuser wishes to appeal a decision of a formal process, that person must write a letter to the Dean explaining the circumstance and the basis of the appeal. The only legitimate bases of appeal are:

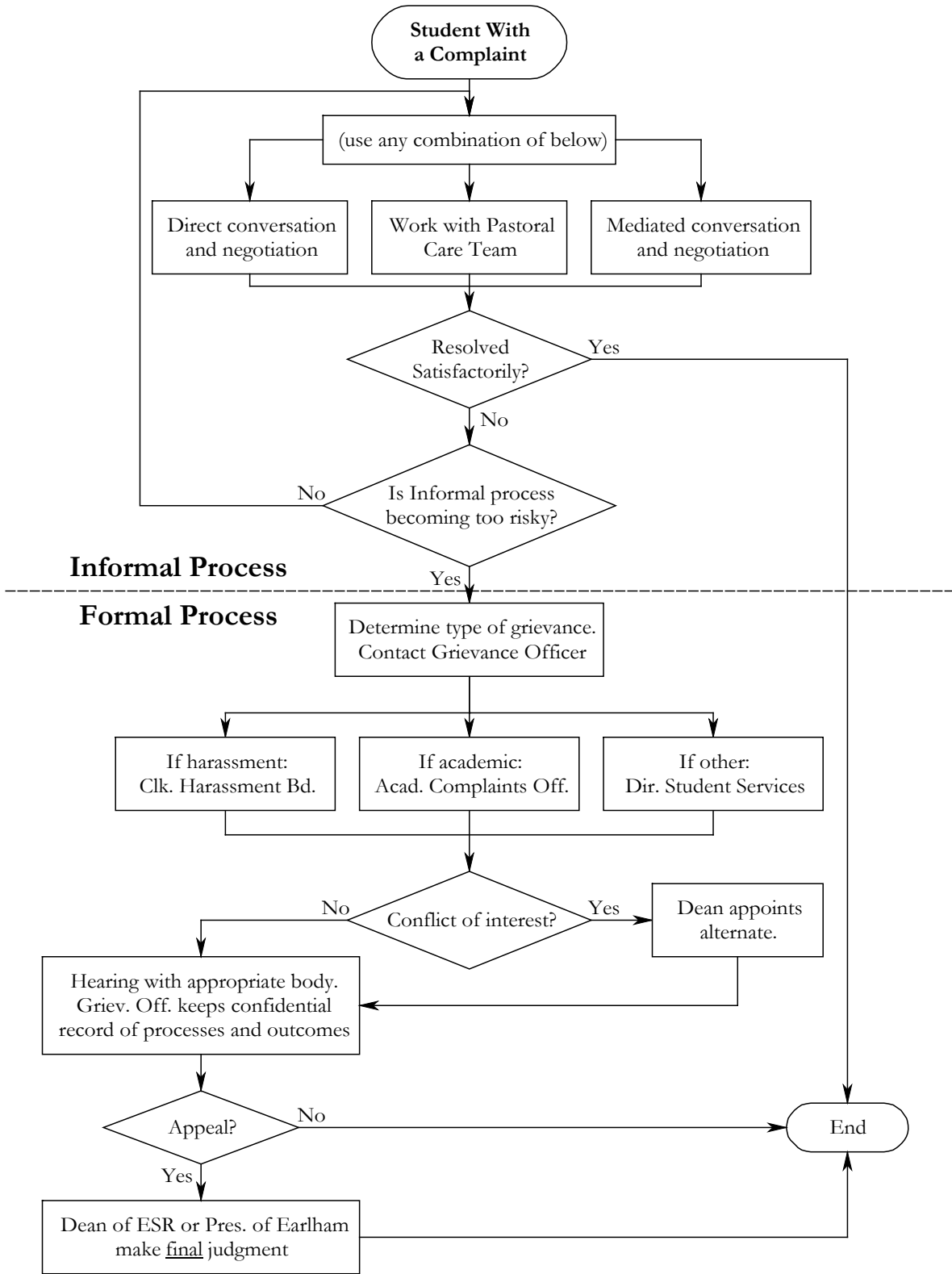
1. Failure to follow ESR's written procedures, or
2. New evidence in regard to the original specific charges.

If the Dean has been involved in the case, the appeal will go to the President of Earlham or the President's designee. The Dean or President decides if an appeal should be heard. If the Dean or President decides that an appeal shall be heard, the Dean or President will convene the Appeals Board. The Appeals Board consists of the Dean or President (or his or her designee), one faculty member chosen by the faculty, one staff member chosen by the staff, and two students chosen by the Student Meeting for Business.

The Appeals Board can uphold or overturn the original decision, or require a new hearing. If the Appeals Board cannot reach a decision, the President shall decide on the appeal.

### **V RIGHTS OF EARLHAM SCHOOL OF RELIGION**

The Earlham School of Religion has the right to file charges within this judicial process when such charges are warranted.



### Student Complaint Policy Flowchart

This is an aid to understanding the process described in the policy. It is not a part of the policy itself.

# HARASSMENT POLICY

## I PREAMBLE

### (a) Testimony of Friends

Earlham School of Religion (ESR) is committed by Christian faith and by academic community standards to justice for all persons. The testimonies of the Religious Society of Friends regarding equality, peace, and social justice affirm the centrality of mutual respect in inquiry and social discourse. Everyone is worthy of respect regardless of differences.

### (b) Aims of this community

ESR seeks to create an environment in which members of this community can express themselves and strive for excellence and spiritual growth without fear of violence oppression, intimidation, or abusive epithets. Members of this community are called upon to foster reasoned, respectful, and ethical standards of behavior and to be responsible in their actions towards one another.

### (c) Scriptural model

Matthew 18:15-17 provides a general model and motivation for dealing with conflicts between people of equal power:

If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector.

There is an expectation at ESR that we are all adults, so that offenses are initially handled directly with each other. There may be times, however, when direct facing of the alleged offender is inappropriate.

### (d) Two aims of this policy:

#### (i) Protection

ESR will take steps to protect its members, including staff, students, and faculty, from harassment, or from harm arising from insensitivity or ignorance and assure the integrity of the School's commitment to free inquiry in a religious context. If harassment is judged to have occurred, discipline will be administered.

#### (ii) Education

ESR, as an educational institution, seeks to protect its members - including staff, students, and faculty - from harassment or harm arising from insensitivity or ignorance through educating the guilty party or parties. Additionally, we seek to educate the rest of the community by clarifying the nature of the offending behavior, and thereby, hopefully reducing the likelihood of the recurrence of such behavior in the future.

It is particularly important that the community be educated regarding the distinctions among freedom of expression, harassment, and insensitive or ignorant behavior. Subtleties and difficulties exist in distinguishing harassment from the expression of objectionable ideas. Much speech that may not be proscribed may nonetheless be morally objectionable. Threats and verbal assaults should not be tolerated. Ideas that may be offensive to others should be expressed with sensitivity and countered only with other ideas and not with threats and verbal assaults.

## II ASSUMPTIONS AND DEFINITIONS

### (a) Assumptions

The following assumptions govern definitions (b) through (g):

- (1) that persons are accountable for their behavior;
- (2) that willful ignorance is unacceptable behavior;
- (3) that conduct should be evaluated from the standpoint of a "reasonable person"<sup>2</sup>;
- (4) that the purpose of adjudication is to make judgments about complex issues in relationships where harassment has allegedly occurred, and especially to distinguish free speech, including the expression of unpopular ideas, from harassing behavior.

In determining the line between harassment and the proper exercise of the rights of free expression, all parties involved in adjudication will be guided by the preamble to the policy.

### (b) Harassment defined

Harassment is the repeated, persistent physical or verbal contact outside of the structured events in the community by one or more persons of another, who has stated that she or he does not wish such contact. For such unwanted contact to be harassment it would normally include features which imply: threats to the person's safety and well-being, repeated physical contact, shouting, swearing, and intentional use of derogatory terms. However, a person may be harassed without such clear indications. Therefore, what is critical is that the offended party has made clear, orally and in writing, that they do not want further contact of the nature they specify.

### (c) Subjects of harassing behaviors

Of course, harassment may include physical features about an individual such as age, color, ethnicity, gender, national origin, physical disability or other physical characteristics, race, or sexual orientation, but it is not limited to that. As a theological school with diverse points of view, we also cannot have harassment occurring concerning theological perspectives or differences on social issues. That is, at ESR, harassing conduct is proscribed for any reason.

### (d) Protection of free expression and inquiry

The structured features of our life together, including worship, classes, extra-curricular seminars, workshops and lectures, pose a special circumstance for the application of our harassment standard. Though the overt actions listed here, (i.e. repeated physical contact, shouting, swearing, intentional use of derogatory terms), are considered harassment, the presentation of ideas which some may find objectionable does not constitute harassment, even when repeated, and even when some object. In these contexts, we must protect the freedom of expression and inquiry.

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<sup>2</sup> A "reasonable person" applies that degree of care which a person of ordinary prudence would exercise in the same or similar circumstances. According to the Equal Employment Opportunity Commission, the "reasonable person" standard does not make the existence of harassment turn on the perception of the accuser alone. However, in applying the standard we must consider (as quoted from the EEOC document) "the context in which the alleged harassment took place.... The 'reasonable person' standard should consider the [accuser's] perspective and not stereotyped notions of acceptable behavior."

**(e) Sexual harassment**

Sexual harassment may take any of the above forms. Sexual harassment may, in addition, consist of sexual advances, requests for sexual favors, and other conduct of a sexual or gender related nature which has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment. Such proposals, when made under circumstances implying that one's response might affect academic or personnel decisions subject to the influence of the person making the proposal, are especially abhorrent.<sup>3</sup>

**(f) Ignorant and insensitive behavior**

Many behaviors that do not seek to harm still are harmful in their impact. These are characterized as unintentional harm. Such behaviors may arise from ignorance and/or insensitivity. Ignorant behavior denotes harmful action or speech by a person unaware of the harm that is inflicted. Insensitive behavior is harmful action or speech that is the result of poor judgment about the likely consequences of that behavior.

**III GRIEVANCE PROCEDURES**

**(a) Consulting with members of the Student Pastoral Care Team**

A student who thinks that she or he has been harassed or feels harassed is invited to consult with a member of the Student Pastoral Care Team for clarity on what happened and the options available to the complainant. A list of the members of the Pastoral Care Team shall be posted on the bulletin board across from the student mailboxes and widely disseminated. Where a satisfactory resolution of the problem seems possible, the Pastoral Care person should attempt to facilitate such an effort, keeping in mind the model of Matthew 18. If the Pastoral Care person is able to resolve the problem to every one's satisfaction, the matter ends there.

**(b) Consulting with a trusted colleague**

Faculty or staff who thinks she or he has been harassed or feels harassed is invited to consult with a trusted colleague. Where a satisfactory resolution of the problem seems possible, the colleague should attempt to facilitate such an effort. If the colleague is able to help resolve the problem to every one's satisfaction, the matter ends there.

**(c) Clarifying the need for formal action**

If an attempt at resolution using a member of the Student Pastoral Care Team or a colleague involves inordinate risk, is not possible for any reason, or has not produced a satisfactory resolution, or if the complainant wishes to take formal action immediately, the complainant should contact one of the following:

- (i) the Associate Dean, if a student

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<sup>3</sup> With specific reference to the workplace, the Equal Employment Opportunity Commission has issued regulations that explicitly forbid sexual harassment (Section 703 of Title VII). The Commission has established the following criteria for determining what constitutes unlawful sexual harassment:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) either explicitly or implicitly, a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

(ii) the Dean, if faculty or staff.

The purpose of the contact is to discuss her or his experience, clarify the procedural steps that may be taken to file a formal charge, and consider whether to take such steps. If the complainant wishes to proceed, the Dean or Associate Dean shall refer the matter for adjudication to the Harassment Board.

If the alleged offender is the Associate Dean, the complainant should contact the Dean. If the alleged offender is the Dean, the complainant should contact the President. If the alleged offender is the President, the complainant should contact the Clerk of the Board of Trustees.

**(d) Notifying the convener of the Harassment Board**

If the person wants to proceed with a formal complaint, the convener of the Harassment Board is notified. The convener shall be responsible for:

seeing that a date is set for a hearing, and

that the person charged receives a written statement of the alleged violation at least 72 hours in advance of the hearing.

**(e) Procedures governing the hearing**

(i) Rights of the alleged offender

The alleged offender is required to either attend the hearing or submit a statement. The parties shall have the opportunity to:

present information;

present other persons who have pertinent information;

speak on their own behalf;

hear and question all information, materials and individuals present;

question her/his accuser at the hearing;

remain silent during any phase of the process.

Care should be taken to assure that this questioning period not be an occasion for further harassment or abuse. The Board will determine whether face-to-face questioning is appropriate.

(ii) Guides for conducting the hearing

A hearing is closed to the community unless both the accused and the accuser agree it should be open. The Harassment Board will determine the extent of the power differential between the complainant and the alleged offender and take that into account in all its deliberations.

In hearing the parties and any appropriate witnesses, the Harassment Board shall seek to minimize the potential for intimidation, coercion or abuse of power. The differential in power between students and faculty, and staff and faculty will be especially tended to.

In its deliberations, the Harassment Board will consider the assumptions and definitions in Section II and adjudicate accordingly.

Decisions shall be unanimous and done in a spirit of worship. If a decision cannot be reached, the case shall be decided by the Appeals Board.

If the Appeals Board cannot make a decision, the Dean will decide. In cases where the Dean has been involved, then the President of Earlham will decide. The Appeals Board shall follow the same procedures as the Harassment Board.

(iii) Notification of the decision

## Harassment Policy (cont.)

Upon completion of its hearing the Board shall relay its decision to the Dean, who will implement that decision.<sup>4</sup> If the accused is found guilty and has not taken Field Education, the Dean will notify the Director of Field Education of the action taken. The appropriate person in the church structure of the guilty party shall also be notified. The Dean shall keep a record of these recommendations accessible for future grievance hearings.

### (iv) Written decision and discipline defined

The decision shall include:

1. if harm caused by **insensitive or ignorant behavior** is determined to have occurred, the steps to educate the guilty party/ies.
2. if intentional harm or harm caused by **willful ignorance** is deemed to have occurred, the discipline and steps to educate the guilty party/ies.
3. if **harassment** is judged to have occurred and does not fall into the above two categories, discipline is administered.

The discipline in numbers 2 and 3 above can range from informal reprimand, formal reprimand, suspension, to dismissal, and may include counseling and psychological evaluation. When education is a part of the decision, its form will be determined jointly by the guilty party and the Associate Dean or the Dean.

### (iv) Educating the community

If appropriate, there will be a recommendation on steps to educate the community. Public education offers an opportunity to clarify the distinctions between free expression and intolerable behavior. In dealing with the issues in a public setting, all involved shall take care to safeguard the identity of the participants.

### (v) Protection of the complainant

No adverse action of any kind will be taken by the School against anyone for bringing a complaint of harassment regardless of the final disposition of that complaint unless, in the judgment of the Harassment Board, the charge brought was a fabrication. The School does not waive any rights it may have to take adverse action if the complaint is found to be a fabrication. In the absence of such a finding, the School insists that no person, acting as a member of the ESR community, take adverse action against a complainant.

### (vi) Consultation on disciplinary action

The Dean will carry out the disciplinary action to be taken for an ESR employee who is found guilty of harassment. The severity of the penalty will depend on the seriousness of the offense; the penalty may include termination of employment. When implementing disciplinary action for faculty, the Dean will consult the President and the then-current guidelines published by the Association of Theological Schools.

### (vii) Off-campus offender

If the one doing the harassing is from off-campus, the harassed employee or student and any person witnessing the incident has the responsibility to report the incident to the Dean or Associate Dean so that the matter can be taken up with the appropriate organization or authority. All persons are encouraged to report any acts of sexual harassment toward employees or students to the Dean, or Associate Dean, who will take appropriate action.

### (viii) Field education as site of harassment

If a student in the context of Field Education feels she/he is being sexually harassed in the site, the student should talk with the Director of Field Education. The Director will hear the student's statement and

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<sup>4</sup> If the administrative person is the alleged offender, the recommendations of the Harassment Board will go to the Dean. If the Dean is the alleged offender, the recommendations will go to the President. If the President is the alleged offender, the recommendations will go to the Board of Trustees.

together they will consider the most appropriate course of action. Included among the options are these: investigation of the complaint; immediate termination of the placement; confrontation of the supervisor if the supervisor is involved in the abuse; consultation with the supervisor if abuse is coming from another source; discontinuation of this site as a placement; informing the abusing person's superior. The Director will work with the student to process this experience and to offer support. The Pastoral Care Team is also available for support.

(ix) Parameters of this policy

This policy should not be construed to limit the School's ability to address independently acts of harassment that fall outside the parameters of this policy. Furthermore, this policy is not a contract of employment or part of any such contract.

#### **IV COMMUNITY EDUCATION AND HEALING**

**(a) Objectives of education**

Basic to any policy on harassment is the education of the entire community--students, administration, faculty and staff. The responsibility for such education lies with the Dean and Associate Dean or their designated representatives. The objective of the education should be to:

1. Enable persons to understand and recognize the nature and dimensions of prejudice based on age, color, ethnicity, gender, national origin, physical disability or other physical characteristics, race, or sexual orientation, and to recognize harassment when it occurs in their behavior or in that of others; and
2. Provide members of the community with the means for confronting potential or actual harassing behavior, or accusation of harassment.

Education and discussion about harassment is encouraged within the curriculum wherever appropriate.

**(b) Work to heal**

An ad hoc Pastoral Care Committee shall be appointed by faculty and student governments to assist the healing and knitting together of the community after an incident or alleged incident of harassment.

#### **V APPOINTMENT OF THE HARASSMENT BOARD**

**(a) Harassment Board shall consist of:**

two students, two staff members, and two faculty members, with each group appointing its own representatives and an alternate.

The staff and faculty members shall have three-year overlapping terms. Student terms should be as long as possible, but not longer than three years.

**(b) Adjudicating a case, the Board shall consist of:**

two peers of the alleged offender and two peers of the complainant.

For purposes of this policy, all ESR students are considered to constitute one set of peers, all staff members constitute a second set of peers, and all teaching and administrative faculty constitute a third set.

**(c) Provision for training:**

All appointees should be provided with training so that they are enabled to carry out their responsibilities with fairness, sensitivity and speed, attempting to listen to the Spirit of Truth.

**(d) Provision for additional procedures**

Under the direction of these guidelines, the Harassment Board and the Pastoral Care Team shall define other procedures not included in this policy to govern their operations in a fair and efficient manner.

**VI APPEALS**

Any person who decides to appeal a decision from the Harassment Board should submit a written statement indicating the reasons for the appeal to the Dean. If the Dean has been involved in the case, the appeal will go to the President of Earlham or her/his designee. The Dean or President decides if an appeal should be heard. If the Dean or President decides that an appeal shall be heard, the Dean or President will convene the Appeals Board. The Appeals Board consists of the Dean or President (or his or her designee), one faculty member chosen by the faculty, one staff member chosen by the staff, and two students chosen by the student steering committee.

The Appeals Board can uphold or overturn the original decision, or require a new hearing of the original Harassment Board. If the Appeals Board cannot reach a decision, the President shall decide on the appeal.

**VII PROCEDURES FOR ADOPTION AND AMENDMENT OF THIS POLICY**

This Policy has been given to all current students, staff, and faculty for discussion and suggestions; as a consequence, this policy has been through five separate revisions beginning in April 1994. In October 1994, this policy was reviewed by the President of Earlham and now in its sixth draft version will be submitted to the Board of Trustees of Earlham at its February 17, 1995 meeting.

Amendments to this Policy may be made by faculty, with consultation and recommendations from students and staff.

(This Policy has been adapted in part from Earlham College's Harassment Policy and Bethany Theological Seminary's Policy and Procedures Regarding Sexual Harassment.)

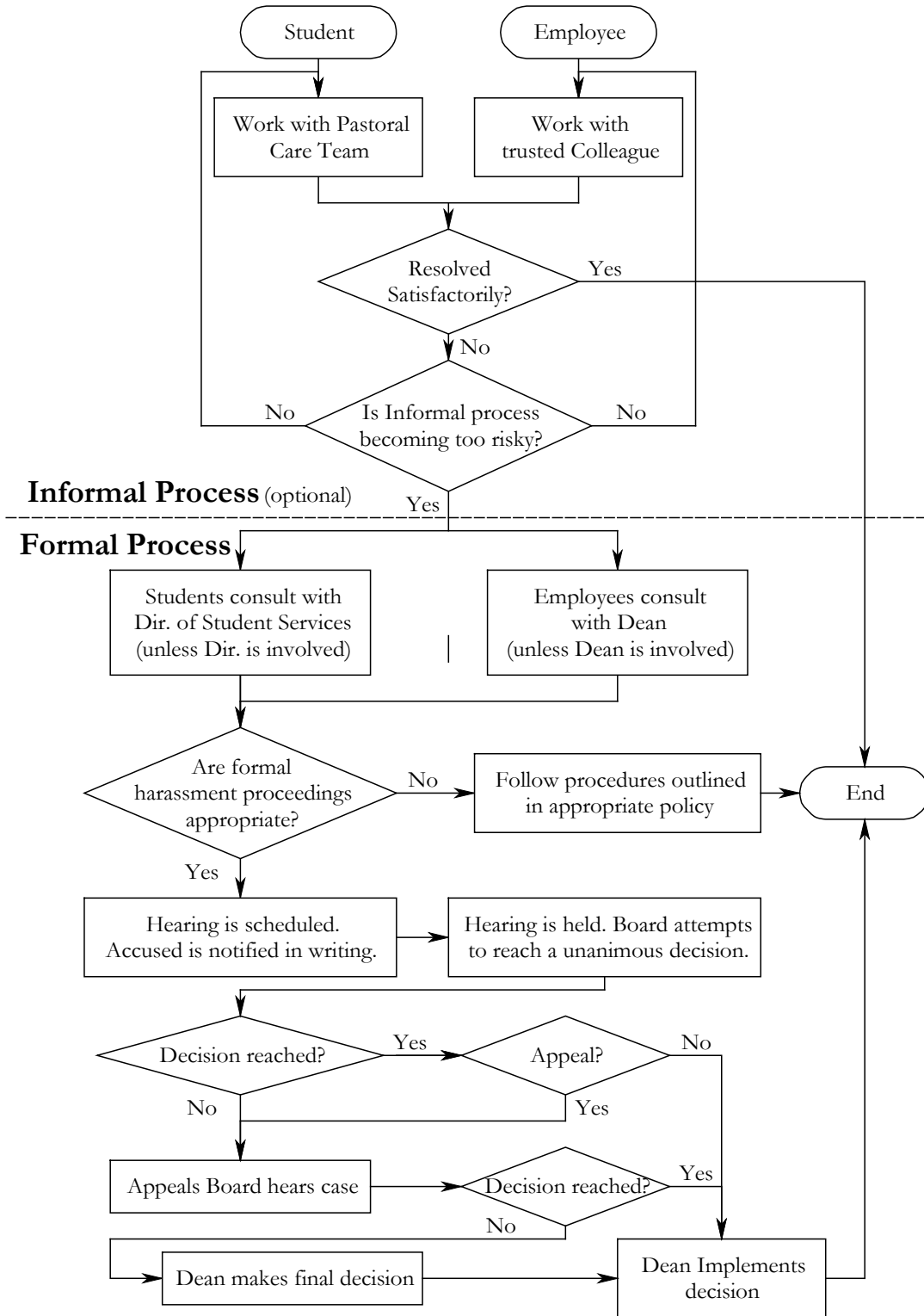
**APPENDIX A - SUMMARY STATEMENT**

**EARLHAM SCHOOL OF RELIGION HARASSMENT STATEMENT**

Because ESR is an intentional community, it will take steps to protect its members, including staff, students, and faculty, from harassment or from harm arising from insensitivity or ignorance and assure the integrity of the School's commitment to free inquiry in a religious context. If harassment is judged to have occurred, discipline will be administered. Because ESR is also an educational institution, an important response to harassment or harm arising from insensitivity or ignorance is to educate the guilty party or parties and the rest of the community to clarify the nature of the offending behavior and reduce the likelihood of the recurrence of such behavior in the future. It is particularly important that the community be educated regarding the distinctions among freedom of expression, harassment, and insensitive or ignorant behavior.

Conflict is inevitable wherever there are humans. We can, however, strive to resolve our differences in peaceable ways.

We encourage all community members to go directly to the other party or person they have differences with in order to resolve conflict as soon as possible, and to refrain from speaking with or triangling with others. Most problems can be resolved in a face-to-face discussion without worrying others and exhausting the community. Peacemakers concentrate upon lowering anxiety and aim for win/win resolutions.



HARASSMENT POLICY FLOWCHART

This is an aid to understanding the process described in the policy. It is not a part of the policy itself.

## **SEXUAL ASSAULT POLICY**

### **Sexual Assault Policy Statement:**

Earlham School of Religion has a commitment to the values clearly stated in the preamble to our Harassment Policy in the Student Guide: respect for all persons, equality, peace and social justice. These principles undergird our Sexual Assault Policy and guide Earlham School of Religion's disciplinary process. Sexual assault is intolerable behavior, and as a community we work actively toward creating an environment in which any inclination toward sexual assault is unthinkable.

Earlham School of Religion does not tolerate sexual assault committed by any of our members (Faculty, Staff, Regularly Enrolled and Special Students), or against any of our members, on or off campus. Any party can be a victim or perpetrator of sexual assault and, therefore, this policy is gender neutral. We respond to and investigate all reports of sexual assault and report assaults to local law enforcement when guided by the law to do so.

Security officers, staff, and administrative and teaching faculty follow clear processes, both in Richmond and on off-campus programs (subject to the laws and policies of particular countries and host institutions), when responding to a report of sexual assault. We also pursue sexual assault complaints even if they are not matters for law enforcement, and pursue those complaints through the procedures established by the Harassment Policy. Earlham School of Religion does its best to protect complainants from any possible retaliation stemming from their complaint.

Earlham School of Religion supports any members of our community who become victims of sexual assault. We offer immediate help and also referrals to appropriate persons and organizations, often including but not limited to, local police, hospitals, advocacy groups and counseling and crisis centers. In the aftermath of a sexual assault, Earlham School of Religion works to create and accommodate alternative academic arrangements as appropriate.

### **DEFINITIONS**

#### **What is Sexual Assault?**

For the purposes of Earlham School of Religion's policy and judicial process, sexual assault is defined as unwanted sexual contact where any gender can be a victim or perpetrator. Sexual assault is sexual contact that does not have a person's consent. It need not, but could, include penetration. It might include unwanted kissing, touching or fondling, touching intimate parts of the body or the clothing covering those body parts. It might also include, but is not limited to, unwanted touching with intimate parts of the body, and attempted unwanted sexual penetration. Indiana Law has specific definitions for Rape, Sexual Battery and Criminal Deviate [sic] Conduct that would need to be met in a court of law. See those definitions in Appendix A.

#### **What Constitutes Consent?**

For the purpose of Earlham School of Religion's policy and judicial procedures consent is defined as the act of willingly agreeing to engage in specific sexual behavior. Silence or non-communication must never be interpreted as consent, and a person in a state of diminished judgment cannot consent. Consent requires that a person is able to freely choose between two options: yes and no. A person is incapable of giving consent if s/he is asleep, unconscious, or otherwise unable to communicate. No one who has been threatened or coerced or drugged can consent. A person is usually unable to give consent when she/he is under the influence of alcohol and/or drugs, or is mentally handicapped. A current or prior sexual or dating relationship does not constitute consent.

A person can withdraw consent at any time during the course of a sexual encounter. Pursuing sexual contact in any form whatsoever with an unwilling or unconsenting partner is sexual assault. How exactly we know when the person we're with is consenting to, or refusing, a sexual advance, can at times be difficult to discern; nevertheless the entire responsibility for correct discernment is upon the person making the sexual advance.

## WHAT YOU MIGHT DO IF YOU OR SOMEONE YOU KNOW HAS BEEN SEXUALLY ASSAULTED

*The particular information below is a quick list of options, supports or resources available to a person who has been sexually assaulted and generally assumes a Richmond campus incident; consult "Choices To Make / What to Expect" below for more information re. confidentiality, reporting, medical exams, etc.<sup>5</sup>*

### What To Do - The Quick List

1. After an assault has occurred, go to a safe place. This might be the home of a friend or a family member, or any place where you can find physical safety and receive emotional support.
2. If you feel unsafe, desire to report the assault, or want to discuss any aspect of your experience, contact one or more of the following resources appropriate to your needs:

- Contact the Associate Dean, 983-1588  
*Call Campus Safety and Security at other times for a connection to the Associate Dean.*
- Contact the Earlham College Campus Security (x1400)  
Calling Campus Safety and Security will yield a response 24 hours a day, 7 days a week. The phone is often answered by student workers who are expected to keep all calls confidential. You may ask to speak to a Security Officer or the ESR Associate Dean rather than the student worker but to do so without indicating why you are calling may result in a wait. When Security responds to your call it records the contact and a report of the incident, including the names of those involved, is made to the Associate Dean, who will follow up on your call. Campus Safety and Security will provide care and assistance and will facilitate other connections you might want to make.
- Contact the Richmond Police for immediate response, 9-911 on campus; 911 off campus. Officers will respond, facilitate medical help, and usually contact Campus Safety and Security and Genesis (see below); a report will be made. A criminal complaint may be initiated.
- Consider getting professional counseling or calling a crisis center:
  - Oxford (Ohio) Crisis and Referral Center: 1-513-523- 4146 or toll-free 1-800-656-HOPE (24 hrs./7 days) *This crisis and referral center, while in Ohio (27 miles south of Richmond), is a member of the survivor-centered Rape Abuse and Incest National Network and can make referrals to an extended group of professionals in the Oxford and Cincinnati areas.*
  - National Rape Crisis Line: Toll Free 1-800-656-HOPE *From Richmond, IN this number will connect you to the Oxford, OH Crisis Center, the nearest local member of RAINN (Rape Abuse and Incest National Network). You can use this number from anywhere in the United States 24/7 and be transferred to a counselor at the nearest affiliated center.*
  - On Line Counseling: Middle Way House, Bloomington, IN  
[www.bloomington.in.us/~mwhouse/ifincrisis.htm](http://www.bloomington.in.us/~mwhouse/ifincrisis.htm) *(not live chat)*
  - Genesis Shelter and Rape Crisis Center, Richmond IN 935-3920 *Calls answered by trained volunteers 24/7. They can listen to you, give you needed advice, and help you get needed medical attention.*

Whenever you call Campus Safety and Security they will inform the Associate Dean who will follow-up on your call.

3. Seek medical help immediately (see #4 below), in order to treat injuries, and/or receive emergency contraception and acquire antibiotics to protect you from sexually transmitted diseases. You should also be tested for HIV, STDs and/or pregnancy. Emergency contraception is not effective if administered more than 72 hours after an assault. See "Choices to Make/What to Expect" below for more information.

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<sup>5</sup> Here or elsewhere in this document we try to keep information accurate and current but we can't guarantee that all information is always fully up to date. Laws and federal policies evolve and details such as phone numbers are subject to change.

## Sexual Assault Policy (cont.)

**A note on men who are assaulted:** Although our culture generally assumes that women are the victims of sexual assault, and women are far more likely to be subject to sexual assault, men are assaulted too. A number of factors, also culturally driven, may heighten or be unique to a man's experience. For example, a man may be particularly shocked by his fear and vulnerability; it may be difficult for him to look for support. A man is likely to question his sexuality or gender identity as a consequence of sexual assault. Persons knowledgeable about men's experience of sexual assault are likely to be the most helpful.

4. Before seeking a medical examination, do not shower, brush your teeth, douche, or change clothes and, if possible, do not drink fluids or urinate before the exam in order to best preserve physical evidence. Allowing this medical examination does not commit you to pressing charges; rather, it enables you to do so if you decide to do so. The evidence collected will probably include articles of clothing and some personal effects. It really is best not to change and wash before the exam but if you have, you can still be treated and can bring the original clothes with you in a paper bag.
5. Even if you do not have an immediate medical examination, it is still possible to collect evidence and receive antibiotics and emergency contraception for seventy-two hours after the assault. Even if the seventy-two hours have elapsed, you should still have a medical exam to test for sexually transmitted diseases or pregnancy.
6. It is easy to forget important details, so write down or record your story soon to avoid losing details.
7. Report the incident to the city police or to campus security if you feel comfortable doing so. Sexual assault is a crime, and you may well want to press charges against the perpetrator. See "Choices to Make/What to Expect" below, and #1, 2, & 3 above for more information.
8. You may also want to file a grievance with the Associate Dean. To do so, contact the Associate Dean if you are a student, the Grievance Officer or the Dean of Earlham School of Religion for faculty or staff members. An investigation will follow for appropriate disciplinary action under the Seminary's grievance policies. It is important to know that the victim may have a supporter (any Earlham School of Religion community member of their choice) with her/him during the reporting processes. See "Choices to Make / What to Expect" # 1, 2 & 3 below for more information.
9. Take whatever steps you find necessary. These might include talking with a friend, partner, or counselor about your feelings. (You may wish to read the section marked Third Party Reporting, below, or discuss fully issues of confidentiality covered in "Choices to Make / What to Expect," below.) You may find it helpful to try to resume your regular routine although frequently people find that difficult.
10. Over time other things to consider might include your living arrangement, academic class situations, strategies for completing work, leaves of absence, etc.
11. Consider seeking counseling, whether or not you decide to press charges or take part in any judicial action. Counseling can be helpful as you work through the assault and as you consider your options.

**WHAT TO DO IF YOU BELIEVE YOU ARE A VICTIM OF SEXUAL ASSAULT**

This table depicts the three paths a victim of sexual assault may follow in seeking information, counseling, support, and reporting an assault. **The three paths are not mutually exclusive;** a student, faculty member, or staff member may pursue any or all forms of recourse. **The choice is yours.**

<b>Seeking Information and Support Confidential</b>	<b>Reporting to Earlham School of Religion Mostly Confidential</b>	<b>External Format Reporting of a Crime Not Confidential</b>
<p>This is the path to choose when you want to focus on the emotional and physical healing process in relation to your experience and/or explore your options. It is an informal way of talking about your experience without going to the police.</p> <ul style="list-style-type: none"> <li>• Pastoral Care &amp; Counseling Committee</li> <li>• Counseling and Health Services</li> <li>• Rape Crisis Lines</li> </ul> <p>These people are not required to report a sexual assault or to provide names of persons involved unless persons are physical dangerous to themselves or others.</p> <p>Off-Campus Programs consult Clergy, Counselors, Doctors or Crisis Lines by phone.</p>	<p>Except in cases of a felony, which will be reported to the police, it is unlikely any judicial action will be taken without the victim's approval.</p> <p>Earlham School of Religion encourages all victims of sexual assault (Students, Faculty, Staff, and Guests) to report the incident to Campus Safety and Security. This is the path to choose for support and information as well as consultation re pursuing Earlham School of Religion follow-up action.</p> <p>All reports will be investigated. Faculty and staff should report sexual assault incidents to the Dean of ESR. Students should report sexual assault to the Associate Dean and the Pastoral Care &amp; Counseling Committee.</p> <p>Campus Safety and Security is required to report possible felonies to the police.</p>	<p>This path is external to the Earlham School of Religion and is the one to choose if you want to initiate a criminal investigation. Earlham School of Religion encourages students, faculty, staff and guests to report all sexual assault to the police. Campus Safety and Security is available to initiate contact and arrange a meeting between you and the police. A representative of the Earlham School of Religion will accompany you if you wish.</p> <p>Richmond Police Department: Emergency: 911 Non-emergency: 983-7247</p>

Only you can decide what to do. As you reach your decision keep in mind that most offenders will re-offend if not held accountable. Legal action may prevent that from happening.

**CHOICES TO MAKE & WHAT TO EXPECT**

People whom you encounter as you deal with the sexual assault should be respectful and supportive of you. Sometimes, however, you can feel particularly alone or vulnerable, and sometimes others can be less sensitive than desirable. Therefore, it is always a good idea to have a friend, advocate, or other support person with you.

**Deciding how you want to respond to an assault; reporting an assault:**

*See table (immediately above) for a graphic representation of major options on and off campus.*

If you believe you have been sexually assaulted and want to tell somebody other than a friend or family member, you have three distinct but not mutually exclusive options; a person may pursue any and all forms of recourse. Only you can decide what to do. In all cases you can decide what material you will and will not disclose. You cannot be forced to bring charges. You cannot be forced to pursue charges if you change your

mind. However, as you reach your decision, and as you take all of the necessary steps, keep in mind that what a person did once, a person may do again to someone else. Legal action may prevent that from happening. See below for the Earlham School of Religion's commitments.

Reporting to the Local Police Department is recommended and external to the Earlham School of Religion although Campus Safety and Security will gladly make a referral and a representative of the Earlham School of Religion will accompany you if you wish. This may initiate a criminal investigation responsive to the Indiana Statutes regarding Rape, Sexual Battery and Criminal Deviate [sic] Conduct. See Appendix A.

A person may report an assault to Campus Safety and Security which will investigate and this may initiate formal Earlham School of Religion Grievance Action pursued by the Associate Dean, in the case of students, or the Dean of Earlham School of Religion, in the case of faculty / staff. This path is mostly confidential, and except in the case of a probable felony, which will be reported to the Police, it is unlikely any judicial action will be taken without the victim's approval. It is important to know that the victim may have a supporter (any Earlham School of Religion community member of their choice) with them during the reporting and policy processes.

For those seeking support and/or information and entirely confidential conversations about the assault (within the limits of the law: if someone is of danger to themselves or others), a person should consult counselors, clergy, doctors and crisis lines. At Earlham School of Religion those persons include the Pastoral Care and Counseling Committee and the Associate Dean.

#### **How you can expect Earlham School of Religion to respond to an assault or report of an assault?**

Earlham School of Religion will be supportive of a person assaulted or reporting an assault. You can expect kindness, assistance and information, at the time of the assault and subsequently, from well informed Earlham School of Religion personnel who are following a written and understood procedure. (See Appendix B for "Responding to Sexual Assault" directions for both on and off campus circumstances.)

Earlham School of Religion will encourage victims of sexual assault to bring charges against a perpetrator but it cannot compel them to do so. Earlham School of Religion will report all possible felonies to the local police authorities as required by law

Sometimes, however, complainants choose not to bring charges (and Earlham School of Religion can encourage but may not insist that a person do so), or the evidence does not warrant official judicial procedures. It can be discouraging and infuriating if nothing seems to happen in response to a report of an assault or assaults or to anonymous information about a possible assault. While an official judicial response may not be possible in all cases, there are a number of available non-judicial responses to campus events or perceptions. These may take the form of warnings and pointed, serious conversations, recommendations for counseling and education, etc. It is not a matter of "all or nothing."

Earlham School of Religion promises to act promptly, to vigorously pursue any reports or information it receives, and to make its responses as clear and public as reasonably possible.

#### **What to expect regarding confidentiality:**

Earlham School of Religion does its best to respect the confidentiality of all persons. Counselors, rape crisis lines, Pastoral Care and Counseling Committee, Associate Dean, and clergy are not required to report conversations, within the limits of the law. These "limits" are usually defined as a threat of physical harm to another person or to one's self.

The confidentiality of all persons involved in a report of sexual assault must be strictly observed, except as it interferes with the Earlham School of Religion's obligation to reasonably investigate allegations of sexual assault.

If an Earlham School of Religion faculty member has information about a sexual assault she/he must notify either the Dean of Earlham School of Religion or the Associate Dean. The alleged victim will then be approached by one of these Earlham School of Religion officials who will offer support and information and inquire about pursuing an external to the Earlham School of Religion complaint.

See "Third Party Reporting of Sexual Assault" below for additional information.

**What to expect from a medical exam:**

There are different options for medical exams based upon the purpose of the exam. Funds may be available through the Indiana Sex Crimes Victims' Fund if a person pursues a police investigation. In any case, a person should not skip a medical exam because of the cost. The hospital will perform the exam if requested to do so and, if necessary, Earlham School of Religion will exhaust a variety of options to find needed funds.

In each of the circumstances below a woman can receive emergency contraception which can be used to prevent pregnancy any time unprotected sexual intercourse occurs, including after sexual assault. The most common form of emergency contraception comes as a pill (a.k.a. the "morning after pill"): a set of two high dose oral contraceptives. The first dose must be taken within 72 hours of unprotected intercourse, followed by a second dose 12 hours later. Emergency contraception pills are meant to be taken in an emergency situation only and should not be used as a regular method of birth control. The other option to prevent pregnancy is to have a copper-T intrauterine device (IUD) inserted within five days of unprotected intercourse.

**Evidentiary Medical Exam in Richmond**

An evidentiary exam at Reid Hospital is administered by a nurse and a physician. Reid Hospital recommends, and encourages, victims to bring a friend, family member, or other support person with them who may be present during the exam. The purpose of this exam is to collect evidence that may corroborate that a sexual assault occurred. This will include documenting any genital or non-genital injury in addition to collecting trace evidence (hairs, fibers, debris) and biological evidence (semen, blood and saliva). The exam cannot indicate whether a person was raped, or that consent was not provided, however, it may document injury that is consistent with the force described by the victim or it may identify biological evidence that can be used to identify an unknown assailant. This exam is a total physical exam, including STD, HIV and Hepatitis testing and, in the case of a female, a pelvic exam and Pap smear. The hospital is required to offer emergency contraception and antibiotics for potential sexually transmitted infections. Reid Hospital may also contact Genesis for counseling services for the victim and will contact the Richmond Police.

**General Medical Exam**

A general medical exam done at Earlham Health Services is administered by a physician and a nurse or by a nurse practitioner and a nurse. Earlham Health Services also encourages victims to bring a support person with them who may be present during the exam. This exam includes STD testing and, in the case of a female, a pelvic exam and Pap smear. A Hepatitis B vaccination and prophylactic antibiotics and emergency contraception are also available. There is the regular \$12 cost per session to see the doctor or nurse, and medication may be obtained through Health Services at cheaper prices than at a regular pharmacy. A general medical exam done by Earlham Health Services DOES NOT include the collection of evidence; therefore, they recommend that victims go to Reid Hospital for a post-assault exam. An exam at Earlham Health Services is confidential unless the client identifies her or himself as having been assaulted or there is physical trauma indicative of an assault. Any claim or physical evidence of assault would be evidence of a possible felony and possibly require a report to the Richmond police.

**A Private Doctor Examination**

The victim of a sexual assault may, of course, consult a private physician and receive a general medical exam that includes all facets of an exam at Earlham Health Services as well as prophylactic antibiotics and emergency contraception. Such an exam DOES NOT include the collection of evidence. It probably won't be confidential if the victim tells about the assault or there is physical trauma indicative of an assault.

**What to expect from the local police and prosecutor:**

You can always report sexual assault to the police regardless of seminary involvement. While there is an active police complaint the seminary will not initiate judicial procedures.

The police and prosecutor will be considering your complaint in light of the Indiana Laws in Appendix A.

### **THIRD PARTY REPORTING OF SEXUAL ASSAULT**

Someone who has been told of or otherwise has credible knowledge about a sexual assault, but is not the victim nor the perpetrator of the assault, raises important questions about persons' responsibilities in intentional communities and the tension between the emotional and physical safety of an individual and her/his agency, versus the safety and agency of a community.

Students, Faculty and Staff, are encouraged to "assume responsibility for upholding and maintaining the standards and expectations of the Earlham School of Religion community. Individuals assume full responsibility for their actions and work to assure the rights, freedoms and safety of all members of the Earlham School of Religion Community." This Sexual Assault Policy Statement asserts that as a community we will work actively toward creating an environment in which any inclination toward sexual assault is unthinkable. At the same time, this policy tells a victim of sexual assault that the choice of what path to take regarding reporting, or not reporting, or how to report a sexual assault is yours. It is difficult to know how to act on third party reports.

For Earlham School of Religion **faculty**, Earlham School of Religion's expectations are clear. Faculty members are responsible for student life. All other than counselors or clergy are required to report knowledge of sexual assault to the Dean of the Earlham School of Religion. The investigation of these reports leads to emotional and physical help for victims and a safer seminary environment for all.

**Students** are under no such requirement. However, while it is frequently the victim who reports a sexual assault, any third party who comes to possess serious information about an assault should also feel the obligation to report it to the Associate Dean. This is true whether the third party has become aware of the alleged assault through conversation with the victim, with the perpetrators, or through some other credible sources. If the alleged perpetrator is a student, the alleged incident should be reported to the Associate Dean; if faculty or staff, then to the Dean of Earlham School of Religion.

To make a third party report of, or bring forward information about, an alleged sexual assault does not, in itself, initiate charges. If there appears to be validity in a third person report, Earlham School of Religion will investigate and, on the basis of that investigation, may pursue a variety of responses. Earlham School of Religion Pastoral Care and Counseling Committee may also encourage the parties involved to make a charge. Earlham School of Religion cannot insist that someone bring a charge.

### **EARLHAM SCHOOL OF RELIGION PROCEDURES**

For Students: Sexual Assault is considered a serious offense and will be addressed in conformity with other serious offenses. It is important to know that the victim may have a supporter (any Earlham School of Religion community member of their choice) with them during the reporting and Earlham School of Religion investigative processes.

For Faculty: Procedures for faculty and staff members will be addressed by using and adapting procedures established in the "Sexual Harassment Policy." In the case of sexual assault the judicial process begins with the Harassment Board being called together by the Grievance Officer in consultation with the Dean of Earlham School of Religion. Consult the Harassment Policy. Ultimately, if the complaint is sustained, the Dean of Earlham School of Religion will decide on disciplinary actions consistent with the Harassment Policy.

### **DISSEMINATION, MONITORING AND AMENDING THE DOCUMENT**

This document is available to all students, faculty and staff, as well as alumni, friends of the college and the general public, via the Earlham School of Religion web site. Copies of this policy also appear in the Student, Faculty and Staff Handbooks.

This policy may be amended as deemed necessary. Any community member or group may propose amending this document at any time by contacting the Student Meeting for Business, or Faculty Meeting for Business asking that it be put on the agenda for that body, or by contacting the Clerk of the Earlham School of Religion Faculty for appropriate referral.

**APPENDIX A**  
**INDIANA STATUTES REGARDING SEXUAL ASSAULT**

**35-42-4-1. Rape**

Indiana State Statute Text:

- (a) Except as provided in subsection (b), a person who knowingly or intentionally has sexual intercourse with a member of the opposite sex when:
- (1) the other person is compelled by force or imminent threat of force;
  - (2) the other person is unaware that the sexual intercourse is occurring; or
  - (3) the other person is so mentally disabled or deficient that consent to sexual intercourse cannot be given;
- commits rape, a Class B felony.
- (b) An offense described in subsection (a) is a Class A felony if:
- (1) it is committed by using or threatening the use of deadly force;
  - (2) it is committed while armed with a deadly weapon;
  - (3) it results in serious bodily injury to a person other than a defendant; or
  - (4) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.

**35-42-4-8. Sexual Battery**

Indiana State Statute Text:

- (a) person who, with intent to arouse or satisfy the person's own sexual desires or the sexual desires of another person, touches another person when that person is:
- (1) compelled to submit to the touching by force or the imminent threat of force; or
  - (2) so mentally disabled or deficient that consent to the touching cannot be given;
- commits sexual battery, a Class D felony.
- (b) An offense described in subsection (a) is a Class C felony if:
- (1) it is committed by using or threatening the use of deadly force;
  - (2) it is committed while armed with a deadly weapon; or
  - (3) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug (as defined in IC 16-42-19-2(1)) or a controlled substance (as defined in IC 35-48-1-9) or knowing that the victim was furnished with the drug or controlled substance without the victim's knowledge.

**5-42-4-2. Criminal Deviate [sic] Conduct**

Indiana Statute Text

- (a) A person who knowingly or intentionally causes another person to perform or submit to deviate sexual conduct when:
- (1) the other person is compelled by force or imminent threat of force;
  - (2) the other person is unaware that the conduct is occurring; or
  - (3) the other person is so mentally disabled or deficient that consent to the conduct cannot be given;
- commits criminal deviate conduct, a Class B felony.
- (b) An offense described in subsection (a) is a Class A felony if:

## Sexual Assault Policy (cont.)

- (1) it is committed by using or threatening the use of deadly force;
- (2) it is committed while armed with a deadly weapon;
- (3) it results in serious bodily injury to any person other than a defendant; or
- (4) the commission of the offense is facilitated by furnishing the victim, without the victim's knowledge, with a drug

### **APPENDIX B PERSONNEL GUIDES TO RESPONDING TO A SEXUAL ASSAULT**

#### **On Campus/In Richmond**

The safety and well being of the victim is Earlham's immediate concern. These procedures are designed to ensure that every incident will receive the complete attention of the Earlham School of Religion and will be handled mindful of a person's welfare and privacy. For assistance or consultation contact the Associate Dean.

*If an Earlham School of Religion faculty member (excluding counselors and clergy) has information about a sexual assault she/he must notify the Dean of Earlham School of Religion.*

A person reporting a sexual assault should be provided with written information about campus and community based resources whenever possible.

#### **A Coordinated Response to a Report of Sexual Assault or Rape:**

1. Insure Victim's Safety.
2. Refer Victim for Immediate Medical Treatment and Emotional and Physical Support
  - a. If a person is injured, an individual or Campus Security (983-1400) should call an Ambulance (911)
  - b. If ambulance is not called for, arrange for transportation to hospital
  - c. **The victim should not be sent to the Hospital alone:** If possible identify a friend, family member, faculty member, or some other support person to accompany the victim. If no such person is available a member of Earlham School of Religion's Faculty should provide escort.
  - d. Provide a written list of resources.
    - Genesis Shelter and Rape Crisis Center 935-3920 24/7
    - Resources for Emotional and Physical Support in Richmond and Vicinity:
    - Associate Dean, (ext. 1588)
    - Pastoral Care and Counseling Committee
    - Oxford Crisis and Referral Center: 1-513-523- 4146 (24 hrs./7 days)
    - Richmond Police Department: For immediate response, 9-911 on campus; 911 off campus:
    - National Rape Crisis Line: Toll Free 1-800-656-HOPE 24/7
    - On Line Counseling: Middle Way House, Bloomington, IN  
[www.bloomington.in.us/~mwhouse/ifincrisis.htm](http://www.bloomington.in.us/~mwhouse/ifincrisis.htm)
3. Offer Victim Referral for Crime Reporting.
  - a. When an individual goes to the hospital, the hospital will notify the Police. The Police will likely notify Earlham Campus Security.
  - b. Richmond Police: 983-7247
  - c. Associate Dean: 983-1588
4. Inform Earlham School of Religion in All Cases
  - a. Record the time, location, and persons involved in any incident.

- b. Before receiving this information be sure to inform the victim that you will pass this information, in the case of a student, to the Earlham School of Religion Associate Dean and, if a Faculty or staff member, to the Dean.

**Off-Campus Personnel Response (For Program Leaders and Others):**

1. Ensure the victim's safety: Ascertain in advance whom to call at your site. If the local police are not appropriate, decide whom else to contact.
2. Refer victim for medical exam and treatment. If criminal prosecution is likely or possible, advise the victim not to change clothes, bathe, or douche before examination and to go for examination speedily.
3. Record the time, location, and persons involved in any incident. Before receiving this information, be sure to inform the victim that you will pass this information to the Associate Dean.
4. Have someone accompany the victim. You may or may not be the right person for this task. While acting responsibly, take into account the needs and feelings of the victim.
5. There may well be need for long-term counseling on site. Have at hand or research names and numbers of available on site counseling. Offer to accompany the victim to the counselor.
6. If the incident occurred in a home, alternate housing should be secured immediately.

## **OTHER POLICIES**

### **I ADVICE AND REQUESTS**

It is a common Quaker practice to offer well-considered advice on matters of personal morality rather than to set down disciplinary rules. At the Earlham School of Religion, we strongly counsel students to maintain healthful personal habits as a part of the offering one makes in presenting himself or herself for Christian service. We advise regular sleeping hours, temperate eating, and abstinence from use of tobacco, drugs, and alcoholic drinks, and the exercise of cleanliness and orderliness in one's personal hygiene and living habits. Each of these will enhance one's general personal performance and bear a simple testimony to the sacredness of the whole person.

Those who administer the School feel a responsibility for the spirit, witness, and image of the community as a whole. In faithfulness to the respected counsels of the Society of Friends, and for other practical reasons, smoking on the grounds and within the halls and classrooms is prohibited. The same rule applies to consumption of alcohol anywhere on campus. Those who by training and background or personal preference do not share these practices are asked to conduct themselves with respect for others in the community and to live within the spirit of the standards established by the administration of the School.

### **II AFFIRMATIVE ACTION**

#### **A. Employment Policy**

Earlham School of Religion is committed to providing equal access to employment opportunities to all qualified persons. The School of Religion will practice affirmative action to assure that women and racial minority candidates are sought for all faculty and staff vacancies. Furthermore, since Earlham is committed to maintaining its Quaker identity, it will aggressively seek candidates who are Quaker or in congruence with Quaker testimonies.

#### **B. Admission Policy**

Earlham School of Religion adopts the federally mandated anti-discrimination statement, requiring that no discrimination shall occur, regarding admission or access to, or treatment or employment in, any program or activity in the School on the basis of race, color, national origin, sex, age or handicap. Moreover, the School moves beyond this minimal statement and affirms its commitment to equality of opportunity for all individuals who desire the type of theological education offered within the context of the School's mission statement. Furthermore, since ESR is committed to maintaining its Quaker identity, it will aggressively seek candidates who are Quaker and ecumenical students who are in congruence with Quaker testimonies.

### **III STUDENT EDUCATION RECORDS POLICY**

#### **A. Compliance with Federal Law**

Earlham School of Religion ("ESR") recognizes and acts in full compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"). FERPA was designed to:

1. Protect the confidentiality of student education records;
2. Guarantee access to certain education records;
3. Regulate disclosure of information from certain student education files; and
4. Provide students or a dependent student's parents with the opportunity to correct or to amend records and to add explanatory statements.

This policy is established with the intent to satisfy the requirements of FERPA and its regulations regarding education records, as that term is described and interpreted in those authorities.

### **B. Notification of Rights**

1. ESR shall notify annually each student and, if the student is a dependent, her or his parents of their rights under FERPA. **This notification shall be implemented by providing notice of this policy in the ESR Catalogue and making the policy available to students and to parents of dependent students.**
2. Subject to FERPA limitations and in accordance with FERPA requirements, an ESR student or a dependent student's parents shall have the right to:
  - a. Inspect and review the student's education records;
  - b. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
  - c. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent;
  - d. File complaints with the United States Department of Education concerning alleged failures by ESR to comply with the requirements of FERPA and its regulations; and
  - e. Obtain a copy of the ESR policy adopted under FERPA regulations.

### **C. General Policy**

Except under conditions permitted by FERPA or its regulations, ESR shall not release from a student's education records personally identifiable information about the student to any person, agency, or institution, other than the student or a parent of the student (if the student is a dependent), in the absence of a signed and dated written consent of the student or parent. The written consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or the class of parties to whom disclosure may be made.

FERPA does permit ESR to release, without student or parent consent, certain directory information. "Directory information" at ESR shall include the student's:

- Name
- Local address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Religious denomination
- Year of study

A student or the parent of a dependent student may request in writing that any or all such directory information not be released without prior written consent. Unless so requested within thirty (30) days of receipt of notice of this procedure, ESR reserves the right to use and to disclose any or all of the above directory information at its discretion.

ESR may also release certain student education information, in addition to directory information, under conditions authorized by FERPA and its regulations. For example, and without limitation, ESR has a policy of releasing personally identifiable student education information to certain ESR officials (persons involved in the operation, management, or programs of ESR), including teachers and faculty members,

who ESR determines to have legitimate educational interests in the information. Under this policy, those individuals with a legitimate educational interest in personally identifiable student education information are determined under the following criteria: those having a direct teaching, administrative, or guidance relationship with or responsibility for the student, or those participating in an administrative procedure, academic program, or development (personal, spiritual, or otherwise) activity involving the student. ESR considers legitimate educational interest to be any teaching, administrative, guidance, academic, personal development, spiritual, or similar interest in a student as a member of the ESR community.

#### **D. Review of Student Records**

A student or parent of a dependent student wishing to inspect or to review the student's education records may do so by making a written request to the Office of the Dean. ESR shall comply with each such proper request within forty-five (45) days after its receipt. Except where ESR has a legitimate cause to deny a request for a copy of student education records, i.e., where the copying of a student's education records may cause confusion, misinformation, or the likelihood of misuse, a student or parent of a dependent student may copy the student's education records in compliance with ESR procedures. If copies of such records are made, a fee for such copies of \$1 per page, or such lesser rate established pursuant to a schedule of fees established by the Office of the Dean, shall be charged.

A list of the types and locations of student education records maintained by ESR, and the titles and addresses of the officials responsible for such records, follows:

##### **1. Academic Records**

Location: Academic Services  
Official: Director of Academic Services  
Address: Bethany Center

##### **2. Current Student Records**

Location: Academic Services  
Official: Director of Academic Services  
Address: Bethany Center

##### **3. Admissions Records**

Location: Admissions  
Official: Director of Admissions  
Address: Robert Barclay Center

##### **4. Alumni Records**

Location: Academic Services  
Official: Director of Academic Services  
Address: Bethany Center

##### **5. Financial Aid Records**

Location: Business Office  
Official: Business Manager  
Address: Robert Barclay Center

ESR will maintain a record of all disclosures made of a student's education records for such time and with the information as required by FERPA and its regulations. Each student and parent of student, if the student is a dependent, may inspect and review such record.

#### **E. Correction of Student Education Records**

ESR shall permit a student or a parent of a dependent student to request in writing correction of the student's education records if the records contain information that is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. ESR shall respond to such a request within a reasonable period of time. If ESR shall determine not to amend the student's education records in accordance with the request, ESR shall inform the requesting student or parent of the decision and of the right to a hearing with respect to such request pursuant to FERPA regulations. If ESR, following a hearing, amends the student's education records, it shall inform the requesting student or parent in writing

of the amendment. If ESR, following a hearing, decides not to amend the student's education records, it shall permit the requesting student or parent to place a statement in the respective file commenting on the contested information in the record, stating why he or she disagrees with the decision of ESR with respect to inclusion of the information in the file, or both.

#### **IV INCLUSIVE LANGUAGE**

##### **Inclusive Language Statement**

In 1986 an All Community Meeting of ESR approved the following statement on inclusive language:

*"There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."* (Galatians 3:28) Paul's startling vision speaks of our human unity in Christ. Unity is broken when language is used which negates or excludes or interferes in an individual's experience of the wholeness of God and community. Two examples are the exclusive use of male language for God or human kind and the use of black/white imagery to describe evil/good distinctions.

Becoming aware of exclusive language is a process. The ESR community affirms this process, and we commit ourselves to the use of inclusive language in all our worship, speaking, and writing. This is part of our ongoing effort to uphold testimonies of the Religious Society of Friends on the importance of truth in speech and of answering that of God in everyone.

We understand that, for some, reworking of language used in public speaking, prayer, and worship may be awkward and distracting, and may raise a variety of personal, interpersonal, and spiritual issues. We, therefore, urge that this transition be undertaken and accomplished with gentle care as a ministry to all members of the ESR community.

#### **V JOINT POLICY ON CITATION STYLE AND PLAGIARISM FOR EARLHAM SCHOOL OF RELIGION AND BETHANY THEOLOGICAL SEMINARY**

##### Citation policy

The standard citation style can be found in the most recent edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Guides to Writing, Editing, and Publishing* (Chicago: University of Chicago Press). Instructors have the option of specifying a different style, and they will state the required style on each course syllabus. Faculty may require students to rewrite an assignment that fails to conform to the specified style.

##### Plagiarism policy

Integrity is central to life in community. In the academic community, integrity means giving proper credit to people for the ideas and information we receive from them. It also means that the work we submit and represent as our own is really work we ourselves have done.

Plagiarism is using the work of other people without giving them credit, whether in written assignments or formal oral presentations. A glaring example of plagiarism would be submitting an entire essay written by someone else and claiming it was your own. It is also plagiarism to use, without giving credit, someone else's ideas or phrases. This definition applies to words and images, to manuscripts, and to ideas gleaned from spoken communication. For further examples and appropriate ways to cite, please see the most recent edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Guides to Writing, Editing, and Publishing* (Chicago: University of Chicago Press), especially sections 4.2.3, 7.9, and 25.1.

The consequences for plagiarism will vary according to the extent of the offense, but even "minor" instances are considered serious enough to incur penalties. These may range from rewriting the assignment, non-crediting the assignment, or non-crediting the course, up to dismissal from the program. Any instances of plagiarism will be reported by the instructor to the student, the student's advisor, the academic dean of the instructor's institution, and the dean of the student's institution, if appropriate. Students who wish to challenge the charge of plagiarism have recourse to the Complaint Policy of the instructor's institution.

## Other Policies (cont.)

Students sometimes ask whether they can submit in one course the work they have done for a prior course. The general answer is no, though it is always good to speak with the instructor about this issue. For example, students writing an MA thesis are actually encouraged to draw upon and refine prior coursework.

### **VI WINTER WEATHER CLASS CANCELLATION POLICY**

Bethany Theological Seminary and Earlham School of Religion jointly adopt the following policy regarding winter weather class cancellation. This policy shall apply to all classes, and replaces the current system of individual class cancellations determined by faculty members.

1. The schools will cancel or delay classes in accordance with Earlham College cancellations or delays.
2. The schools will also cancel classes in the event of a declared "snow emergency" by the city of Richmond, even if Earlham College classes are not canceled. Classes will remain canceled until the snow emergency is lifted.
3. The schools may cancel classes on other occasions as determined by the Dean of Bethany (or the President or Executive Director of Student and Business Services, if the Dean is not available), and the Dean of ESR or the Dean's designee. No classes will meet during a cancellation. Decisions to cancel classes will be made by 6:30 a.m. Cancellation announcements will be made by phone and email using the Earlham Urgency notification system. It is the responsibility of students, faculty, and staff to keep contact information current in Banner. Notice of the cancellation will also be available by recorded phone message at (765) 983-1423 and (765) 983-1800
4. On occasions of bad weather when the schools remain open, individual faculty members may choose to cancel their own classes when that is the appropriate decision for their particular classes. Notification of persons involved in these classes will be the responsibility of the faculty member through the office of Academic Services.

November, 2009



## 2011-2012 ACADEMIC CALENDAR

2011		
July	1	Session 1 Begins
	4	INDEPENDENCE DAY (Offices Closed)
	14	Syllabi Deadline - Fall Semester
	25	Add Deadline (August Intensives)
August	1-12	August Intensives
	2	Drop/Full Tuition Refund (August Intensives)
	4	Drop/50% Tuition Refund (August Intensives)
	5	Drop/No NC on Transcript (August Intensives)
	12	Incomplete Deadline
	22-23	New Student Orientation
	25	First Day of Classes (Fall Semester) Opening Convocation
	26	August Intensive Course Work Due
September	1	Add Deadline (Fall Semester)
	5	LABOR DAY (Offices Closed)
	8	Drop/Full Tuition Refund (Fall Semester)
	9	Grades Due (August Intensives)
	12	Transcripts/Grades Available in Banner for Students (August Intensives)
	22	Drop/50% Tuition Refund (Fall Semester)
	23	Narrative Evaluations Due (August Intensives)
October	1	First Complete Draft of MA Thesis Due for Dec. 2011 Completion
	6	Drop/No NC on Transcript (Fall Semester)
	13-14	FALL BREAK
November	1	Revised MA Thesis Due to Thesis Cmte. for Dec. 2011 Completion
	4	Intent to Graduate Form Due Grade Conversion Request Due (Graduating Seniors Only)
	7-11	Advising and Registration (Spring Semester)
	11	Book Orders Due (January Intensives & Spring Semester)
	15	Deadline for MA Oral Exam for Dec. 2011 Completion
	18	Syllabi Deadline - January Intensives
	21-25	THANKSGIVING BREAK (Offices Closed/No Classes)
	24-25	Offices closed
December	1	Final MA Thesis Due (2 copies) to Academic Services
	2	Incomplete Deadline

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	5-9	Final Exam Week
	13	Syllabi Deadline - Spring Semester
	16	Grades Due (Fall Semester)
	19	Transcripts/Grades Available in Banner for Students (Fall Semester)
	23	CHRISTMAS HOLIDAY (Offices Closed)
	26	Add Deadline (January Intensives)
	30	Narrative Evaluations Due (Fall Semester)
<b>2012</b>		
January	2-13	January Intensives
	3	Drop/Full Tuition Refund/Add Deadline (January Intensives)
	5	Drop/50% Tuition Refund (January Intensives)
	13	Incomplete Deadline
	17	MARTIN LUTHER KING HOLIDAY (Offices Closed)
	21	Session 1 Ends
	24	Possible New Student Orientation First Day of Classes (Spring Semester)
	27	January Intensive Coursework Due
	31	Add Deadline (Spring Semester)
February	1	First Complete Draft of MA Thesis Due Book Orders Due (May Intensives)
	8	Drop/Full Tuition Refund (Spring Semester)
	10	Grades Due (January Intensives)
	13	Transcripts/Grades Available in Banner for Students (January Intensives)
	22	Drop/50% Tuition Refund (Spring Semester)
	24	Narrative Evaluations Due (January Intensives)
March	1	Revised MA Thesis Due to Thesis Committee
	8	Drop/No NC on Transcript (Spring Semester)
	12-16	SPRING BREAK (No Classes)
April	2	MA Oral Exam Completion Deadline Syllabi Deadline - May Intensives
	6	GOOD FRIDAY (Offices Closed)
	9-13	Advising and Registration for Fall 2012
	15	Book Orders Due (August Intensives and Fall Semester)
	27	Incomplete Deadline
	30 - May 4	Final Exam Week
May	1	2 Copies of Final MA Thesis Due to Academic Services
	5	Commencement

	7	Add Deadline (May Intensives)
	11	Grades Due (Spring Semester)
	14	Transcripts/Grades Available in Banner for Students (Spring Semester)
	14-25	May Intensives Drop/Full Tuition Refund (May Intensives)
	17	Drop/50% Tuition Refund (May Intensives)
	18	Drop/No NC on Transcript (May Intensives)
	25	Incomplete Deadline
	28	MEMORIAL DAY (Offices Closed)
June	8	May Intensive Coursework Due
	22	Grades Due (May Intensives)
	25	Narrative Evaluations Due (Spring Semester) Transcripts/Grades Available in Banner for Students (May Intensives)
	30	Session 2 Ends
July	6	Narrative Evaluations Due (May Intensives)
	13	Syllabi Deadline - Fall Semester

## IMPORTANT WEB SITES

Earlham School of Religion:	esr.earlham.edu
Academic Services:	sas.earlham.edu
Computing Services:	scs.earlham.edu
Earlham College:	www.earlham.edu
Bethany Theological Seminary:	www.bethanyseminary.edu

## IMPORTANT CONTACT INFORMATION

(Note: You do not need to dial the "983" from campus phones)

Earlham Security	(Campus Emergencies)	(765) 983-1400	
Help Desk	(Computing Services)	(765) 983-1568	help@scs.earlham.edu
ESR	(General) (Toll Free)	(765) 983-1423 (800) 432-1377	esr@earlham.edu (800-4321-esr)
Tracy Crowe	(Business Manager)	(765) 983-1540	crowetr@earlham.edu
David Manlove	(Computing Services)	(765) 983-1382	davisry@earlham.edu
Ed Farmer	(Computing Services)	(765) 983-1262	farmeed@earlham.edu
Jay Marshall	(Dean)	(765) 983-1687	esr@earlham.edu
Valerie Hurwitz	(Admissions)	(765) 983-1523	neverva@earlham.edu
April Vanlonden	(Academic Services)	(765) 983-1816	vanloap@earlham.edu
Tim Seid	(Associate Dean)	(765) 983-1588	seidti@earlham.edu