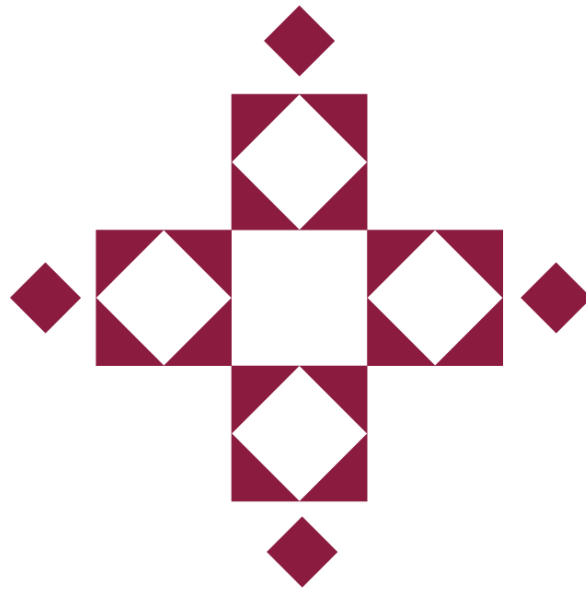# 2021-2022 STUDENT HANDBOOK

Earlham

SCHOOL *of* RELIGION

This guide gives directions and advice concerning common responsibilities in the community, services and procedures, and policies held by ESR and Earlham College.

This handbook is not meant to be a "contract" with students.

Revised June 2021

Mission Statement

Rooted in the Christian Quaker tradition of contemplation that inspires action, Earlham School of Religion prepares theologically diverse studentsfor a pluralistic world.
Our curriculum unites spiritual formation, academic study, social engagement, and vital ministry.

Contents

"QUICK-START" INFORMATION
FOR NEW & RETURNING STUDENTS

Billing

Please contact Jonelle Ellis, *ellisjo1@earlham.edu* or 765-983-1540 for policies and procedures regarding billing.

Covid Safety and Testing

For the most up-to-date information, visit *esr.earlham.edu/ESRCovidInfo*

Disability (Accessibility) Services

April Vanlonden, the Seminary Registrar, serves as the liaison between students who require accommodations and the EC Academic Enrichment Center. You can contact April first at 765-983-1816 or *vanloap@earlham.edu*, or the EC AEC directly.

See information at *earlham.edu/academics/academic-support-and-special-programs/academic-enrichment-center/accessibility-services/*

Housing

ESR has limited housing for ESR students, including Cadbury House, Anderson Cottage, and Lauramoore Guest house. International Student Scholarships include ESR housing, usually in Cadbury, depending on circumstances. Lauramoore is usually reserved for Access students who attend Intensives, and prospective student visitors, as well as alums who attend ESR events. MAPST students may also be offered low-cost housing in the ESR facilities when available. Housing opportunities are posted on the ESR/BTS Housing Opportunities Facebook page at *www.facebook.com/groups/ESRandBTSHousing* .

Identification Card/Access Card

All ESR students must get an ID card from Earlham College's Public Safety Office and have it programed by Kristen Laws at ESR. Students use their ID card to gain access to the ESR Classroom & Community Building, the computer labs, and Bethany Seminary during off hours. They also need it to check out materials at Lilly Library, use the Wellness Center, and gain admissions to various Earlham Events. There is no fee for the first card but a placement card cost is $25. To order online or to read more information about ID cards, please visit *earlham.edu/public-safety/id-cards-keys-and-locks/new-student-photo-ids/*. Once you receive your card, Kristen Laws must program

it to work with the ESR door system. Please bring your ID to the Barclay Center, or snap a photo of the front and back of it and email the photos to kmlaws14@earlham.edu.

ID Number

Also known as your Student ID Number, Earlham ID Number, or Banner ID Number, it will be printed on your Student ID Card. Until you get that card you can find your ID number on TheHeart: Go to *earlham.edu*, hover over the Students & Faculty tab, click on TheHeart portal login, after logging in click on Self-Service, click on Personal Information, click on Bio/Demo Profile. Your ID is the 9 digit number starting with 00.

Enrollment/Registration

Students must first register for their courses in Banner Self-Service (administrative software application), then be enrolled in their courses in Moodle (learning platform/course management system). Some Moodle courses may not be available to view by the students until the week before classes start. New students receive their username for both platforms from EC/ESR IT when they are confirmed. That username is also used for their student email (Zimbra).

Faculty Advisor

Each student is assigned a member of the faculty to serve as an academic advisor. 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 questions difficulties you may encounter. Students who find that such issues are interfering with their ability to attend adequately to their course work are encouraged to speak with their Advisor first and ask for referrals to other resources.

New Student Orientation

Each school year begins with new student orientation, online via Zoom, and/or in ESR's classroom building. This is a time of sharing and introduction, providing opportunities for students and faculty to meet and get to know each other. New students are offered an introduction to the academics of theological inquiry, including instruction on the use of the electronic resources. All new students are expected to participate in orientation activities; returning students and faculty are invited to participate as their schedules allow. Visit *esr.earlham.edu/New-Student-Orientation* for information and schedule.

Parking and Car Registration

There is limited street parking along College Avenue; please be considerate of residents' driveways and trash cans when parking on the street. **The small lot**

beside the ESR Barclay building is reserved for visitors (not students/employees) and accessible parking only, and the half-circle is a no parking zone. A parking pass fee of $95 per car per year must be paid in order to park anywhere on the Earlham College campus. You can register for parking and get a sticker at Public Safety. The fee for the parking pass will be added to your student account. There is a $75 fine for parking unregistered vehicles on campus. See Earlham's full policy statement by going to *earlham.edu/ public-safety/parking/.*

Printing, Copying and Scanning Services

Photocopy and scanning machines are located on the Earlham campus in Lilly Library, Runyan Center, and Dennis Hall. A student printer is located in the computer lab on the second floor of the ESR Center.

Seminary Computing Services and Labs

Technical support for ESR and Bethany electronic resources is provided by Seminary Computing Services via the EC/ESR Helpdesk at *helpdesk@earlham.edu* or 765-973-2000, or Kevin Poole at *support@esr.earlham.edu* and 765-983-1568. ESR and Bethany share a computer lab, located upstairs in the ESR Center. Seminary students are also welcome at Earlham College computer labs. The Lilly Library Reference Lab is located on the main floor of Lilly Library near the reference area. Lilly Library's 24-Hour Computing Lab is located in the basement of Lilly Library. Access to the lab when the library is closed is through the South entrance by using your Earlham ID card. This entrance is not for public use when the library is open.

Student Health Insurance

Because Earlham College requires all students to have health insurance, ESR automatically enrolls students who are taking 6 or more credits/semester in the Earlham College Student Health Insurance Plan (SHIP) and will charge their account if they don't opt out. If you already have insurance with another provider, it is your responsibility to opt out to avoid charges. Contact ESR's business manager, Jonelle Ellis, at ellisjo1@earlham.edu or 765-983-1540, for instructions on how to opt out and submit a waiver. If you do not contact Jonelle to opt out or submit a waiver, you will be charged by default and no refunds will be issued. For more information visit *www.aetnastudenthealth.com/en/school/686203/index.html*

IMPORTANT: Students who do not have insurance or do not submit a waiver by deadline (TBD) will be automatically charged and no refund will be issued. Watch for email messages from ESR/EC and Jonelle Ellis.

Student Email

Each student is assigned an e-mail address that is ESR's official means of communication with students, including billing information.

IMPORTANT: Students are responsible for checking and responding to their Earlham email on a regular basis (i.e. twice weekly). **If you do not plan to check it regularly, please forward it to your personal email**. ESR can not be responsible for important messages you do not read. If you experience problems with your ESR e-mail account, please contact Seminary/RV Computing Services at *helpdesk@earlham.edu*.

Student Mail

Each residential student is assigned a mailbox in the ESR Center recreation room for internal use only. **You may not use 228 College Avenue as your mailing address.** Your mailbox is a means of official communication with individual students and faculty and should be checked regularly. All other mail should be directed to your place of residence or post office box. Earlham College has a post office in the basement of Runyan Center where you can inquire about the availability of a post office box, and Richmond Post Office is about a mile away.

IMPORTANT CONTACT INFORMATION

IT/Computing Services		
ESR/Seminary	765-983-1568	*support@scs.earlham.edu*
EC Help Desk	765-973-2000	*helpdesk@earlham.edu*
Public Safety	765-983-1400	*publicsafety@earlham.edu*
ESR Main Number	765-983-1423	*esr@earlham.edu*
EC/ESR Housekeeping	765-983-1315	
Seminaries Registrar April Vanlonden	765-983-1816	*vanloap@earlham.edu*
Seminaries Librarian Karla Fribley	765-983-1290	*friblka@earlham.edu*
ESR Academic Dean Jim Higginbotham	765-983-1522	*higgija@earlham.edu*
ESR Dean Gretchen Castle	765-983-1689	*castlgr@earlham.edu*
ESR Dean's Assistant To be named	765-983-1687	
ESR Business & Facilities Jonelle Ellis	765-983-1540	*ellisjo1@earlham.edu*
EC Dean of Students Bonita Washington-Lacey	765-983-1311	*washibo@earlham.edu*

COMMUNITY LIFE AT ESR

Community life is extremely important to the educational process at ESR. We consider personal spiritual formation to be an experiential endeavor rather than solely an intellectual pursuit. In order to achieve the depth of your experience, we encourage you to pour yourself into a variety of community life opportunities. Certain expectations, structures and processes have been created to assist community members' participation. Whether you are a residential student, an Access student, or an occasional student, there are ways for you to get involved and stay engaged.

Community Activities & Involvement

Common Meal

Each Tuesday during the school year, and on Wednesdays during Intensives, the entire ESR residential community meets for a catered lunch, sometimes followed by a program. Twice each year a student may have a guest attend Common Meal free of charge. You may bring guests more than twice a year, but there will be a charge for any meals beyond two. Common Meal lunch reservations (for you and any guests) are due to the Business Office the Friday before each Common Meal. If you have a question about the Common Meal schedule, or if you would like to propose a program, please contact Jonelle Ellis at *ellisjo1@earlham.edu*.

Community Leadership & Service

Students, faculty, and staff participate together in shaping the life of the school. A traditional way for Quakers to conduct business is to gather for worship to discuss issues of concern, and then make decisions as a group based on the "sense of the meeting" with a focus on the will of God, rather than by taking votes. At ESR, the Student Meeting for Business (SMB) operates in a similar fashion, except that it is less of a worship service and is more of a business meeting. A member of the student body serves as clerk and is responsible for scheduling and facilitating the meeting, and a recording clerk notes discussion and decisions made by those in attendance. All students, both residential and Access, are highly encouraged to participate.

Cultural Opportunities

A large variety of cultural and entertainment events are presented on the Earlham College 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. Most College events are open to ESR students without charge, while others include a charge. For a fuller listing consult the College Event listing at *www.earlham.edu/events* orthe newsletter Today at Earlham at *earlham.edu/news/today/*. The Richmond Civic Theater and the Richmond Symphony Orchestra also provide high quality local productions.

News, Events and Community Activities

ESR has several means by which we share news about activities and events. For information on official public ESR events, go to the Events page at *esr.earlham.edu/events*. ESR also invites you to join our Facebook page called "ESR/BTS Community Life Page." For other activities on campus, check out our community e-newsletter, *The Luminary*, which is available weekly during the semester.

Social and Recreational Activities

A varied schedule of social events available to the entire seminary 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. You can see a list of upcoming activities in "The Luminary", the weekly ESR community e-newsletter.

The Earlham woods (southwest corner of campus), the Cardinal Trail, 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. Other interesting local places to explore include the Cope Environmental Center (4910 Shoemaker, Centerville), Hayes Arboretum (801 Elks Rd., Richmond), and the Cardinal and Gorge Trails.

Student Initiated Activities

We encourage student-initiated activities at Earlham School of Religion. In recent years students have organized special interest or support groups for movie nights, live streaming watch parties, gathering for healing, 12-step meetings, 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 should be formed, find those who share your interest and make it happen! If you need help with the facilitation of an event or access to technology, contact Kristen Laws at *kmlaws14@earlham.edu* or 765-973-2158.

Student Meeting for Business

Student Meeting for Business (SMB) is a once a month meeting of the student body to discuss issues related to our community. SMB conducts business in the manner of Friends by using Quaker process.

The following positions are recommended to fill by Gifts and Leadings with the suggested terms.

Clerk: semester
Assistant Clerk: year
Recording Clerk: semester
Covener: year

Assistant clerk is also the student representative. Assistant Clerk is a full year commitment. Clerk and Recording Clerk are appointed after every semester by Gifts and Leadings. The current form of SMB is being developed and students are invited to help with that process. A final proposal for SMB's structure must be brought to faculty for approval.

SMB Committees:

Special Project Committee
To address and funnel miscellaneous issues that come up. They do not have to do the work to solve it but they could come up with a plan to present to solve it. Clerk is an ex officio member.

Hospitality Committee
Support students who are access, student meeting days,

Gifts and Leadings Committee
Appoint leadership for student meeting for business, appointed appointees to the ESR standing committee,

Financial Committee
This committee proposes the ESR Student Meeting for Business budget to Faculty Meeting for Business and manages financial obligations. The full ESR SMB Budget must be approved in a Meeting for Business.

ESR Committees with Student Appointees

Graduation Committee

(2 Non-Graduating Students)
The graduation committee typically consists of two non-graduating students and meets once a month, at a date and time arranged by its members. There are two main concerns that the graduation committee is tasked with handling:

Graduation Gala
The graduation gala is a community event recognizing the contribution and departure of the seniors from ESR. The graduation gala is open to all ESR graduates and their families, students, faculty and staff. Historically it has involved a catered meal, and sometimes it has includeda program and/or activity. Graduation Committee responsibilities include planning the meal, reserving the location, selling tickets (if

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applicable), and coordinating any program or activity that is involved.

Baccalaureate Service Assistance
The students who are graduating will meet regularly, especially in the spring semester, to planthe baccalaureate service. The graduation committee is asked to serve as "the arms and legs" of the baccalaureate planning. Each year the graduates' requests might be different, dependingon the order of service they plan. The purpose here is to offer assistance in whatever way is reasonable and helpful.

Worship Committee
(1 student)
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 facilitates and supports members of the community in planning and leading Meetings for Worship. The committee coordinates the timing of joint worship services and special events with other ESR and Bethanycommittees to avoid scheduling conflicts.

Faculty Meeting for Business
(1 student)
The business of faculty is carried out by the Faculty Meeting for Business. There will be one student assigned as a representative to the Faculty Meeting and is present at all meetings,except when the Faculty Meeting deems itimportant for the Meeting to go into executive session, such as the annual review of students.

Common Meal Committee
(1 student)

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

Diversity Committee
(1 student)
The committee meets regularly: to review the progress of ESR's Strategic Plan regarding diversity and the implementation of the DEI plan of the College, and to offer recommendations to the Faculty and/or Dean related to the Diversity, Equity, and Inclusion of ESR.

Worship

Many features of a seminary education involve examining, deconstructing and reconstructing your current understandings of faith tradition and theology. This can

take a toll on your faith journey if special care is not taken to nurture and refresh the soul. We encourage you to make community worship a priority in your weekly schedule. The ESR community meets at least once a week during each semester for worship, in Waiting Worship and Programmed Worship formats. Worship times and locations will be posted in the weekly newsletter, *The Luminary*. You may also contact the worship committee for more information – Phil Baisley at *baislph@earlham.edu* or Ray Rischpater at *rischra@earlham.edu*. Students are encouraged to be active participants in the planning and running of worship services, including as members of the Worship Committee.

Students are also strongly encouraged to find and maintain a worship community external to ESR.

Community Care - 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. 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:

Academic Enrichment Center

The Academic Enrichment Center (AEC) is guided by the mission of Earlham College: to assist every student in discovering the "teacher within." AEC focuses its work on aiding and enhancing the broad range of academic skills necessary for all Earlham College and ESR student to be successful. They provide the following services for ESR students. See the website at *earlham.edu/academics/academic-support-and-special-programs/academic-enrichment-center/accessibility-services/*.

Accessibility/Disability Services

AEC is the College's accessibility/disability services office, with the Director serving as the 504 Coordinator for students. Students need to submit Earlham's Disability Disclosure Form and appropriate documentation to initiate the disability process.

Technological Assistance
- Kurzweil 3000: scan/read software
- Livescribe Pen
- Dragon Naturally Speaking

Time Management Training

AEC in conjunction with the Tools 2 Succeed [RT] provides Time Management Training and shows you best practices for prioritizing tasks, overcoming procrastination, improving concentration and dealing with frequent distractions. Students can reach out to AEC if they need the time management training.

Contacts:

Brittany Tourville - Administrative assistant
tourvbr1@earlham.edu | 765.983.1341

Penny Yan - Director of academic enrichment
yanpe@earlham.edu | 765.983.1390

Athletics & Wellness Center

ESR ordinarily provides for each residential student a membership to the Earlham Athletics and Wellness Center, located on the Earlham College campus. Membership at the Center includes use of facilities such as a swimming pool, basketball and racquetball courts, indoor running track, and exercise equipment. Access students who are on campus during Intensive may access the Wellness Center for a small fee.

The Center also provides programs for a fee, such as a climbing walland group fitness classes, various aspects of wellness, dance, etc.Contact the Athletics and Wellness Center at 765-983-1734 or visit
earlham.edu/academics/programs/athletics-wellness-and-physical-education/ for hours and availability of different programs.

Hours of Operation during EC academic sessions:

Monday-Friday 7am-10pm
Saturday 10am-6pm
Sunday 1pm-10pm

Contacts:

AWC Welcome Desk
765-983-1734

Jennifer Ferrell – Administrative Assistant for Wellness Programs
ferreje@earlham.edu | 765-983-1791

Cathryn Dickman – Director of Wellness Programs & Facility Operations
cathrynd@earlham.edu | 765-983-1899

Jason Fleenor – Associate Director of Wellness Programs for Recreational & Club Sports
Fleenja@earlham.edu | 765-983-1665

Jennifer Ahaus – Aquatics Coordinator
ahauseje@earlham.edu | 765-983-1791

Earlham College Office of Student Life

The Office of Student Life serves Earlham College and Earlham School of Religion students, faculty, and staff. The Office of Student Life is located in Earlham Hall on the main floor.

Our foundational understanding that every students has a unique background and needs informs every department's program and service. We support students on their paths to success by helping them live healthy, fulfilling lives throughout their time at EC and ESR, inside and outside the classroom. Student Life provides many of the programs and services that influence the daily lives of Earlhamites.

Hours of Operation

Monday-Friday 8:30am - 5:00pm
Saturday – Sunday Closed

Contacts:

Joe Lepone – Director of Events & Runyan Student Center
leponjo@earlham.edu | 765-983-1771

Jessica Baker, Events Coordinator
bakerje@earlham.edu | 765-983-1373

Wendy Stonecash, Executive Assistant/Office Manager for the VP of Student Life, Bonita Washington-Lacy
stonewe@earlham.edu | 765-983-1311

Runyan Welcome Desk
765-983-1316

Center for Mail and Distribution
765-983-1529

Campus Store
765-983-1310

Health Services

The Office of Health Services offers ambulatory care to enrolled Earlham students and provides health services to the campus community during times of crisis. Students with chronic or long-term illness are encouraged to maintain the care of their home practitioner or to establish themselves with a doctor in the community. To make an appointment, email *healthservices@earlham.edu*.

Office hours while EC Classes are in session

Monday – Friday: 8:30 a.m. to 4:30 p.m.
Closed from 1:00 p.m. to 2:00 p.m. for lunch

Spiritual Direction, Pastoral Care, Counseling, and Mental Health Services

Seminary can be challenging in many different ways, some that you might not expect. When you are challenged to examine faith traditions, family structures, embedded belief systems, and more, you may experience emotional turbulence. Whether you're going through a brief period of struggle in your life or you're struggling with longer-term challenges like addiction or trauma, you may find that spiritual direction, pastoral care or counseling could be a critical component of your support network. Student health insurance may cover a portion of costs for therapy by private counselors and psychologists. The following link offers a resource list to facilitate the help you may be looking for. Visit *earlham.edu/student-life/counseling-services/community-resources/*

Financial Assistance for Spiritual Direction

ESR will assist students who desire spiritual direction by making financial support of $25 per session for up to three sessions. Students, particularly ESR Access students, mayuse this financial support for any spiritual director with whom they would like to work. Talk with Jonelle Ellis for payment/reimbursement options.

COMMUNITY POLICIES

It is a common Quaker practice to offer well-considered advice on matters of personal and community well-being rather than to set down disciplinary rules. However, to meet accreditation standards, Federal regulations, and to cooperate with Earlham College requirements, there are several policies that must be shared with our students.

Academic Policies and Procedures

See page 29 for a comprehensive list and descriptions.

Affirmative Action - 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, disability, sexual orientation, gender identity or expression. Moreover, the School moves beyond this minimal statementand 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 missionstatement. Furthermore, since ESR is committed to maintaining its Quaker identity, it will aggressively seek candidates who are Quaker and ecumenical students who are incongruence with Quaker testimonies.

Alcohol Use, Consumption, and Conduct

In order to support a community with diverse cultural values, the presence of alcohol should not be at the center of events, parties or other social gatherings. Every member of the Earlham community is responsible for maintaining an environment that prioritizes academic success. The College will ensure the existence and maintenance of alcohol-free areas and social functions. Individuals publicly under the influence of alcohol at College-sponsored events, student-sponsored activities or College-owned House gatherings may be asked to leave that event.

All members of the Earlham Community are expected to review the guidelines for the use of alcohol and to provide appropriate identification and/or proof of legal age when requested by campus officials. Students whose guests include those not enrolled at Earlham or ESR are responsible for informing guests of the guidelines and ensuring their cooperation with staff as requested. Students entrust one another with a high degree of personal choice and an equal degree of accountability whenever alcohol is present. Every student is responsible for understanding and abiding by this approach.

Students of legal age who consume alcohol are best guided by the phrase: "personal use in personal space." 'Personal use' denotes the individual consumption of a reasonable

quantity of alcohol that may be safely consumed by that individual. The possession or use of common source alcohol containers, e.g., kegs, pony kegs, beer balls, cases of alcohol or any other large scale container, is prohibited. Additionally, personal consumption should reflect the spirit of the Earlham College Approach to Alcohol with its emphasis on health and accountability. Therefore, high-risk use is considered to be abuse. Drinking games, funnels, doing 'shots', stands and any coercion or other pressure to abuse alcohol is prohibited.

Providing alcohol to students under the age of 21 is prohibited. Students over the age of 21 who provide alcohol to underage students in any manner may be administratively moved from their housing assignment and will face disciplinary action. Alcohol may not be sold or purchased on any College property, including living spaces; no fee, charge or donation to any activity where alcohol is present is permitted.

Earlham College/ESR Grounds and Alcohol

Students are reminded that alcohol is permitted for personal use in personal space. 'Personal space' is defined as one's living space only. Therefore, alcohol in or on other locations, including vehicles or personal property is not permitted. The possession and/or consumption of alcohol in public, within academic and co-curricular buildings, athletic and equestrian facilities, barns and maintenance facilities, and outdoor spaces or any other location other than those areas permitted, is prohibited. Additionally, operating or riding bicycles, skateboards, or operating any motor or electric vehicles while under the influence of alcohol is prohibited.

Alcohol Use in College/ESR-owned Houses

Students residing in College/ESR-owned houses may determine where alcohol may be possessed or consumed within the house by residents of legal age through consensus as a living group. Alcohol may not be possessed or consumed on any porches, balconies, fire escapes, roof/attic areas, stairs or the basement areas of the houses. No fees, charges or donations may be taken or accepted at College/ESR-owned house events where alcohol is present. Events at all College-owned houses must be hosted in compliance with the event registration process.

Animal Policy

There are so many animal lovers at ESR, and hardly a furry critter can step foot on campus before they're crowded with people wanting to shower them with love. We also have community members, however, who are allergic to cats and dogs, or who experience anxiety in the presence of animals. In addition, ESR has an industrial kitchen that is subject to the governance of Food and Drug Administration, which prohibits animals in eating establishments.

For these reasons, pets are not allowed in dining areas, academic buildings or office buildings anywhere on the Earlham Collegeor ESR campus, with the exception of service animals. If you bring your animal to campus, they must be contained by crate or leash, and you must remain with your animal at all times. If you must restrain your pet outdoors, do not leave them alone for longer than five minutes.

Earlham College recognized the importance of "Service Animals" as defined by the (ADA) and the broader category of "Assistance Animals" defined by the FHAct that provides physical and emotional support to students with disabilities. The College/ESR is committed to allowing students with disabilities the use of a service animal on campus to facilitate their full participation and equal access to the College's programs and activities. The College is also committed to allowing assistance animals when necessary to provide students with disabilities an equal opportunity to use and enjoy college housing.

Service Animals

Service animals perform some of the functions and active tasks that individuals with disabilities cannot perform for themselves. Dogs are considered service animals under the ADA, if they meet this definition, regardless of whether they have been licensed or certified by state or local government.

Assistance Animals

Assistance animals are a category of animals that may work, provide assistance, perform physical tasks for individuals with disabilities or provide necessary passive emotional support to individuals with mental or psychiatric disabilities that alleviates one or more identified symptoms of their disability. Assistance animals are not considered service animals under the ADA. Some assistance animals are professionally trained, but in other cases assistance animals provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as assistance animals, but any animal may serve persons with disabilities as an assistance animal.

Documentation

Quality documentation is essential in determining disability status and/or appropriated accommodations. You must request official accommodation and provide documentation by a certifying professional. The content of the letter must verify that you are a current patient of the signing certifying professional and that you require the service of the animal. Documentation should be submitted and approved through the ESR Registrar (April Vanlonden), then through EC's Academic Enrichment Center, prior to bringing your animal on campus. For additional information, please visit *earlham.edu/policies-handbooks/students-with-disabilities/*

Classroom Management Policy

Educational opportunities represent both privilege and responsibility, each of which requires attention as multiple interests are balanced in the delivery of Earlham School of Religion's graduate educational programs. Within the context of higher education, the institution's mission, and the Quaker values that guide the school's sense of good order, ESR affirms the following:

Discipline

1. Professors are hired as qualified teachers in their areas of specialty and within the theological curriculum as directed by the Dean and faculty. Utilizing the Master Syllabi and program objectives, the instructor has the authority to determine content,

teaching methods and classroom activities.

2. In the event that classroom conflict or inappropriate behavior threatens the learning environment, a faculty member has the authority to excuse students for the day.

3. After conversation with the Dean and student, the faculty member may choose to dismiss a student from class if that seems prudent to the faculty member.

4. When the dismissal is from a course required for graduation, the institution bears responsibility for providing an alternative opportunity for the course. If the course is not available from another instructor within the seminary partnership, another faculty member will oversee an independent study, with consultative support from the faculty member who dismissed the student.

5. In those cases, the refunds of tuition will be based on the same schedule as the drop/add schedules within the academic year.

<ins>Scheduling</ins>

1. When planning the beginning and conclusion of classes, faculty members will respect the parameters of the academic calendar and curriculum.

2. The registrar schedules class meeting times and locations, seeking to balance multiple considerations. Though it may not always be feasible, faculty requests for particular times and venues will be accommodated when possible and appropriate.

3. After the first day of class, faculty may change class meeting times if it is agreeable to all enrolled students and the Academic Services Office is notified of the change.

4. After the first day of class, faculty may migrate to unused classroom space if they desire a different teaching environment. The Academic Services Office must be notified of the change.

Conflict Statement

ESR is committed to cultivating a learning community shaped by distinctive Quaker values, as articulated in Earlham College's statement of Principles and Practices. At the same time, we seek genuine diversity, which means that disagreement and conflict are both inevitable and potentially healthy.

Our vision of healthy conflict begins with the belief that every person has access to the Inward Light, and that wisdom emerges as groups sift the perspectives of each of its members. This process entails tensions. On one hand, Quaker commitments to integrity, justice, and peace ask students to voice opinions and disagreements forthrightly, especially on matters of justice. On the other, conflicts that arise from disagreement yield light, rather than heat, only when community members commit to mutual respect, openness, and care for each other's wellbeing – physical, emotional, and spiritual. We do not believe that justice or lasting peace can arise from violence, whether physical, emotional, or verbal.

In practice, that means that we commit to listen to each other, and to course materials, with a spirit of generosity, seeking first to understand all positions in the best light. When we disagree, therefore, we do so in language that seeks to

communicate our perspective, feelings, and beliefs, rather than to belittle, dominate, silence, or shame others. At the same time, we recognize that, in the seminary context, even apparently abstract disagreements may bear on people's deepest sense of themselves. In this context, challenge and discomfort are necessary. Our community takes these emotional risks, however, in a context of care.

We recognize that many do not share these values, and that they may seem naïve and impractical in the larger world. Within our institution, however, we ask students and faculty to commit to this different way of being, in the hopes that it may form a community and individuals capable of working toward deep and lasting peace.

"Dress Code"

Although there is no formal "Dress Code", Earlham College and Earlham School of Religion requires everyone to wear shirts and shoes in classroom buildings and common areas of all buildings, especially food service areas. With respect to fellow students and professors, please consider refraining from wearing articles of clothing that portray potentially offensive humor or images, or clothing that could be perceived as sexually or racially offensive (such as an image of a confederate flag or of private body parts).

Harassment Policy

Earlham School of Religion has identified the following Complaint Officers to whom concerns of non-sexual harassment should be brought for the 2021-22 Academic Year:

Complaint Policy Officers
Harassment: Tom Decker and April Vanlonden
Academic: Jim Higginbotham
Other: Jonelle Ellis

Earlham College must investigate all allegations of sexual assault or harassment. Such allegations will be handled directly through Earlham College's Title IX Office.

Housing Policy, or "House Rules" for EC/ESR Properties

- No pets are allowed
- Do not duplicate your key or give your key to anyone who does not live in your residence
- Household furniture, appliances, and accessories are to be cared for by everyone who uses them, including guests. This includes cleaning and maintaining their functionality. If you or your guests damage any household items, you will be required to replace the item(s)
- If something breaks or stops working, it should be reported to the ESR Business Office immediately so we can assess the situation
- You are allowed to store non-perishable food in your room but please keep

perishables refrigerated

- Any personal property you do not want shared with others should remain in your room
- Personal food items should be clearly identified by marking them or keeping them in an agreed-upon area to designate them as yours
- No smoking inside any residence. Smoking is allowed outside, but cigarette butts should be contained and disposed of safely and regularly
- There should be a clearing schedule for common spaces worked out between all the individuals living in the residence. Everyone must do their part to keep their living space clean and uncluttered.
- You are responsible for keeping your private space clean. This included free of odors, bugs, damage and fire hazards
- Living in shared space makes it essential to maintain good personal hygiene. This includes but not limited to regular showers, the use of deodorant, brushing teeth, and doing laundry
- Maintain and respect privacy of others (keep doors closed/locked, knock on doors that are closed, do not enter without being invited, etc.)
- Lock all outside doors when leaving the house unattended; it's recommended to lock your bedroom door as well
- Quiet hours are between midnight and 8am
- If you are watching TV or using your computer for recreation, please be conscious of the volume and your surroundings. Be respectful of others in regards to the volume and the content of the shows.
- If you have guests, please be respectful of all the residents in the house. Keep the noise down and clean up after your guests.
- Occasional overnight guests are allowed. If a guest is going to stay longer than two nights, you must get approval from Student Services or the ESR Business Office. Please be mindful of the quiet time between midnight and 8am
- Bullying, sexual harassment, or any other type of offensive engagement will not be tolerated. Report any instances of this behavior to Student Services.
- All emergencies should be reported to EC Public Safety at 765-983-1400
- Also see Alcohol, Animal, and Illegal Drug policies

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. For specific

information about what can or cannot be shared, visit
earlham.edu/registrar/curriculum-guide/confidentiality-of-educational-records/

Illegal Drug and Drug Paraphernalia Policy

The possession, sale, use or consumption of illegal drugs and/or drug paraphernalia on campus is forbidden of all students and employees of the College and ESR.

Photography/Photo Policy

Intellectual Property

The Earlham College Marketing and Communications Office, in coordination with ESR, respects intellectual property rights when procuring and using photographs. We seek written permissions from photographers for the use of their art in publications, Web pages and displays. When appropriate, we purchase photographs and work out agreements for credits. You may fill out the online Photographer Permission Form, or print out a PDF version at *earlham.edu/policies-handbooks/marketing-and-communications-policies/*

Respect for intellectual property is demonstrated when book cover art, newspaper masts, logos, photographs, illustrations and other art from off-campus sources are needed for a publication. Marketing and Communications staff members seek official permissions and releases. If the artwork is needed for a Web page, a member of the Web Communications and Services staff researches and completes the online process for permission and release of the documents for online viewing.

When the Marketing and Communications Office is aware that photographs taken by Earlham/ESR students or faculty are being considered for use, a staff member contacts the individual involved for permission. The photographer is asked to provide a written release for the photo's use and a mutually acceptable approach to the credit issue is arranged.

Note: When photos from Earlham's off-campus study programs are involved, the International Programs Office's agreement with student and faculty participants includes releases related to College publications and Web pages for the use of photographs (1) showing the program participants in the international setting and (2) taken by program participants.

Photo Credits

As a general rule, the Marketing and Communications Office avoids the use of photo credits in recruitment publications. Our usual agreement with our most frequently used photographers provides the College ownership of the photos from the shoots we arrange and purchase and use of the photos without printed credit. This is the source of 95 percent of the photos used in Earlham's publications.

When photo credits are stipulated as a part of a purchase of photography, we include them. Photo credits are most likely to appear in the Earlhamite alumni magazine and in College events brochures.

Photo Release

The Marketing and Communications Office does not attempt to collect photo release forms from members of Earlham's/ESR's faculty or student body. Instead we make the assumption that Earlham faculty and students are our best resources for marketing the College to its constituencies and that they will welcome involvement in these activities.

Still or video photo shoots may be informal (candids of campus scenes, athletic events, performance groups, large groups or activities) or formal (planned visits to classrooms, laboratories or offices; directory shoots or athletics headshots with professional backgrounds; or video shoots on campus) in nature. All photographic images become the property of Earlham College. Marketing and Communications staff members add the digital photos or video footage captured to the College's library of images (maintained by Marketing and Communications) which becomes a resource for the Web site and College publications.

Informal Photo Shoots

Marketing and Communications attempts to inform the campus when far-reaching informal photography projects are under way. Announcements are made through Today @ Earlham and The Word. In some instances signs are posted in areas of the campus.

Formal Photo Shoots

When a request is received or a need arises for images of particular individuals or settings (e.g., The Heart at 6:30 a.m., a history professor teaching students, students engaged in collaborative research in a laboratory), a Marketing and Communications staff member contacts the appropriate faculty member or department to schedule the photographer.

Faculty members are encouraged to inform classes of the impending photo shoot. Marketing and Communications supplies the faculty member an announcement to be made to the class with suggestions for making the shoot as effective as possible.

The faculty member is asked to permit the photographer to make an announcement upon arrival at the classroom. The photographer will introduce himself, briefly explain his purpose and allow students who wish not to be photographed to move to a part of the room that will not be included in his photos. This process is dependent upon students not wishing to participate identifying themselves to the photographer.

It is assumed that students participating in a photo shoot are giving their permission for the photos to be used as the College sees fit. Students should be permitted to opt out of the shoot if that is their choice. If a student not wishing to be photographed fails to identify him or herself to the photographer, it will be very difficult to exclude that person from the resulting images.

Choice of Photos

Marketing and Communications staff, in consultation with requesting departments when possible, are responsible for choosing images on behalf of Earlham College for use at the Web site, in various publications and in video projects. Occasionally images are shared with outside entities making requests. NCAA regulations control the College's use of photos of student-athletes.

Choices for photographs are made with great sensitivity to:

- the goal for the message(s) to be communicated
- the quality of the photo
- providing a truthful representation of the College
- the impact of the photo on the audience's perception of Earlham

    Although we attempt to be as objective as we can in our photo choices, we recognize that making photograph selections is a subjective task. Rather than compromise the reputation of Earlham by utilizing a photograph that does not meet our qualifications, a photo shoot will be rescheduled.

    ### Ways to Opt Out of Photos Being Published

- Directory Listings – Faculty, staff and students may choose not to publish their photos (or personal information) by marking the appropriate option in theheart.

- Formal Shoots - After arranging a shoot, Marketing and Communications provides an announcement that faculty may use to make their classes aware of the scheduled time for the shoot. The photographer will make an announcement allowing students to opt out of the shoot by moving to another part of the room if that is their choice.

- Informal Shoots – As stated above, it is difficult for a student to opt out of an informal photo shoot that involves, for example, a view of The Heart or a crowd at an athletic event. While photo shoots are usually announced in campus communication vehicles, tight deadlines sometimes prevent these announcements. When announcements are made, it is hoped that students not wishing to participate will not be present.

To Have a Photo Removed from Use

- Concerns about the uses of individual images may be communicated to Web Communications and Services for images at the Website or to the Marketing and Communications staff for photos in print publications. We will try to resolve individual complaints while still meeting our important goals of visually representing the College. We ask your patience in this process. Expense is sometimes a consideration in our ability to change a photograph; sometimes an inventory of printed publications must be exhausted before the change can be put in place.

Note: Earlham's Events Coordinator/ESR Events Coordinator collects photo, audio and video release forms from visiting artists, lecturers and performing groups. Use of these photos or recordings follows contractual agreements.

Policy Prohibiting Sexual Misconduct

See *earlham.edu/policies-handbooks/sexual-misconduct-investigation-procedures/*

Self-Harm Policy

Students who are distressed may engage in concerning behaviors that impact their self and the welfare of the college community. Self-Harm Assessment Teams (SHA Team) have been established at Earlham College and Earlham School of Religion to evaluate the level and risk connected withsuch behavior. ESR's SHA team includes the Dean and Business Manager, and may include others as deemed appropriate. For a full explanation of the Self-Harm Policy at Earlham College and Earlham School of Religion, please follow this link to read the policy in full:

earlham.edu/media/3820242/student-self-harm-response-protocol.pdf

In case of emergency: Tell whomever is necessary to protect the person and to get help, andcontact the Public Safety, at 765-983-1400.

ADVICE & SUGGESTIONS

Principles and Practices (a.k.a. SPICES)

Rooted in Quaker Testimonies, these should inform all interactions with all community members, academic work, and with community resources. This is the ESR administrative version adopted in 2019– to see Earlham College's statement, see earlham.edu/about/mission-principles-and-practices/

Simplicity
We strive to reduce barriers, streamline services, and eliminate unnecessary steps to improve the experience of those who come to ESR as students and guests.

Peace
We seek to reduce conflict and stress and bring about peacefulresolutions to concerns brought to our attention.

Integrity
We seek to be truthful and direct in all of our communications, and todemonstrate alignment between the principles stated here and our behavior and interactions with others.

Community
In all of our actions our goal is to build stronger relationships and to be invitational for all to enter into and fully participate in the ESR community.

Equality
We seek to respect the dignity of each person and reduce any perception of artificial hierarchies between staff, faculty, students, prospective students, applicants, alumni/ae, or any others in our behavior, policies, and communication.

Stewardship
We seek to be wise and faithful stewards of the time and resources ofEarlham School of Religion as well as those of its employees, students and donors.

Inclusive Language

Language is one of humanity's greatest tools to bring people together and create common understanding. But it can also be a destructive force when it serves to exclude certain groups of people. Becoming aware of exclusive language is a process, and mistakes are inevitable from time to time. The ESR community affirms the process of adopting inclusive language, and we commit ourselves to including everyone in our language for 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. Unity is broken when language is used which negates, excludes or interferes in an individual's experience of the wholeness of God and community.

Less Inclusive: Guys, when referring to people overall.
More Inclusive: Folks, people, friends

Less Inclusive: Girls, when referring to adults
More Inclusive: Women

Less Inclusive: Manpower, manhours
More Inclusive: Workforce, personnel, workers, team

Less Inclusive: Chairman, foreman
More Inclusive: Chair, moderator, discussion leader, clerk

Less Inclusive: The exclusive use of male language for God
More Inclusive: Avoiding pronouns for God, or using other terms: Divine, Light, Spirit, etc.

Less Inclusive: white= good, angelic, pure black= evil, tainted, corrupt
More Inclusive: Avoid color imagery to describe good and evil distinctions

Less Inclusive: Wives, husbands, boyfriends, girlfriends
More Inclusive: Spouses, partners

Less Inclusive: Using pronouns for someone based on how they look
More Inclusive: Using the pronouns that the person identifies with

Less Inclusive: Normal
More Inclusive: Typical

Less Inclusive: Minorities
More Inclusive: Marginalized groups or underrepresented groups

We understand that, for some, the reworking of language in public speaking, prayer, and worship may be awkward and distracting, even seeming silly to some people. It may even bring forth a variety of personal, interpersonal, and spiritual concerns. We therefore urge that this transition be undertaken and accomplished with grace and a gentle spirit as a ministry to all members of the ESR community.

Personal Characteristics & Qualities for Effective Ministry

Effective ministry requires not only knowledge and skills, but also spiritual depth, integrity, and caring ways of relating to others. Remember that no person excels in all areas! These are the areas that faculty will review to determine student readiness for Supervised Ministry. If you have questions about any of these, please contact your advisor.

Personal faith development – strives to grow in knowledge of and relationship with God, reflects theologically on the ministry of the faith community, mission, and program, communicates a lively sense of Divine presence; intentionally deepens spiritual life individually and in community.

Commitment to the call to ministry, the mission of the faith community – continuing to develop and reflect on one's sense of calling, dedicated to God's work, committed to serving in ministry, contributes to the mission and faithfulness of the faith community, knows and engages with denominational processes and programs.

Self awareness – knows and works with own strengths and limitations, aware of own and others' feelings, evaluates self accurately, responds effectively to both criticism and affirmation, demonstrates being a secure person, has developed a ministerial identity appropriate for her/his faith community.

Self control – knows and maintains boundaries in relating to others, integrates professed beliefs and personal behavior, demonstrates flexibility in responding to differing situations, handles conflict constructively, relates to people hospitably in social gatherings, handles stress effectively.

Openness to others – reaches out to people within and outside the faith community who differ in ways such as race, gender, origin, sexual orientation, and social status; responds to others with warmth and concern, shares about self appropriately, responds sensitively to people's feelings, listens with patience and understanding, respects persons of different opinions and religious traditions.

Openness to growth – seeks feedback, continues to develop in theological and biblical understanding and knowledge of world religions and spiritual practices, makes plans for continuingpersonal and professional growth.

Organization and intentionality – is punctual, fulfills responsibilities, plans/organizes well, makes decisions with appropriate consultation, empowers groups in the work of planning and decision-making, takes initiative.

Sensitivity to human needs - compassionate and caring, aware of persons in need, concerned about issues of justice, including human rights, poverty, violence, sexism, racism, and other formsof prejudice.

Trustworthiness– demonstrates integrity in relationships and other aspects of life, keeps financial and other commitments, is known and trusted in the larger community, holds communications in confidence, recognizes others' contributions.

Healthy professional and personal life - takes time for spiritually nurturing activities, builds into schedule time for family and friendships, gives attention to personal health, meets personal needs outside of professional context, pursues appropriate strategies for self-care, reads widely, attends conferences and other continuing education opportunities for ongoing development in ministry skills, balances professional and personal life, values and makes good use of leisure time.

ACADEMIC POLICIES & PROCESSES

For more information about Academic Policies and Procedures, contact the Joint Seminary Registrar, April Vanlonden, at *vanloap@earlham.edu*, 765-983-1816 and visit the Registrar's page on the ESR website.

The Joint Seminaries Registrar is responsible for the maintenance, accuracy, integrity, security, and storage of all academic records as outlined by FERPA. This person will facilitate the academic operation of Bethany Theological Seminary and Earlham School of Religion in liaison with Earlham College. This Joint Administrative Faculty position intersects the work of the academic deans, the teaching faculty, and the students. This office organizes and manages the functions of registration, grading, transcripts, enrollment certifications, degree certifications, transfer credit evaluations, computerized record systems, academic calendar, course scheduling, classroom scheduling, ensures compliance with state and federal privacy laws (FERPA, HIPAA, etc.)

The Joint Seminaries Registrar's page is under construction and will soon contain:
1) All forms described in this section of the Student Handbook,
2) Degree grids to help students and advisors track progress towards degree/certificate completion,
3) Academic Calendars
4) Course Schedules
5) Registration Instructions
6) Supervised Ministry Instructions and Forms
7) CPE Instructions and Forms
8) M.A. Guidelines and Forms
9) Transcript Request Forms
10) Course Rubrics. NOTE: Course Rubrics are not part of the official Academic Record.

Academic Calendar — see ESR website or Moodle at *moodle-sem.earlham.edu/course/view.php?id=126*

Academic Evaluation

ESR is committed to an educational philosophy suited for adult education. Optimal learning occurs when teacher and students are engaged and motivated, rather than responding to pressures to achieve certain pre-set standards. With this goal in mind, ESR abandoned the traditional letter grading system. It now employs a credit/no-credit system, with ongoing feedback from the instructor for the duration of the course. To receive "Credit," the student's performance must be at a level that would be equivalent to a B- in another graduate institution. 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.

Academic Probation

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 Academic 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.

Accommodation Plans

You may contact April Vanlonden for advice and counsel, or you may contact Earlham College Office of Student Life directly. For more information see *earlham.edu/academics/academic-support-and-special-programs/academic-enrichment-center/accessibility-services/earlham-college-disability-policy/*

Audit – Current student and spouse

Full time students are allowed to audit one course per semester. If they chose not to, their spouse may audit a course. Students/Spouses must receive permission from the instructor. The instructor will then contact the Joint Seminaries Registrar's Office who will enroll the student in the course.

Those individuals who are not students/spouses and wish to audit a course must go through the ESR Admissions Department.

Change of Address

Please complete the Change of Address form and return to the Joint Seminaries Registrar Office. It is the student's responsibility to notify the Joint Seminaries Registrar of any change of address.

Change of Degree or Emphasis

If you wish to change your current program or emphasis, you must complete the appropriate form, ask your advisor to complete section II, ask the Academic Dean to complete section III, and submit this form to the Joint Seminaries Registrar.

Change of Seminary (ESR to BTS) – please see Registrar

Course Overload Petition – please see Registrar

Course Schedule – see ESR website

CPE Instructions/Forms – please see Registrar

CPT/ OPT/I-20 – please see Registrar

Credit Transfer

To transfer credit into your degree program at either ESR or Bethany, you must:

1. Request an official transcript from the Seminary or Graduate institution whose credit you wish to transfer into ESR or Bethany to be sent to the office of the Academic Dean of your seminary. Bethany is Academic Dean 615 National Road West, Richmond, IN 47374. ESR is Academic Dean 228 College Avenue, Richmond, IN 47374.

2. Send a letter or an email notifying the Academic Dean that the transcript will be coming and requesting the transfer of that credit to the Academic Dean of your seminary.

The Dean will:

1. Review the transcript and make a decision on whether the courses will transfer and what Bethany or ESR degree requirements the transfer credits will satisfy.

2. Send a written notification to you and copy the Registrar apprising you of the decisions regarding your request for a transfer of credit(s) into your Bethany or ESR degree program.

3. Send the original paperwork to the Registrar for inclusion in your student file.

The Registrar will:

1. Enter the credit into your transcript as instructed by the Academic Dean of your seminary.

2. Enter the transfer credit on your Academic Inventory.

3. Store the original documents in your student file.

Cross-Cultural Application – please see Registrar

Cross-Registration Opportunities

Earlham School of Religion and Bethany Theological Seminary have a cross-registration agreement with Anabaptist Mennonite Biblical Seminary, United Theological Seminary, Christian Theological Seminary, Payne Theological Seminary, and the graduate program in Religious Studies at the University of Dayton.

Students enrolled in any of these programs are able to register for courses at any of the other institutions. The tuition and billing for cross-registered courses is the same as any other course taken at the student's home institution.

To register for a class at United Theological Seminary, Christian Theological Seminary, Payne Theological Seminary, or University of Dayton, fill out a cross-registration form from the Registrar. Submit the cross-registration form to ESR/BTS Academic Services.

Before you submit a cross-registration form, be sure to review the curricular limitations outlined here: ESR students may take courses at United, CTS, Payne, and UD as electives in their programs at ESR. However, ESR expects students to take all required courses at ESR.

Declaration of Emphasis (MDiv, MMin)

M.Min/M. Div. students declare their emphasis after successful completion of the course "Discernment of Call and Gifts". The form is completed by the student and signatures obtained. The Faculty Mentor is then assigned to the student by the Academic Dean and the form is submitted to the Joint Seminaries Registrar for documentation.

Degree Grids – please see Registrar

Disability Policy

See page 36 of this handbook

Drop a Course

1. Go to the main webpage of either Earlham School of Religion or Bethany Theological Seminary.
2. ESR students: Hover over "ESR Community" and click on "The Heart". Bethany Students: Click on "myBethany" at the top of the page.
3. Log onto "The Heart" the same way you log into your seminary email account (Zimbra)

4. Scrolling down, you will see "Self-Service" on the left side of the page. Click "Self Service"

5. Under Main Menu, click "Student and Financial Aid"

6. Click "Registration"

   1. From the summary panel, select the action "Drop Full" from the drop down menu.

   If you drop a course and wish to reregister, from the summary panel select the action "Re Register" from the drop down menu.

   IMPORTANT !! To change the credits on a variable credit course

   If you discover that you are registered for the incorrect number of credit hours, you can correct your registration using these steps:

   1. While in student registration, click on "Schedule and Options" tab

   2. Locate the course with the incorrect number of credit hours

   3. Click on the number (blue hyperlink) in the "Hours" column, and enter the correct credit hours

   4. Click "Submit" button at the bottom of the page.

   If you experience difficulties, please contact the Joint Seminaries Registrar at 765-983-1816 or by email at *vanloap@earlham.edu*

Earlham College Course Registration

Enrollment (Moodle)

Students must be both underlined enrolled in their courses in Moodle (learning platform/course management system), and registered in their classes in Banner (administrative software application).

FERPA

See *earlham.edu/registrar/curriculum-guide/confidentiality-of-educational-records/*

Grade Conversions (Transcript Conversion)

ESR and Bethany 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 course rubrics are seen to be more appropriate ways of evaluating than standard 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, ESR and Bethany agree to allow students in their final year of study to apply for letter grade conversions. Students indicate this request on their Intent to Graduate Forms.

Incomplete Petition

Incompletes will only be granted in extenuating circumstances such as:
1) the student is affected by serious illness or family emergency necessitating considerable loss of time, *or*
2) there are academic reasons like the failure of research material to arrive on time, *or*
3) other reason(s), entirely beyond the student's control, prevents the completion of the required work.

A completed application for an Incomplete, signed by the student and the instructor, must submitted to the Academic Dean. Applications must be submitted by the last day of exam week for semester-long and year-long courses, or by the due date for the final exam.

Two weeks from the last day of exam week is the standard length of time allowed for completion of a coursework. In the case of intensives, two weeks from the due date of the final assignment is allowed. If necessary, students may negotiate a longer extension with the faculty and dean, not to exceed four weeks. The final due date must be stated on the application.

A decision will be made within three working days after the application is submitted, and a copy of the approved or rejected application given to the student. No additional extensions will be granted beyond the time stated in the application. Students who do not submit course work by the deadline specified in the extension will have to repeat the **course to receive credit.**

Independent Study

Independent study proposals with an ESR professor may be submitted by degree or certificate seeki8ng students at ESR or Bethany. Proposals must be approved by the proposed instructor and the student's advisor before being submitted to the ESR Academic Dean. The completed form and other required materials must be submitted to the Joint Seminaries Registrar. The Registrar will enroll the student in the course.

Only a limited number of courses may be taken as an independent study. By completing the form, the student verifies that, including this course, the students has taken as independent studies not more than 12 hours in the case of an MDiv or nine hours for the M.A. Please see the Independent Study Form for other requirements.

Intention to Graduate

If you are in your final year and you intend to graduate, please fill out the Intent to Graduate Form. You MUST have the form completed, signed by your advisor, and returned to the Joint Seminaries Registrar by the deadline listed on the Academic Calendar.

Joint Seminary Citation Style & Plagiarism Policy

ESR stands for a quality of living that requires a scrupulous regard for the rights and needs of others and a consistent devotion to the principles of integrity. There can be no rights without personal responsibility. Every person who chooses ESR thereby makes a commitment to an honorable way of life and accepts their proportional share of responsibility to insure honorand integrity.

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.

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 touse, 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, please see the most recent edition of Kate Turabian's A Manuel for Writers of Term Papers, Theses, and Dissertations: Chicago Guides to Writing.

To read more about Academic Integrity at Earlham, policy and procedures, see *earlham.edu/policies-handbooks/student-standards-of-community-respect/#academic-conduct-policy*

Leave of Absence - please see your Advisor

Non-Discrimination Policy

As a community of two seminaries in partnership, we desire to be a community of equal opportunity in learning and extracurricular activities for all our students. Bethany Theological Seminary and Earlham School of Religion ("the seminaries") do not discriminate on the basis of disability in the administration of the educational programs and activities, including admissions practices, and access to their programs and services. The purpose of his policy is to ensure that 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 promotes 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 Acts of 1990 and the Rehabilitation Act of 1973, Section 504 (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.

Read full policy at *esr.earlham.edu/sites/default/files/Disability%20Policy%202019.pdf*

MA Process/Thesis - please see Registrar

Proficiency Exams

Students in the M.A. and the M.DIV/M.MIN degree programs may wish to take proficiency exams to satisfy requirements for introductory courses in Biblical, Historical, and Theological Studies. The faculty member who teaches the course administers these exams. A fee of $250 will be charged to the student for the proficiency exam. If the student passes an exam, the requirement is satisfied.

Registration (Banner)

Students must be both enrolled in their courses in Moodle (learning platform/course management system), and registered in their classes in Banner (administrative software application). New students receive their username for both from EC/ESR IT when they are confirmed. That username is also used for their student email (Zimbra). If you have questions about Banner, contact: April Vanlonden.

1. Go to the main webpage of either Earlham School of Religion or Bethany Theological Seminary.
2. ESR students: Hover over "ESR Community" and click on "The Heart". Bethany Students: Click on "myBethany" at the top of the page.
3. Log onto "The Heart" the same way you log into your seminary email account (Zimbra)
4. Scrolling down, you will see "Self-Service" on the left side of the page. Click "Self Service"
5. Under Main Menu, click "Student and Financial Aid"
6. Click "Registration"
7. Click "Register for Classes"
8. "How would you like to search?" By term. On the Drop-down menu, chose "Seminary Spring or Fall". Click "continue"
9. At the top is "Enter CRN" tab . Click here and enter one courses' CRN in each box. Add CRNs boxes if needed
10. Click "Add to Summary" panel

11. Click on "Submit" button located in the summary panel to finalize registration.
12. To change the credits on a variable credit course
    1. If you discover that you are registered for the incorrect number of credit hours, you can correct your registration using these steps:
    2. While in student registration, click on "Schedule and Options" tab
    3. Locate the course with the incorrect number of credit hours
    4. Click on the number (blue hyperlink) in the "Hours" column, and enter the correct credit hours

Transcript Conversion

See Grade Conversion above

Upper Level Credit Petition

To receive upper-level credit for a 200-level course, a student should approach the instructor for approval and arrange additional work to earn the upper level of credit. The student the completes the "Upper-Level Petition" form. The petition is not valid unless it is supported, as indicated, by the academic dean and the instructor of the course.

Veterans Benefits - please see Registrar

Withdrawal from Course - please see Registrar

Withdrawal from Seminary - please see Registrar

Winter Weather Campus Closure Policy

Earlham School of Religion and Bethany Theological Seminary jointly adopted the following policy regarding winter weather campus closure. ESR will follow Earlham College in other cases of emergency campus closure.

1. The schools will close campus, cancel ordelay classes in accordance with Earlham College closure, cancellations or delays.
2. The schools will also cancel classes in the event of a declared "snow emergency" by Wayne County, even if Earlham College classes are not canceled. Classes will remaincanceled until the snow emergency is lifted.
3. The schools may cancel classes on otheroccasions as determined by the Dean of Bethany (or the President or Executive Director of Finance and Administration, if

the Dean is not available), and the Dean of ESR or the Dean's designee. No classeswill meet during a cancellation. Decisions to cancel classes will be made by 6:30a.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. On occasions of campus closure, individual faculty members may choose to hold classesby video conference with the understanding that IT support will not be available. Notification of persons involved in these classes will be the responsibility of the facultymember. Students, faculty, and staff shall nottravel to campus and students who elect not to attend will not be penalized if class is heldduring a campus closure.

5. Individual faculty members may adjust their course calendars to account for class cancellations due to campus closures. Notification of students will be the responsibility of the faculty member.

ESR/Seminary 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. [1]

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 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' Joint Registrar's 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

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[1] 1 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.

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:

- Examinations and quizzes may be given orally.
- Recognition and credit should be given for student's oral participation in class. .
- Extra time to complete tests and assignments may be granted.
- Students may be allowed to tape classroom lectures and discussions.
- Students may be allowed to photocopy another student's class notes.
- Students may receive instructor's lecture notes.
- Directions are given clearly and in both oral and written forms.
- Peer tutoring or study groups may be utilized.
- 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 Joint Seminaries Registrar 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.
5. The 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.

6. 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' Joint Seminaries Registrar 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 Joint Seminaries Registrar. 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 Registrar's has "Release of Information" forms available upon request.

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 Director of Business & Student Services and complete an **academic accommodations plan**, designed and established by the student and the Director of Business & Student Services.

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 Director of Business & Student Services, 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

    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 Director of Business & Student Services.
    4. Include in the course syllabus a statement indicating that disability services

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 Director of Business &
Student Services
3) facilitate comfortable and expedient self-disclosure on the part of students with
disabilities.

The following guidelines are suggested:

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 Director of Business & Student Services (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 Director of Business & Student Services.
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 Director of Business & Student Services 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.

SEMINARY & EC BUILDINGS AND SPACES

ESR & Bethany Campus

Robert Barclay Center (RBC)

RBC serves primarily as an administrative and teaching faculty building. Some faculty and most staff offices are located here. 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, on weekends, or when there is no receptionist coverage. To reach faculty or staff call the Earlham School of Religion main number, 765-983-1423, or direct dial the person's extension. 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.

ESR Center (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, recreation room, the Seminary Computing Services office, the computer lab, the commuter lounge, and the meditation room. It is open from 7:30 am - 4:30 pm when classes are in session. Students ID's provide 24/7 access to the building and computer lab (place your card next to the black card reader next to the door). The ESR Center also has two all-genderrestrooms located on the second floor.

If you wish to schedule a meeting or other event in the ESR Center, please reserve the room(s) with Kristen Laws at *kmlaws14@earlham.edu* or 765-973-2158. For electronic equipment needs. Contact Seminary Computing Services at 765-983-1262.

Lauramoore House & Retreat Center

In 2010 ESR became the recipient of the 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 weekend classes. It may also be used for meetings, retreats, and other gatherings of appropriate groups.

Rooms vary from $40-$75 per night for a single room. Rates for meetings, retreats, and other group events will be negotiated with ESR. For information about Lauramoore contact Kristen Laws at 765-973-2158 or email *kmlaws14@earlham.edu*. To reserve a room: *esr.earlham.edu/lauramoore-reservation-form*

ESR Commuter Lounge

The Commuter Lounge is located on the ground floor of the ESR Center and can be accessed with a key from the Business Office (Jonelle Ellis). This room provides space for relaxation, nursing mothers, etc. and is equipped with a shower and changing table. In extenuating circumstances, such as inclement weather, the room may be used for an 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:

- The room is available on a first come, first serve basis.

- 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.

- Please be considerate of others by not using this space for long periods of time in ways that prevent others from also using it.

- Persons using the shower facilities are expected to leave the room clean. Any articles left behind will be promptly discarded.

- When extenuating circumstances arise and overnight stay is required, the business manager should be contacted in advance at 765-983-1540. 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.

Meditation Room

The ESR Meditation Room is located on the ground floor of the ESR Center and can comfortably accommodate 4-6 people and contains 4 chairs and floor space. It can be used on a first-come, first-serviced basis, or can be reserved. Contact Kristen Laws at *kmlaws14@earlham.edu* or 765-973-2158.

Recreation Room

There is a recreation room located on the first floor of the ESR Classroom Building. There is a library, ping pong table, a dart board, a puzzle table, coloring pages and supplies, and a table with chairsthat can be used for other games or activities. This is also where you will find your student mailbox.

Student Housing

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ESR currently provides limited housing opportunities at a reasonable rate. We would be happy to discuss your housing needs and pass along any information we have about appropriate rental options available. There is also a Facebook page called "ESR/BTS Housing Opportunities" that may offer additional listings.

Contact Jonelle Ellis at 765-983-1540 or email her at *ellisjo1@earlham.edu* for more information about housing opportunities at Anderson Cottage, Cadbury House, and The Lauramoore Guest House.

Bethany CenterBethany 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.

Earlham College Campus

Athletic & Wellness Center

The Athletics and Wellness Center focuses on the promotion of recreation and good health for the greater Richmond area, as well as the campus community.

Earlham College is requiring all members of the community who utilize the Athletics & Wellness Center and all associated programs and services to be fully vaccinated for COVID-19.

Each visitor will be required to complete a membership form and provide proof of vaccination status at the first visit.

Facility includes:

- Indoor running track
- Cardio and strength training room
- Group fitness studio
- Four indoor tennis courts
- Two racquetball courts
- Performance gymnasium

Academic Year Hours:
See https://earlham.edu/student-life/athletics-and-wellness-center/amenities-and-hours/

Lilly Library

Lilly Library serves Earlham School of Religion, Bethany Seminary, and EarlhamCollege. Built in 1963 and expanded in 1992, Lilly Library houses over 380,000 print volumes and over 100,000 electronic books, including a substantial theological collection. The library also provides access to a wide range of article databases and online scholarly resources.

Students who live far from Richmond have access to these collections electronically or through document delivery. Nationally recognized as a teaching library, the Earlham librarieswere awarded the 2001 Excellence in Academic Libraries award by the Association of College & Research Libraries. Librarian Karla Fribley 765-983-1290, e-mail: *friblka@earlham.edu* is library to the School of Religion.

Lilly Library also houses the Friends Collection and Arthur & Kathleen Postle Archives & Friends Collection that have materials by or about the Society of Friends. 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. For more information, please contact Jenny Freed at freedje@earlham.edu.

The Newlin Center for Quaker Thought and Practice

Located in Virginia Cottage, behind ESR's Barclay Center. See their website at *earlham.edu/newlin-center*

Runyan Student Center

Runyan Center is the epicenter for student life at Earlham College. Located on the south side of campus near the Athletics and Wellness Center and the Center for the Visual and Performing Arts, this building is where students gather for lunch, study, hold student organization meetings, and much more.

Runyan Center has a dynamic student-centered space complete with a stage, computer station, multipurpose room, coffee shop, and lounge seating. There is also a student work area and student group meeting area on the building's upper floor.

SEMINARY & EARLHAM COLLEGE SERVICES

Banking

Students can receive banking service at one of the local banks. An ATM machine is located a block from ESR in the parking lot of the Needler's grocery store.

Bike Share

Bike Share is a program that provides a low-cost transport option for students to travel both around campus and out into the wider Richmond community. A fleet of city and hybrid bikes are available for free daily rental. Mountain bikes for more technical terrain are available for $5/day. Bikes can be taken for overnight trips for a charge of $10/night. Visit *earlham.edu/about/sustainability/bike-share/*

Bookstore (Earlham College)

The Earlham College Bookstore is located in Runyan Center of Earlham College. The bookstore does not typically carry ESR or Bethany textbooks, but they do have a limited assortment of personal items such as aspirin, cough drops, toothpaste, etc. Find more info at *store.earlham.edu/earlham-campus-store*

Community Shuttle

Public Safety provides transportation for Earlham students with ID around the immediate College area, free of charge. The shuttle operates during the school year on a specific one-hour route making stops at numerous popular locations throughout Richmond.

The shuttle leaves at the top of the hour on Monday through Thursday from 6:00 p.m. – 11:00 p.m., Friday from 6:00 p.m. – 1:00 a.m., Saturday from Noon to 1:00 a.m., and Sunday from 2:00 p.m. to 1:00 p.m. For more information, call the Department of Public Safety at 765-983-1400.

Earlham College IT and Computing Services

For services and policies, visit
earlham.edu/information-technology-services/#ITS-services

Food Services:

Metz Culinary Management is the main provider for food services for the College. Campus food opportunities available in Runyan Center (EC student center) include:

- Earlham Dining Hall: Metz offers discounted meal prices in the form of a meal plan. You can get more information about their prices here: http://www.metzearlham. com/community
- Café 1847: Diners can enjoy made-to- order items from SuperSubz, the Quaker Grill or Poblano's, or salads, sandwiches or snacks from Up for Grabs.
- Intermetzo: Located withing the May Crosson Student Commons, Intermetzo offers a full line of expressor drinks, teas, and real fruit smoothies

Health Services

The Office of Health Services offers ambulatory care to enrolled Earlham students and provides health services to the campus community during times of crisis. Students with chronic or long-term illness are encouraged to maintain the care of their home practitioner or to establish themselves with a doctor in the community.

We believe students' health and well-being are critical to their collegiate success. Our goal is to help students reach and maintain an optimal level of good health.

Health Services' objectives are to:

- Provide care for acute illnesses and injuries.

- Help students learn how to care for minor illnesses or injuries and to determine when it is appropriate to seek medical care.

- Further their knowledge about their body and health conditions so that they can make responsible decisions about personal health through their lives.

- Provide information and programs on health issues and wellness.

For more info visit *earlham.edu/student-life/health-services/*

EC Department of Public Safety

https://earlham.edu/public-safety/services

Located along the sidewalk south of ESR, Public Safety operates 24 hours a day, 365 days a year and can be reached at 765-983-1400. For non-emergency issues during theworkweek, contact the ESR Business Manager at 765-983-1540. For emergency and after- hours issues, contact Public Safety. Students will receive notification of emergencies such as weather alerts, closures, and on-campus safety issues from the Earlham Urgency Network, via phone and email messages.

Public Safety provides a number of services to the Earlham College and ESR community:

- **Operation Identification**: Public Safety will engrave your personal valuables (i.e. laptops, phones, game sytems, etc.) with a unique identifier chosen by you to deter theft.

- **Bicycle Registration**: You can register your bicycle free of charge with Public

Safety. Upon registration you will receive a registration sticker that will aid in getting your bike returned should it ever be taken.

- **Safety Escorts**: Escorts by security is available to students, employees, and visitors around campus 24 hours a day.

- **Educational Programming**: Information is offered to the campus community on a varietyof topics to include crime prevention, fire safety, bicycle safety, basic vehicle maintenance,and more.

- **Motorist Assist**: Public Safety provides motor vehicle jumpstarts or lockout assistance for vehicles on campus.

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. The hours keep changing so please call 765-983-1529 to learn current hours.

The EC post office mails and ships, domestically and internationally, through USPS, using Standard, Priority, Express Overnight, Registered, Certified, Insured, and Media Mail services. They also sell a variety of postage stamps, envelopes, and packaging services. They now offer shipping services through UPS and Fed Ex, which also includes returns.

FINANCIAL INFORMATION

Application Fee

The Admissions Application fee is $35.

Tuition

Tuition for the 2021-22 academic year is $600 per credit, $1,800 for a 3-credit class, or $16,200 for a full-time load of 27 credits. Tuition is charged on a per credit hour basis, for all students and all classes. Most classes are 3 credits and the recommended maximum full-time class load for residential students is 27 credits per year. We generally recommend a course load of 9-12 credits per semester to make good progress toward degree completion. Students should regularly consult with their faculty advisor regarding academic progress. New Occasional students receive a 50% tuition discount on their first introductory course. Except in cases of exceptional need, Need-based Aid covers up to 50% of tuition for degree-seeking students, and up to 25% for certificate students. Need-based Aid is available to all degree-seeking students taking a minimum of six credits per session (3 credits for certificate students) who have not been awarded any other full-tuition scholarship. Need is calculated from information provided by the student on their FAFSA and Financial Aid Application.

New Student Enrollment Fee/Deposit

Newly Admitted Students pay this fee to confirm their acceptance to ESR. The fee is $150, discounted to $50 if they pay by June 15. This fee is non-refundable.

Audit Fee

The audit fee is a flat fee of $600 per course (no semester fees) for new students and for ESR alumni who have not earned an ESR degree. The audit fee for ESR and EC degree program graduates is a flat fee of $200 per course. Current students can audit one course per semester free of charge; if they don't use their free audit their spouse may use the audit.

Registration Fee

All students pay a registration fee of $150 per session. Once a student registers for a class, this fee is non-refundable, even if the student drops all the classes. A portion of this fee goes to the Student Meeting for Business to subsidize funding of student-sponsored activities. The remainder covers administrative costs associated with creating and maintaining student accounts.

Technology/Library Fee

All students pay a technology fee of $175 per session, or $100/course for Occasional courses, which contributes to the provision of network services and other technological resources, and Library services vital to the success of ESR's programs. This fee is also non-refundable, even if all classes are dropped.

Residential Student Community Fee

This fee of $225/semester covers use of the Earlham College Athletic & Wellness Center and Common Meals during the regular semester. Those with extenuating circumstances that prevent attendance or eating at Common Meal, such as special dietary restrictions, may request an exemption from the Business Manager. Fees may change by July 1 of each year.

Late Registration Fee

Returning degree-seeking students who don't register during the announced open registration period are charged a late registration fee of $50 per session. This also applies to students who register late due to a financial hold on their billing account. The enrollment period for returning students can be found on the Academic Services calendar. New and Occasional students may register anytime between open registration and the last Add Date and are not subject to this fee.

Transcript Fee

$7 per transcript (3-5 business days); One day fax service: $7; Next day service: $20.

M.A. Continuing Research Fee

M.A. students who have completed the required courses, who are not enrolled for classes or thesis credit, and who continue working with ESR faculty on their thesis are charged a Continuing Research Fee of $200 per semester. This fee covers the costs of community activities, library privileges, and consultation with faculty.

Clinical Pastoral Education Fee

Students wishing to receive academic credit for their participation in a Clinical Pastoral Education program are charged the regular tuition rate for the number of credit hours received. The institution at which the student will participate in the CPE program will also charge the student a fee. ESR will pay the CPE fee directly to the institution. There must be at least a $100 margin to cover service costs at ESR. Otherwise, in addition to the student's tuition, there will be a charge sufficient to provide the $100.

Graduation Fee

All students expecting to graduate are billed a $100 fee in their final session of course work to cover administrative expenses.

Health Care Fee

Earlham Health Services is located in Earlham Hall on the College campus. There is a Health Services Fee of $25-$35 per visit, plus a charge for medications.

Medical Insurance

ESR students may enroll in the Health Insurance provided to Earlham College students. The fee is approx. $1090/year.

Fees shown are for the 2021–2022 academic year. All fees are subject to change at the beginning of each academic year.