Earlham School of Religion

Mission Statement
Rooted in the Christian Quaker tradition of contemplation that inspires action, Earlham School of Religion prepares theologically diverse students for a pluralistic world. Our curriculum unites spiritual formation, academic study, social engagement, and vital ministry.
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COMMUNITY INTRODUCTION
Earlham School of Religion is an educational institution that seeks to provide fellowship and enhance community life. This guide gives directions concerning common responsibilities in the community, services and procedures, and policies held by ESR.

SPICES

Rooted in Quaker Testimonies, and these should inform all interactions. The Administrative Faculty have, for instance, applied them to their daily work.

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 peaceful resolutions to concerns brought to our attention.

Integrity
We seek to be truthful and direct in all of our communications, and to demonstrate 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 of Earlham School of Religion as well as those of its employees, students and donors.
NEW STUDENT ORIENTATION
Each school year begins with new student orientation 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. Together the community explores the nature and meaning of the various concerns and ministries that call us together, giving shape to the mission of ESR. New students are offered an introduction to the academics of theological inquiry, including instruction on the use of the library resources. All new students are expected to participate in orientation activities; returning students and faculty are invited to participate as their schedules allow.

Identification Card
All ESR students must get an ID card from Earlham College's Public Safety. 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. This card will also help introduce you to the Richmond community and may entitle you to discounts from local merchants. Replacement card cost is $25. To order online or to read more information about ID cards, please visit http://earlham.edu/public-safety/keys,-ids-and-access-control/id-cards/

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 Barclay building is for visitors only, so please refrain from parking there. A parking pass fee of $95 per car per year must be paid in order to park anywhere on the Earlham College campus. Parking stickers will be available during Orientation. 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 https://earlham.edu/public-safety/parking/ and then clicking on Parking and Traffic Regulations tab.

Electronic Resources
There is a segment in the orientation process that covers the use of many essential electronic campus resources including seminary email, online library databases, lab computers, online course web sites, web publishing privileges on the seminary web server, access to various network server software applications including Bible software, and academic information system.

Volunteer Service Hours
New Cooper Scholars and Leadership & Service Scholars will meet with Miriam Bunner, Administrative Assistant to the Dean, to schedule volunteer services hours.
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. If you have ideas about how to create and foster even more community, please contact Brent Walsh at walshbr@earlham.edu.

Community Worship
Many features of a seminary education involve examining, deconstructing and reconstructing one’s current understandings of their faith tradition and theology. This can take a toll on one’s faith journey if special care is not taken to nurture and refresh the soul. We encourage you to make community worship a priority in one’s weekly schedule. The ESR community meets once a week during each semester for worship in Quigg in the ESR Center, from 11:20 - noon. Programmed worship is on alternating Tuesdays and unprogrammed worship each Wednesday. On the first and third Thursdays of each month during the Fall and Spring semesters, Joint Services of Worship are held for the ESR and Bethany communities at 11:20 a.m. at either Nicarry Chapel (Bethany) or Quigg Worship Room (ESR). The format of joint worship varies, including speaking, singing and unprogrammed worship.

Common Meal
Each Tuesday during the school year 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. You should make guest reservations with the ESR Business Office by noon on Monday.

On Wednesday, Bethany has a Common Meal lunch in their Community Room, which is sometimes catered and sometimes potluck. If students wish to attend the other school's Common Meal, they must RSVP in advance. Students will be charged $10 per meal, payable when you arrive.

Joint common meals are held in the ESR dining room and are catered, taking place on the second Thursday of each month, and on Wednesdays during August, January, and May intensives. If you have a question about the Common Meal schedule, or if you would like to propose a program, please contact Brent Walsh.
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:

Athletics & Wellness Center
ESR ordinarily provides for each student a membership to the Earlham Athletics and Wellness Center, located on the Earlham College campus. Family members (spouse and/or children under the age of 24) can join at no charge. The student must accompany the family member one time to get signed up. Membership at the Center includes use of facilities such as a swimming pool, basketball and racquetball courts, indoor running track, and exercise equipment.

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

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 http://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 newsletter, The Luminary, which will be emailed and printed weekly during the semester.
Relationship With a Local Faith Community
ESR urges students to worship regularly with a congregation beyond the ESR community. This relationship is an important complement to seminary study, grounding students in the differing but relevant experience of life in a congregation. Those who have relocated to the Richmond area may wish to seek a sojourning membership (or its equivalent) with a local meeting/church while also maintaining ties with their home meeting/church.

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

Student Health Insurance
ESR has partnered with Earlham College to offer health insurance to all ESR students, both Access and Residential (does not include family members). If you do not currently have health insurance, you are able to purchase a plan under the Student Health Insurance Plan (SHIP) of Earlham College. (More information can be found at 4studenthealth.com.) The cost for the 2019-20 academic year is $1,075. You will be billed the entire amount in the fall semester. If you already have health insurance, you will need to contact ESR’s business manager, Jonelle Ellis at ellisjo1@earlham.edu for instructions on how to opt out. If you do nothing, you will be charged by default and a refund will not be available.

Full-time Student
(9 credit hours or more) Wanting Insurance: You will be automatically enrolled and charged.

Part-time Student (below 9 credit hours)
Wanting Insurance: You have the option to receive the student health insurance, but you will not be automatically enrolled. If you want the insurance, you must email Jonelle Ellis to let her know you want to receive the insurance.

Full-Time Student Declining Insurance:
You are required to submit a health insurance waiver if you already have insurance. If you do not submit a waiver, you will be enrolled and charged. A refund will not be available.

Part-Time Student Declining Insurance:
There is nothing you need to do. You will only be enrolled if you request it.
**Student Services**

Brent Walsh is the Director of Student and Alumni Engagement, which puts him in a position to partner with a student from the time they enroll in seminary to the celebration of milestones beyond graduation. Students are encouraged to address concerns with Brent such as accommodation plans, leaves of absence and withdrawals, complaints, harassment/assaults, or any other questions or concerns. He can also provide referrals and resources for various needs on campus and in the community. You can visit Brent in his office, located on the first floor of the ESR Center. You can also contact him by phone at (765)983-1588 or by email at walshbr@earlham.edu.

**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. For recommendations you can meet with Brent Walsh for a confidential referral or contact him at walshbr@earlham.edu. 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. [https://esr.earlham.edu/about-esr/life-at-esr/self-care-for-students](https://esr.earlham.edu/about-esr/life-at-esr/self-care-for-students)

**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. See Brent Walsh for a list of spiritual directors in the area. Students, particularly ESR Access students, may use this financial support for any spiritual director with whom they would like to work. Talk with Jonelle Ellis for payment/reimbursement options.
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.

In case of emergency, tell whoever is necessary to protect the person and to get help, and contact the Director of Student Engagement, Brent Walsh at (765)983-1588. The use of this number after hours will still reach him if you leave a voicemail.

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

Students who volunteer in administrative offices are required to sign a confidentiality agreement in order to protect the privacy of fellow students. This agreement has been created to ensure student workers and volunteers are aware of their responsibilities with regard to maintaining confidentiality of materials to which they may have access. Violation of the agreement may subject you to disciplinary action that may affect your student status at ESR. Student education records are protected under the Family Educational Rights and Privacy Act (FERPA). For more information contact April Vanlonden at vanloap@earlham.edu.

Travel for ESR
Throughout the school year and summer months, ESR students have the opportunity to attend various meetings and conferences off campus. If you are interested in representing the ESR Admissions office at a conference or another event you are planning to attend, there may be travel support available. For more information, please contact the Director of Recruitment and Admissions, Julie Dishman at (765)983-1523 or at dishmju@earlham.edu.
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. The Earlham woods (southwest corner of campus) and the Whitewater Gorge provide interesting trails and open places for hiking. Maps of the Earlham back campus trails are available at Runyan Center Desk. Other interesting places to explore include the Cope Environmental Center (4910 Shoemaker, Centerville) and Hayes Arboretum (801 Elks Rd., Richmond).

Cultural Opportunities
A large variety of cultural and entertainment events are presented on the Earlham campus each year. These range from musical programs and dramatic events to appearances by popular musical groups. Convocations also bring outstanding persons to the campus. The ESR/BTS Community Life Page on Facebook shares opportunities, so be sure to join the group! Some 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 or the newsletter Today at Earlham at https://earlham.edu/news/today/. The Richmond Civic Theater and the Richmond Symphony Orchestra also provide high quality local productions.

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 (and possibly funding) of an event or access to technology, contact Brent Walsh at walshbr@earlham.edu.
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 Business Association (SBA) operates in a similar fashion, except that it is less of a worship service and is more of a business meeting. The Director of Student Engagement, Brent Walsh, schedules and facilitates the meeting, and a recording clerk notes discussion and decisions made by those in attendance.

**Student Business Association (SBA) (Whole Student Body – Access and Residential)**
ESR student community business is handled by the Student Business Association and by the Faculty Meeting for Business, with their committees. SBA represents student concerns in order to provide a vehicle for positive change within the ESR community. The intent of SBA is to advance student priorities and to shape and nurture the community life of the ESR student body. Participation in SBA is a way for residential and Access students to have a voice in the decisions that affect them. Each student is expected to participate by attending meetings, either in person or through Zoom, and contributing to the conversation and discernment of the student community direction. SBA normally meets on the first Monday of each month, unless otherwise scheduled.

**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 included a program and/or activity. Graduation Committee responsibilities include planning the meal, reserving the location, selling tickets (if 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 plan the 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, depending on 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 arranges for 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 Bethany committees 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 it important 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 conveners for the program, and coordinate people to do clean-up duties. The committee strives to provide a balanced diversity of programming, including both invited guests and ESR community members on a range of topics, from social action to talent show events.
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:**
The exclusive use of male language for God

**More Inclusive:**
Avoiding pronouns for God, or using other terms: Divine, Light, Spirit, etc

**Less Inclusive:**
Wives, husbands, boyfriends, girlfriends

**More Inclusive:**
Spouses, partners

**Less Inclusive:**
Manpower, man hours

**More Inclusive:**
Workforce, personnel, workers, team

**Less Inclusive:**
Girls, when referring to adults

**More Inclusive:**
Women

**Less Inclusive:**
Chairman, foreman

**More Inclusive:**
Chair, moderator, discussion leader, clerk

**Less Inclusive:**
white = good, angelic, pure
black = evil, tainted, corrupt

**More Inclusive:**
Avoid color imagery to describe good and evil distinctions

**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.
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 honor and integrity.

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

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

Plagiarism is using the work of other people without giving them credit, whether in written assignments or formal oral presentations. A glaring example of plagiarism would be submitting an entire essay written by someone else and claiming it was your own. It is also plagiarism to use, without giving credit, someone else's ideas or phrases. This definition applies to words and images, to manuscripts, and to ideas gleaned from spoken communication.

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

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

Earlham School of Religion and Bethany Theological Seminary jointly adopted the following policy regarding winter weather campus closure.

1. The schools will close campus, cancel or delay 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 remain canceled until the snow emergency is lifted.

3. The schools may cancel classes on other occasions as determined by the Dean of Bethany (or the President or Executive Director of Finance and Administration, if the Dean is not available), and the Dean of ESR or the Dean’s designee. No classes will meet during a cancellation. Decisions to cancel classes will be made by 6:30 a.m. Cancellation announcements will be made by phone and email using the Earlham Urgency notification system. It is the responsibility of students, faculty, and staff to keep contact information current in Banner. Notice of the cancellation will also be available by recorded phone message at (765) 983-1423 and (765) 983-1800.

4. On occasions of bad weather when the schools remain open, individual faculty members may choose to cancel their own classes when that is the appropriate decision for their particular classes. Notification of persons involved in these classes will be the responsibility of the faculty member.

5. On occasions of campus closure, individual faculty members may choose to hold classes by 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 faculty member. Students, faculty, and staff shall not travel to campus and students who elect not to attend will not be penalized if class is held during a campus closure.

6. 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.

7. Graduate courses taught at SVMC are canceled no later than 2:00 p.m. on the day of the course (Friday). The SVMC Program Coordinator then contacts all students who are affected by the cancellation. Students should always be aware of weather conditions before they set out for a lengthy drive to attend class.
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 our pets. In addition, ESR has an industrial kitchen that is subject to the governance of the 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 College or ESR campus, with the exception of service animals or emotional support animals. If you bring your animal to campus, they must be contained by crate or leash, and you must remain with your pet at all times. If you must restrain your pet outdoors, do not leave them alone for longer than five minutes.

Service animals
A service animal is any animal (usually a dog) that is individually trained to do work or perform tasks for the benefit of an individual with a disability. If you encounter a service animal, please be respectful and do not distract them from the important service they offer to their human companion.

Emotional Support Animals
An Emotional Support Animal (ESA) is a companion animal that a medical professional says provides benefit for a person disabled by a mental health condition or emotional disorder. ESAs are not necessarily trained to perform specific tasks, but rather offer healing comfort with their presence.

Pet Exemption
To gain a pet exemption for a service animal or an emotional support animal, you must provide documentation by a duly-licensed and/or certified mental health professional. The content of the letter must verify that you are a current patient of the signing mental health professional and that you require the services of the animal.
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, and on weekends. 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: The Classroom & Community 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, Student Services, the Seminary Computing Services office, Seminary Academic Services, the Business 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-gender restrooms located on the second floor.

Lauramoore House and Retreat Center
In 2010 ESR became the recipient of the historic Lauramoore Friends Home, a beautifully preserved 14-room Victorian home, located on 1.3 acres, and less than a mile from the ESR campus. Lauramoore is available for purposes that further the mission of ESR, the Religious Society of Friends, the wider church in general, and appropriate Earlham College activities or events. This includes housing for ESR and Bethany prospective students and students taking Intensive and 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. To reserve a room or other space at Lauramoore contact Jonelle Ellis at (765)983-1540 or email ellisjo1@earlham.edu.
Commuter Lounge
The Commuter Lounge is located on the ground floor of the ESR Center. This room provides space for relaxation and is equipped with a shower. In extenuating circumstances, such as inclement weather, the room may be used for overnight stay. Due to safety and hygiene concerns, the commuter lounge is not designed to serve as an on-campus hotel room or as temporary housing for students.

Please observe the following protocol:
1. The room is available on a first come, first serve basis.
2. If you wish to not be disturbed while in the lounge, please use the “Privacy Please” door hanger. Remember to remove the door hanger when you leave the room.
3. Please be considerate of others by not using this space for long periods of time in ways that prevent others from also using it.
4. Persons using the shower facilities are expected to leave the room clean. Any articles left behind will be promptly discarded.
5. When extenuating circumstances arise and overnight stay is required, the business manager should be contacted in advance at (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.

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 chairs that can be used for other games or activities. This is also where you will find your student mailbox.

Room and Equipment Reservations
If you wish to schedule a meeting or other event in the ESR Center, please reserve the room(s) with the ESR receptionist (765)985-1423. All room and equipment reservations must be entered in 25Live by the receptionist. For electronic equipment needs, contact Seminary Computing Services at (765)983-1262.

Office Equipment and Services
Photocopy 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. Photocopy and fax services are available in the Robert Barclay Center for five cents per page. Payment can be made to the attendant at the reception desk.
**Lilly Library**

Lilly Library serves Earlham School of Religion, Bethany Theological Seminary, and Earlham College. Built in 1963 and expanded in 1992, Lilly Library houses over 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 libraries were 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 liaison 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. Tom Hamm, Quaker historian and archivist, serves as curator.

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**Bethany Center**

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

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**Seminary Computing Services**

Technical support for ESR and Bethany electronic resources is provided by Seminary Computing Services via the SCS Helpdesk (765)983-1262, email support@scs.earlham.edu which is staffed during normal business hours. 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.

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**Parking**

Parking for ESR is in the Public Safety lot southwest of our campus, at the end of the winding walkway that leads to it from the ESR and Bethany Centers. Please refer to the Parking & Car Registration section of this handbook for further explanation.
**Student Mail and E-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 primary means of communication with individual students and should be checked regularly. All other mail should be directed to your place of residence. Each student is assigned an e-mail address that is ESR’s official means of communication with individual students. Students are responsible for checking and responding to their Earlham email on a regular basis. If you experience problems with your ESR e-mail account, please contact Seminary Computing Services.

**Student Housing**
ESR does not currently own any student housing, however we would be happy to discuss your housing needs and pass along any information we have about appropriate rental options available. There is a Facebook page called [ESR/BTS Housing Opportunities](https://www.facebook.com/ESR/BTS-Housing-Opportunities) that might offer occasional listings.

Cadbury House is a 3-bedroom home located across from the ESR campus on National Road. It is used to house international students, but there may be rooms available for other students as well.

Lauramoore Guest House and Retreat Center at 504 NW 5th Street is available for students taking Intensive and weekend classes. Contact Jonelle Ellis at (765)983-1540 or email her at ellisjo1@earlham.edu for additional information about Cadbury House or Lauramoore Guest House.
Earlham College 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 day a year and can be reached at (765)983-1400. For non-emergency issues during the workweek, 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 systems, 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 variety of 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.
• **Shuttle:** Public Safety provides transportation to Earlham students with ID around the immediate college area, free of charge. The shuttle operates during the school year on a specific route making stops at numerous popular locations throughout Richmond.

Bike Share
https://earlham.edu/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.
Health Services
The office and clinic area for the Earlham Health Services are located in Earlham Hall on the College campus. There is a Health Services Fee of $25 or $30 per visit, plus a charge for medications. For more information about health services, please contact Kathy Wuertemberger at (765)983-1328.

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

Earlham College Bookstore
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.

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.

Food Services
Metz Culinary Management is the main provider of food services for the College. Campus food opportunities available in Runyan 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](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 within the May-Crosson Student Commons, Intermetzo offers a full line of espresso drinks and real fruit smoothies.
LOCAL ORGANIZATIONS

Local Meetings and Churches

First Friends Meeting (programmed), 2010 North Chester Blvd. (Chester Blvd is also US 27 North). 9:30am Sundays

“We are Christ-centered as a meeting, but open to the religious experiences and convictions of all individuals, believing that direct knowledge of God is available to all people everywhere, whatever their religious or cultural background. We believe that children have a special connection to the life of the Spirit; we work to be a warm, nurturing community for children, young people, and their families. Adult spiritual enrichment opportunities include Bible study, book discussions, communication workshops, etc., nurturing individual lives and group dynamics in a vital faith for the twenty-first century. Meals, celebrations, and other fun events also help us enjoy one another.”

West Richmond Friends Meeting (semi-programmed), 7th & W. Main Streets (2 blocks north of ESR). 9:30am Sundays

“Worship is a little different each week. We strongly believe that the pastor isn’t the only minister. Our goal in worship is always to listen to God, and to be flexible and responsive to the needs of our hearts and minds. You’ll notice a warmth and informality at West Richmond Friends, from the moment you walk in the door. Most of all, you’ll notice the sense of community -- we really care about each other. After worship, please join us for coffee or juice and light refreshments and conversation. At 11:00 during the school year, we offer a full range of classes and discussion groups for all ages. You’re welcome to drop in on these groups, even if you’re just visiting.”

Clear Creek Meeting (unprogrammed), Stout Meetinghouse on the Earlham College campus. 10am Sundays

“Clear Creek Meeting for Worship is open to all. Membership is not necessary for full participation. Friends worship begins in silence, which provides an opportunity for all present to pray, to open their hearts and minds to the presence of God, and to actively wait for God’s guidance. Out of the stillness, waiting, and listening, one or more of those present may be moved by the Holy Spirit to share a message with the meeting. Our worship becomes fullest and deepest if each person fully participates in it. This requires listening carefully for the voice of God both within ourselves and in the messages that others may offer. Children are welcome in Meeting for Worship.”

Another local opportunity to worship in the manner of Friends is College Meeting for Worship, Stout Meetinghouse on campus, 1:00 p.m., Sundays. Organized by Earlham College students and the Office of Campus Ministry.
Quaker Organizations

The Central offices of Friends United Meeting (FUM) are located on Waterfall Road off US 27 North, ten minutes north of downtown Richmond. [https://www.friendsunitedmeeting.org/](https://www.friendsunitedmeeting.org/).

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

Friends Fellowship Community is a not-for-profit retirement community sponsored by the Indiana Yearly Meeting of Friends to provide a continuum of residential and health care for older adults. [http://www.ffcinc.org/](http://www.ffcinc.org/).

Richmond Friends School is a private Quaker school for pre-K to 6th grade children. See their website at [www.richmondfriendsschool.org/](http://www.richmondfriendsschool.org/).

The Newlin Center for Quaker Thought and Practice is located in Virginia Cottage, behind ESR’s Robert Barclay Center. See their website at [https://earlham.edu/newlin-center](https://earlham.edu/newlin-center).

The American Friends Service Committee is located in Dayton, Ohio. You can find out more about their mission and programs at [www.afsc.org/](http://www.afsc.org/).

Information on Right Sharing of World Resources can be found at [www.rswr.org/](http://www.rswr.org/).
FINANCIAL INFORMATION

Payment Terms
Tuition and fee bills for Session One (Fall), including August Intensives, full-semester classes, and yearlong classes, are run in August. For Session Two (Spring), including January and May Intensives, full-semester classes, and yearlong classes are run in January. Payment is Due Upon Receipt of your billing statement. Students are able to view their current balances online at www.earlham.afford.com. A 1% service charge is assessed at the end of each month on unpaid balances.

Registration Fee
The registration fee is $125 per session and is billed at the beginning of each semester. It is non-refundable, even if all classes are dropped. A portion of this fee ($10 per residential student and $5 per ESR Access student) will go to the Student Business Association fund.

Technology Fee
The technology fee is $100 per session and is billed at the beginning of each semester. It is non-refundable, even if all classes are dropped.

Late Registration Fee
A schedule of registration dates and deadlines for each session is announced on the academic calendar, which can be found on the Joint Seminary Registrar’s web page at sas.earlham.edu. Returning degree-seeking students who register after the specified registration period applicable to them will be charged a late registration fee of $50. This also applies to students who register late due to a financial hold on their billing account. New and Occasional students may register anytime between open registration and the last Add Date and are not subject to this fee.

Common Meal Fee
There is a fee of $130 per session, for Residential students on campus in Richmond. There is a fee of $20 per Intensive session, for students attending an Intensive class in Richmond.
Graduation Fee
All students expecting to graduate must pay a $100 fee at the beginning of the last semester of course work.

Diploma Replacement Fee
If after submitting your Intent to Graduate Form, you require a change in your graduation date, a $50 fee will be assessed to cover the cost of a replacement diploma.

Health Care Fee
There is a Health Services Fee of $25-$35 per visit, plus charges for medications. Payment may be made at the time of the visit or charged directly to the student’s account.

Financial Aid
There is a variety of aid available--Cooper Scholar Awards, need-based scholarships, federal student loans, grants, etc. Those in need of financial assistance should refer to ESR's financial aid information in the catalog or website and then take questions to Jonelle Ellis, Director of Business Services and Facilities, at (765)983-1540.

Proficiency Exam Fee
Students in the M.A. and M.Div./M.Min. degree programs may wish to take proficiency examinations in order to satisfy requirements for introductory courses in Biblical (BS101, BS102), Historical (HS101, HS102) and Theological Studies (TS101). The faculty member who teaches the course administers these exams. In the case where two professors both teach the course, the professors will come to agreement on which one will administer the examination in any given session. A fee of $250 will be charged to the student for the proficiency exam. If the student passes an exam, the requirement is satisfied.

Fees shown are for the 2019-2020 academic year. All fees are subject to change at the beginning of each academic year.
ADVICE AND REQUESTS
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. At Earlham School of Religion, we strongly counsel students to maintain healthful personal habits as a part of the offering one makes in presenting one’s self for ministry. Those who administer the School feel a responsibility for the spirit, witness, and image of the community as a whole.

Alcohol and Tobacco
In faithfulness to the respected counsels of the Society of Friends, and for other practical reasons, Earlham College and Earlham School of Religion is a alcohol-free and smoke-free campus. The consumption of alcohol on the grounds and within the halls and classrooms is prohibited. The same rule applies to smoking anywhere on campus, including the use of e-cigarettes and vaping devices. Those who do not share these practices are asked to conduct themselves with respect for others in the community and to live within the spirit of the standards established by the administration of the School.

Shirt, Shoes and Offensive Clothing
Earlham College and Earlham School of Religion requires everyone to be properly attired while on campus, including shirts and shoes. The clothing you wear should reflect the values of ESR; to this end, please refrain from wearing articles of clothing that make political statements, 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).

Video Conferencing Etiquette
Many of our students attend classes and meetings via Zoom, a video conferencing platform. If you are attending an ESR or Bethany class or meeting via video conferencing, please ensure that your video does not capture offensive clothing, pictures, flags, etc. that is on your person or situated in the room behind you. It is important that we maintain a professional and inclusive environment for everyone, whether you are on campus or attending by video.
AFFIRMATIVE ACTION

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

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 statement and affirms its commitment to equality of opportunity for all individuals who desire the type of theological education offered within the context of the School's mission statement. Furthermore, since ESR is committed to maintaining its Quaker identity, it will aggressively seek candidates who are Quaker and ecumenical students who are in congruence with Quaker testimonies.

HARRASSMENT POLICY

Earlham School of Religion is in the process of updating and revising its Student Complaints, Harassment, and Sexual Assault Policies. A legacy document from the previous Student Handbook is available at the Student Resource Links page of the ESR website. ESR has identified the following Complaint Officers to whom concerns should be brought for the 2019-20 Academic Year:

Harassment: Brent Walsh  
Academic:    Jim Higginbotham (fall); Stephanie Crumley-Effinger (spring)  
Other:       Jonelle Ellis

Earlham must investigate all allegations of sexual assault or harassment. Such allegations will be handled internally by ESR's elected Harassment Committee, consisting of Jonelle Ellis (clerk), Julie Dishman, April Vanlonden, and Brent Walsh (ex-officio). The Committee will review concerns and bring recommendations to the Dean who may refer cases to the Human Resources office at Earlham College.
DISABILITY POLICY

STATEMENT OF NON-DISCRIMINATION

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 (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’ Academic Services Office.

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.

Learning disabilities: Capable students are sometimes found to lack the cognitive tools necessary to read, listen, speak, write, or calculate on a level comparable to their intelligence. To be legally recognized and supported within the seminaries as a “disabled” student, this student needs to provide documentation of diagnosis and methods of testing administered by either an education specialist, a psychologist, or a medical doctor.

Mental disorders disability: Common mental health diagnoses effecting students are depression, bipolar disorders, 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.

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.
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 their 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:
• 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.
• First aid and safety personnel may be informed, when necessary, if the student requires emergency treatment.
• Government officials investigating compliance with the Acts shall be provided with relevant information upon request.
• 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.

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, such as during 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.
IMPLEMENTATION
The Director of Student Engagement 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. 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-time, part-time, class rank, or level).

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

A grievance procedure shall be developed and maintained by each seminary. The procedure shall incorporate due process and provide prompt and equitable resolutions to complaints regarding the denial of services, adjustments, or accommodations.

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’ Director of Student Engagement and other appropriate administrators.

STUDENT RESPONSIBILITIES
Although no student is required by the school to disclose information regarding a disability, if there is a request for accommodations, the student must inform the school of the disability. This “self-disclosure” must follow the procedures outlined below.

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 documentation prepared by a qualified professional and outlining testing procedures and instruments used to diagnose the student’s current 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.

Documentation Processing
All documentation should be delivered to the Director of Student Engagement. 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 Student Services office 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.
Schedule a meeting with the Director of Student Engagement and complete an academic accommodations plan, designed and established by the student and the Director of Student Engagement.

Contact 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.

Work in cooperation with the Director of Student Engagement, 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.

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 Student Engagement; 3) facilitate comfortable and expedient self-disclosure on the part of students with disabilities.

The following guidelines are suggested:
• Provide an opportunity for students to voluntarily name any disabilities on the enrollment or confirmation deposit form.
• Be familiar with the contents of this policy and procedure document and make this document available to students upon request.
• Convey any relevant information and direct grievances to the Director of Student Engagement.

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 Student Engagement (rather than the student). Faculty should keep the following guidelines in mind:
• 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 Student Engagement.
• 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.
• Work in cooperation with the student and the Director of Student Engagement in implementing the recommended accommodations plan.

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.
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<thead>
<tr>
<th>IMPORTANT WEB SITES</th>
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<tbody>
<tr>
<td>Earlham School of Religion</td>
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<td>Registrar</td>
<td>sas.earlham.edu</td>
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<td>Computing Services</td>
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<td>Leadership Website</td>
<td>ldr.esr.earlham.edu</td>
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<td>Digital Quaker Collection</td>
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<td>Quaker Information Center</td>
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<td>Quaker Career Center</td>
<td>careers.quakerinfo.org</td>
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<td>Earlham College</td>
<td><a href="http://www.earlham.edu">www.earlham.edu</a></td>
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<tr>
<td>Bethany Theological Seminary</td>
<td><a href="http://www.bethanyseminary.edu">www.bethanyseminary.edu</a></td>
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<td>Moodle</td>
<td>moodle.scs.earlham.edu</td>
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# IMPORTANT CONTACT INFORMATION

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<thead>
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<th>Contact No</th>
<th>Email</th>
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<tbody>
<tr>
<td>Earlham Security</td>
<td>(Campus Emergencies)</td>
<td>(765)983-1400</td>
<td><a href="mailto:publicsafety@earlham.edu">publicsafety@earlham.edu</a></td>
</tr>
<tr>
<td>Help Desk</td>
<td>(Computing Services)</td>
<td>(765)983-1262</td>
<td><a href="mailto:helpdesk@earlham.edu">helpdesk@earlham.edu</a></td>
</tr>
<tr>
<td>ESR Front Desk</td>
<td>(General)</td>
<td>(765)983-1423</td>
<td><a href="mailto:esr@earlham.edu">esr@earlham.edu</a></td>
</tr>
<tr>
<td>Matt Hisrich</td>
<td>(Dean)</td>
<td>(765)983-1689</td>
<td><a href="mailto:hisrima@earlham.edu">hisrima@earlham.edu</a></td>
</tr>
<tr>
<td>Jonelle Ellis</td>
<td>(Business &amp; Facilities)</td>
<td>(765)983-1540</td>
<td><a href="mailto:ellisjo1@earlham.edu">ellisjo1@earlham.edu</a></td>
</tr>
<tr>
<td>Julie Dishman</td>
<td>(Admissions &amp; Recruiting)</td>
<td>(765)983-1523</td>
<td><a href="mailto:dishmju@earlham.edu">dishmju@earlham.edu</a></td>
</tr>
<tr>
<td>April Vanlonden</td>
<td>(Joint Seminary Registrar)</td>
<td>(765)983-1816</td>
<td><a href="mailto:vanloap@earlham.edu">vanloap@earlham.edu</a></td>
</tr>
<tr>
<td>Brent Walsh</td>
<td>(Student &amp; Alumni Engagement)</td>
<td>(765)983-1588</td>
<td><a href="mailto:walshbr@earlham.edu">walshbr@earlham.edu</a></td>
</tr>
<tr>
<td>Stephanie Bishop</td>
<td>(Director of Human Resources &amp; Title IX Coordinator)</td>
<td>(765)983-1628</td>
<td><a href="mailto:bishost@earlham.edu">bishost@earlham.edu</a></td>
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