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

All students must sign and return the acknowledgement form at the end of this document, indicating you have read and agree with ESR policies as stated here.

Revised July 2022

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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“QUICK-START” INFORMATION
FOR NEW & RETURNING STUDENTS

Billing
Tuition and fees payments are made through the Nelnet system. You will receive an email (to your ESR email) from Earlham College regarding Nelnet, or you can access Nelnet from TheHeart portal or the ESR Webpage (under Student & Faculty tab). You will then need to set up an account. If you have any questions about billing, please contact Jonelle Ellis, Director of Business, at ellisjo1@earlham.edu or 765-983-1540.

Covid Safety and Testing
Visit earlham.edu/coronavirus/#latest often to see up to date information regarding Covid masking and vaccination requirements on the ESR/EC campus.

Disability (Accessibility) Services
Read ESR’s Disability Policy at esr.earlham.edu/academics/registrar-and-academic-services/disability-policy, then contact April Vanlonden, Joint Seminaries Registrar, 765-983-1816, if you wish to disclose a disability.

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 will house interested MAPST students at a low cost and depending on availability. Access students who attend Intensives, and prospective student visitors, as well as alums who attend ESR events. Lauramoore rooms can be reserved by visiting: esr.earlham.edu/lauramoore-reservation-form.

Housing opportunities are posted on the ESR/BTS Housing Opportunities Facebook page at www.facebook.com/groups/ESRandBTSHousing.
Identification Card/Access Card

All ESR and EC students must get an ID/Access Card from EC’s Department of Public Safety. This card is used as both identification and as your building access card (ESR classroom building, Lilly Library, etc.). You will need your Student ID number (previously mentioned) to order your card.

You have two options for obtaining an ID/Access Card. Both options may require you to know your Student ID number:

1. Order your card ahead of time and ESR will give it to you when you are here for orientation and August Intensive. Order online by July 15.

2. If you do not order ahead of time, you will need to go to Public Safety, a short walk from ESR, to get one made. Take a snapshot of both the front and back of your Student ID card and email to Diana Neanover (neanodi@earlham.edu). Or, you can meet in person with Diana Neanover, assistant to the dean, on Monday, August 1 to show her your Student ID card for her to process.

ID Number

You will need your Student ID number to order a Student ID/Access Card and possibly for other uses. To find that ID number, go to Self-Service in The Heart, click on Student, click on Student Records, click on View Student Info and you will see your ID number in the top right in front of your name.

Once you have your ID Card, you will find your ID# on the front of that card.

Enrollment/Registration

Students must first register for their courses in Self-Service (administrative software application), then they will be automatically 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.

Parking and Car Registration

There is free but limited parking available on College Avenue, near ESR. The ESR parking spaces near the ESR Barclay building (white brick building with the tower) is restricted to Handicap and Visitor parking only. If you plan to park on the Earlham College campus you must have a Parking Pass and you must register your vehicle. The cost of a student parking pass is $125/year. You can register your vehicle online at earlham.edu/public-safety/parking or by visiting the Earlham College Department of Public Safety, a short walk from ESR.

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 Community Building.

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. 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

Residential students will automatically be enrolled in EC’s Student Insurance Policy, since all residential ESR students must be insured. If you are a residential student and are already covered by health insurance, you must deny or waive the insurance by July 31, 2022, to avoid being charged (no credit can be given past the deadline). Access students will be offered the opportunity to purchase the Student Insurance if you want/need health insurance.
Earlham College Accounting will send an email to your ESR/EC email address with directions to deny/waive the student health insurance (residential only) or how to apply for the insurance if you are an access student.

Please watch for and respond right away to emails regarding EC student insurance.

**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 cannot be responsible for important messages you do not read. If you experience problems with your ESR e-mail account, please contact Seminary/EC Computing Services at helpdesk@earlham.edu.

**Student Mail**

Each residential student is assigned a mailbox in the ESR Community Building 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
Paul Shaver/Kevin Poole
EC Help Desk
765-983-1568  support@scs.earlham.edu

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

Joint 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
Diana Neanover
765-983-1687  neanodi@earlham.edu

ESR Business & Facilities
Jonelle Ellis
765-983-1540  ellisjo1@earlham.edu

ESR Communications
& Student Services
Brown Mujete
765-983-1516  mujetbr@earlham.edu

Institutional Advancement
Tom Decker
765-983-1656  deckel1@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 or Brown Mujete at mujetbr@earlham.edu.

Community Leadership & Service

Students, faculty, and staff participate together in shaping the life of the seminary. 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 and faculty, both teaching and administrative, 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. 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 the Runyan Center Desk. Other interesting local places to explore include the Cope Environmental Center (491O Shoemaker, Centerville) and Hayes Arboretum (801 Elks Rd., Richmond).

**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 Brown Mujete at mujetbr@earlham.edu.

**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 by the small committee called Gifts and Leadings, appointed by Student Meeting for Business, with the suggested terms.

- Clerk: semester
- Assistant Clerk: year
- Recording Clerk: semester
- Convener: year

Assistant clerk is also the student representative to ESR faculty meetings. Assistant Clerk is a full year commitment. Clerk and Recording Clerk are appointed after every semester by Gifts and Leadings. Any changes to the 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 process for addressing it. Clerk is an ex officio member.

*Hospitality Committee*
Support students who are coming to campus as access students, for student meeting days, or for ESR conferences.

*Gifts and Leadings Committee*
Appoint leadership for student meeting for business and for ESR committees, including Common Meal, Diversity Committee, Worship Committee, Baccalaureate Service 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 Student Meeting for Business.

**ESR Committees with Student Appointees**

*Worship Committee (1 or 2 students)*
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 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, often the Assistant Clerk, and is present at all meetings, except when the Faculty Meeting deems it important for the Meeting to go into executive session, such as for the annual review of students.

**Common Meal Committee (1 or 2 students)**
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 guests and ESR community members on a range of topics, from social action to talent show events. Programs should be no longer than half an hour.

**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 at ESR.

**Baccalaureate Service**
The students who are graduating or their representatives 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.

**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 – Collen Wessel-McCoy at mccoyco@earlham.edu or Julianna Smith at smithju@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. There are many churches in Richmond, including three Quaker meetings/churches. (Clear Creek is held on Earlham’s campus at Stout Meetinghouse and is unprogrammed. West Richmond is within walking distance and is programmed. First Friends is a short drive and is also programmed. Both incorporating some time for open worship.)
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 students 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/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 April Vanlonden, Joint Seminaries Registrar, at vanloap@earlham or 765-983-1816 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: earlham.edu/faculty-staff/?department=academic-enrichment-center

Athletics & Wellness Center

ESR ordinarily provides each residential student with 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 wall and group fitness classes, various aspects of wellness, dance, etc.

Contact the Athletics and Wellness Center at 765-983-1734 or visit earlham.edu/student-life/athletics-and-wellness-center for hours and availability of different programs.

**Hours of Operation during EC academic sessions:** earlham.edu/student-life/athletics-and-wellness-center/amenities-and-hours.

**Contact:** AWC Welcome Desk, 765-983-1734

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**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 student has a unique background and specific 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 8:00am - 5:00pm  
Saturday – Sunday Closed

**Contacts:** earlham.edu/student-life/contact-student-life  
Runyan Welcome Desk  
765-983-1316  
Center for Mail and Distribution  
765-983-1529  
Campus Store  
765-983-1310

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**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, visit earlham.edu/student-life/health-services.

**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, may use 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 30 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 of ESR based on race, color, national origin, sex, age, disability, sexual orientation, gender identity or expression. Moreover, the ESR 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 ESR’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.

**Alcohol Use, Consumption, and Conduct**

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 College or 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 FHAAct 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 Brown Mujete, Director of Communications & Student Services, at mujetbr@earlham.edu or 765-983-1516, 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 (including Adjunct 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.

**Scheduling**

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 Registrar’s 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 Registrar’s Office must be notified of the change.

**“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 2022-23 Academic Year:

**Complaint Policy Officers**

- Harassment: Tom Decker
- 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 includes being 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 regarding 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.

Learning Culture 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 hand, 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.

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, webpages 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 webpage, 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 webpages 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 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 website 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 student, 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 on the website, 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 the Heart [theheart.earlham.edu](http://theheart.earlham.edu).
- 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](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 with such 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/policies-handbooks/student-self-harm-response-protocol](earlham.edu/policies-handbooks/student-self-harm-response-protocol).

*In case of emergency:* Tell whoever is necessary to protect the person and to get help, and contact 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 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 the Earlham 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 continuing personal 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 forms of 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 Moodle: moodle-sem.earlham.edu/course/view.php?id=126.

The Joint Seminaries Registrar (hereafter JS 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 JS Registrar’s webpage contains:

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) Academic Calendar

REGISTRATION

The JS Registrar’s webpage is located on the Earlham School of Religion website. All forms and instructions necessary to make your Seminary experience as smooth as possible are located on this page.

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

New students in any program are assigned an advisor who will make a contact with them quickly after their admission is confirmed. Students are issued an Earlham ID (seven-letter username) which is used to log in to the Banner Self-Service registration system. After consultation with an advisee, the student may complete registration or add/drop. Instructions on how to register can be found on the JS Registrar's page.

REGISTRATION POLICIES

1. All registration deadlines on the Academic Calendar must be observed or a late fee of $50 will be charged.

2. Students must be in good standing with the Business Office before registration can be processed. If the Business Office has a hold on the student account until after the registration period, a late registration fee will be charged when the registration is processed.

3. All signatures and additional forms, such as independent study, upper-level credit requests, and audit requests will serve as registration forms and will be processed in the order they are received.

4. Clinical Pastoral Education (CPE), or other external programs should be included in registration in the session in which it will be COMPLETED. Please note the different course numbers and instructors for ESR & Bethany CPE classes.

5. Courses taken at the Susquehanna Valley Ministry Center (Bethany) are NOT covered by scholarships and financial aid offered by the seminaries. Students should be aware that the tuition and fees will be an “out of pocket” expense for these courses.

6. Residential students and on-line courses: Residential students may take asynchronous on-line courses within certain parameters. ESR Access students have priority if courses have enrollment limits. When openings allow, residential students may take a limited number of on-line courses. Residential Students in the Master of Divinity/Master of Ministry program may take six on-line courses, whether asynchronous or blended, during the course of their studies. In these situations, financial aid awarded by the school can be applied to tuition for these courses. Open registration between ESR and Bethany is operative in these situations, within the parameters described above.

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

**BANNER SELF-SERVICE**

Banner Self-Service is the tool that allows us to interact with the College’s main database (Banner). Through Self-Service, users can edit personal directory and emergency contact information; teaching faculty can enter grades; students can register for classes.

**Registration (Self-Service)**

Students must register for their classes in Self-Service (administrative software application), which will automatically enroll them in their courses in Moodle (learning platform/course management system), if Moodle is being used by the instructor. 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 Self-Service, 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

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” - 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.

REQUESTING EXCEPTIONS TO REGISTRATION POLICIES

If a student wants to take a course without having taken the prerequisite(s) they must receive approval from the instructor. Written approval from the instructor in must be submitted to the registrar.
Though it is not routine, a student may take a 200-level course and arrange to receive upper (300) level credit for it. This should not be requested as a matter of convenience or because of a lack of planning on the part of the student, and is only possible under the following circumstances:

A. There are no regular 300-level course offerings that reasonably meet the requirements of the student’s academic program.

B. The student articulates a compelling case for a plan of additional or alternative study that justifies the upgrade from 200 to 300 level.

C. The plan has the unequivocal support of the instructor of the 200-level course and the student’s advisor.

D. The plan and the upgrade have the written approval of the dean, who may impose other requirements or deny the upgrade for any reason.

If a student wants to take a course but needs to be absent for a large amount of time for events they know about when registering (not illness or an emergency) they should approach the professor to determine whether they can still take the course. The professor may either deny the request or work out a plan with the student that will allow the course objectives to be satisfied. The Upper-Level Credit Petition Form is located on the JS Registrar’s website.

INCOMPLETE GRADE

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

Earlham School of Religion students must fill out a Request for an Incomplete Grade Form and obtain the required signatures. These approved forms must be turned in to Academic Services by the deadline date on the Registrar’s office. Forms can be found on the JS Registrar’s webpage. If ESR students need an extension for a Bethany course, consult the Bethany Seminary “Course Extension Form and Policy” document from the JS Registrar’s web page.

REQUEST FOR INCOMPLETE

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
4. 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 be submitted to the 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 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.

Academic Calendar

The Academic Calendar is located on the Joint Seminaries website. It is the responsibility of all students, faculty, and employees to be familiar with the dates contained in this document. The JS Registrar’s Office makes every effort to post these calendars three years in advance, understanding that students are engaged in many spheres of life, family, employment, etc.

Here you can find dates for:

1) Intensive Sessions
2) Beginning and end of classes
3) Final Add/Drop dates and associated tuition refunds
4) Incomplete Petition Deadlines
5) Course work due dates
6) Grade and rubric submission deadlines
7) Important dates for MA thesis submissions
8) Breaks and Holidays
9) Office closure dates

Academic Standards and Evaluation

As a graduate school, ESR holds out a standard of excellence significantly higher than expected in most undergraduate studies, and a student should expect to
spend a minimum of three hours of work per week outside class for every semester hour of course work (nine hours for a regular 3-hour course) taken in a given semester.

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 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.

Along with receiving a Credit or No Credit for a course, upon course completion, students receive from the instructor a final “Course Rubric”. This Rubric assesses students based upon the overall objectives of their degree/certificate program. The students’ advisor and the JS Registrar also receive copies of these rubrics.

SATISFACTORY ACADEMIC PROGRESS

Evaluation of student learning at ESR occurs in multiple formats. Faculty evaluate student learning in each class taken for credit. The faculty formally evaluates all new students at the end of their first semester. Faculty considers new students’ learning as well as the quality of their interaction with peers and community participation. The faculty formally evaluates all students individually in the second semester of each academic year. In this evaluation, faculty considers students’ learning, the quality of their interaction with peers and community participation, and for students in M.Min./M.Div. and MAPST programs other issues related to the students’ preparation for ministry.

The faculty evaluates each student prior to admission to degree candidacy, giving due consideration to each student’s progress and potential. In the M.Min./M.Div. degree program, this occurs prior to admission to Supervised Ministry when the faculty receives a recommendation from the Supervised Ministry committee regarding a student’s readiness for public ministry. The personal criteria for Readiness for Ministry can be found on the JS Registrar’s web page. In the M.A. program, this occurs prior to accepting a student’s thesis proposal.

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

Academic and Behavioral Probation

Students, who do not comply with the standards of the School of Religion, either for academic performance or personal behavior, may be placed on probation or dismissed by the Dean with the approval of the faculty. Reasons for such actions by the faculty include but are not limited to the following: inability to make satisfactory progress toward a graduate-level degree/certificate; failure to meet requirements for graduation; nonpayment of tuition; inability to enter and maintain healthy relationships characterized by mutuality and self-awareness; the inability to engage in self-observation and self-evaluation and to understand one’s own role in group and community dynamics. ESR students are governed by the Student Standards of Community Respect of the College which are found at this link: earlham.edu/policies-handbooks/student-standards-of-community-respect/#academic-conduct-policy.

A student who fails two or more courses will automatically be placed on academic probation and must complete nine credit hours successfully to be removed from 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 can be placed on behavioral 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 any probation will not normally be entered into degree candidacy and will not, under any circumstances, be allowed to graduate.

WITHDRAWAL OR LEAVE OF ABSENCE

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

Important information about the impact of LOA or Withdrawal on Federal Student Aid Loans:

• Your FSA loan is not deferred while you are on LOA or withdrawn; ESR will report your separation date to the National Student Loan Data System (NSLDS), which starts your loan grace period. If you are withdrawing mid-session the separation date is the date of LOA or withdrawal; otherwise, your separation date is the last day of the previous semester.

• If you have FSA loans, you must immediately complete an Exit Interview and select your loan repayment option, at studentloans.gov/

• If you started classes, received an FSA loan disbursement, then withdrew from all classes, you may be required to return all or a portion of your loan.

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 dean and the instructor of the course.

M.DIV. PROGRAM DECLARATION OF MINISTRY EMPHASIS

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 assigned to the student by the Dean and the form is submitted to the Joint Seminaries Registrar for documentation.

M.Min./M.Div. students may petition the faculty with a self-designed emphasis provided that it fits into existing expertise among the faculty. This petition needs to explain briefly how the anticipated classes for the emphasis will prepare the student for a ministry in the future. This focus may be on an overall competency in ministry, which requires courses in at least three different practical areas. This form can be found on the JS Registrar’s webpage.

PETITION TO CHANGE PROGRAM 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 Dean to complete section III, and submit this form to the Joint Seminaries Registrar.
INDEPENDENT STUDY PROPOSAL

Independent study proposals with an ESR professor may be submitted by degree or certificate seeking students at ESR or Bethany. Proposals must be approved by the instructor and the student’s advisor before being submitted to the ESR 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 student has taken as independent studies not more than 12 hours in the case of an M.Div. or nine hours for the M.A. Please see the Independent Study Form for other requirements, which can be found on the JS Registrar’s webpage.

CROSS-REGISTRATION COURSES

Up to three upper-level courses at Earlham College may be taken by permission of the Academic Dean of the College and the Dean of ESR. Typically, additional work will be required as a graduate-level course; the College instructor determines what work is required. In addition, ESR and Bethany have cooperative relations with these area seminaries: Christian Theological Seminary in Indianapolis, IN, United Theological Seminary in Dayton, OH, and Payne Theological Seminary in Wilberforce, OH, just outside of Dayton. Students may take courses at these seminaries as electives in their ESR programs and may register for them as ESR students, paying ESR tuition. ESR expects students to take required courses at ESR and any required courses taken at another school must receive the Dean’s permission beforehand.

PETITION TO REGISTER FOR A COURSE AT EARLHAM COLLEGE

The Petition Form must be filled out by the student and signed by the Earlham College instructor and the student’s advisor. The form is then submitted to the Joint Seminaries Registrar. It is understood by the Earlham College instructor that the student must complete graduate level course work with at least a “B-” grade in order to successfully complete the course.

PROFICIENCY EXAMS FOR INTRODUCTORY COURSES

Students in the M.A. and M.Div./M.Min. degree programs may wish to take proficiency examinations 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, and the student earns three credits towards the degree.

TRANSCRIPT CONVERSION

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

A. That the conversion is intended to facilitate further graduate study in circumstances where an application will be aided by a graded transcript, or alternatively when students believe that a graded transcript will aid their potential employment opportunities, but in no other circumstances.

B. That ESR offerings of Discernment of Call and Gifts, Supervised Ministry, CPE and 100 - 200 level spirituality courses and Bethany offerings of M 301A Ministry Formation Semester 1, M 301B Ministry Formation Semester 2, M 300 Ministry Elective, and M 302 MDIV Review shall not be converted to letter grades.

C. That faculty will use the narrative evaluation of student course work as a basis for assigning grades.

D. That if a course instructor is unavailable due to retirement, relocation, death or other circumstances, then another faculty member will assign a grade based upon the narrative evaluation of student course work written by the original instructor.

E. That this be a one-time event activated by a written request to the Director of Academic Services. This request is located on the Intent to Graduate Form on the SAS website. To have their transcripts converted into letter grades, students must submit the appropriate form by the date listed on the Academic Calendar.

F. That once a transcript is converted into letter grades, it will never be converted back into credit/no credit notations.

G. That under no circumstances will a transcript be converted into letter grades after a student has ended his or her study at the school through graduation, withdrawal, or expulsion.
COURSE CREDITS

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

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

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

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

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

TRANSFERRING CREDITS

To transfer credit from another institution, the student should have an official transcript sent to the Dean and submit a written request for transfer credit to the Dean. The Dean will review the student’s transcript and Academic Inventory and will respond to the student, granting credit or not granting credit. The Dean will specify which, if any, of the degree requirements the transfer credit will satisfy. The JS Registrar will enter the transferred credit into the Banner system so that they will be included on the students’ transcripts. Courses more than 10 years old or with a grade less than a B- may not be transferred.

For the M.Div./M. Min degree, 51 credits may be transferred in; 24 credits must be taken at ESR. Supervised Ministry and Comprehensive Seminar may not be transferred from another institution. For the MATW, 18 credits may be transferred in. The capstone course may not be transferred. For the MAPST, 6 credit hours can be transferred in. FC 101,102,103 plus the internship may not be transferred. For the M.A. in Religion, 12 credit hours plus the thesis must be taken at ESR.

MULTIPLE ESR DEGREES

Students who have completed M.A.’s, including the MAPST and MATW, may transfer any or all credits up to 50 (two-thirds of 75) toward the M.Div./M.Min. provided they fulfill requirements of the MDiv., including electives. They may transfer up to two-thirds of needed credits toward another M.A. provided they fulfill the relevant requirements.
Students who have completed an M.Div./M.Min. may transfer up to two-thirds of the credits needed for an M.A., including the MAPST and MATW, provided they fulfill requirements of the M.A., including electives.

Students who have completed an ESR certificate(s) may apply all credits received toward the completion of and M.Div./M.Min. or M.A., including the MAPST and MATW, provided they fulfill requirements of the relevant degree, including electives.

REQUESTS TO CHANGE SCHOOL OF ENROLLMENT

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

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

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

B. If after this discernment process the student still wishes to pursue the option of enrolling at the partner school, he/she will formally withdraw from the school of original enrollment. In addition, the student must fulfill all financial and other obligations to the school.

C. The student may apply for admission to the partner school after the preceding steps have been taken and must meet all the admission requirements of that school. If requested, the student may authorize the release of their file from the original school of enrollment for review by the admissions committee of the partner school.

D. As a part of the application process, the student must prepare a written statement outlining the ways in which he or she believes that a program of study at the partner school will better serve their particular educational and/or vocational goals. Assessment of that statement is part of the admission decision by the partner school.
In the case of a student who has previously enrolled at and withdrawn from one of the schools, and who subsequently seeks admission to the partner school, the application process proceeds as described in (C) and (D) above and includes consultation with appropriate staff at the school of prior enrollment. The Academic Deans of the two schools monitor this process and keep each other apprised of developments.

SINGLE SEMINARY ENROLLMENT

To avoid conflicts in scheduling, ESR asks that students not be enrolled in another seminary or university while enrolled at ESR.

DISABILITY POLICY

As a part of Earlham College, Earlham School of Religion follows the Earlham College policy for students with disabilities.

Earlham College is committed to providing equal access to its programs, activities and services as covered under Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act and Amendments Act of 2008 (ADAAA). Students with disabilities are provided accommodations through an individualized and interactive process. The College will not retaliate against students because they have requested or received reasonable accommodations.

Communication

The Joint Seminaries Registrar is responsible for assisting students with obtaining disability status and reasonable accommodations. The College expects students with disabilities to take an active role in communicating their needs since students can best describe their strengths and challenges. The College also recognizes that it is most effective when the disclosure of disabilities is made prior to students arriving on campus. Early disclosure expedites the College's review process, and it usually allows students to begin receiving reasonable accommodations without delay.

Confidentiality and information release

Earlham College is committed to ensuring that students’ disability information is maintained as confidential as is required or permitted by law. The College’s notification process informs faculty as to what accommodations are necessary to meet students’ disability-related needs. In most instances, the College will not inform faculty members as to the nature of students’ disorders unless it is necessary for providing appropriate accommodations or to protect the health and safety of students. Students may obtain a copy of their disability documentation if they wish to share their documentation with others.
The College reserves the right to release supplementary information or disability documentation when there is a need to know. The need to know is decided on a case-by-case basis. Some common circumstances when someone might need to know are:

- a request for a course substitution
- the safety of the student and others
- grievance cases
- special financial aid considerations

Procedures for requesting academic accommodations

Disclosing a disability and identifying reasonable accommodations:

Students must complete *Earlam’s Disability Disclosure Form* and submit the required disability documentation to the Academic Enrichment Center (AEC). The AEC director will provide assistance in completing the Disclosure Form for students who require assistance because of their disability. Disability documentation will be reviewed by the AEC director within ten business days of receipt of the documentation. Students are notified in writing once the review process is completed or when additional information is required. Students may request a modification of their accommodations when there is a change in their disabilities. Students are responsible for requesting the modification and for providing new evidence for the requested change.

Diagnostic documentation

When disabilities are not obvious, or the necessities for accommodations are not obvious, students must provide recent diagnostic documentation that denotes their functional limitations in an educational setting. Examples of appropriate documentation include a recent Individual Education Plan (IEP), 504 plan, Summary of Performance (SOP) or comprehensive psycho-educational testing. When students do not have any of the documents listed above, students should have an appropriately licensed professional complete the College’s *Certification Form for Disability Status and Accommodation*.

Faculty notification

Students who use classroom accommodations are responsible for informing their faculty about their accommodations each semester using the *Disability Disclosure Form*. The form should be submitted within the first two weeks of each semester or within two weeks of obtaining disability status and approved accommodations.

Using the Academic Accommodations Form, the AEC office produces memos, which are sent to students’ Earlham mailboxes. Students are responsible for
distributing the memos to their faculty members. Faculty must receive their memos before students may use academic accommodations.

Collaboration

Some accommodations may dictate that the student, AEC director and course professor collaborate to identify an accommodation that meets the needs of the student and fulfills the course requirements. When such collaboration is necessary, it is the student’s responsibility to inform the director.

Difficulties

Students who encounter difficulties with a professor or other college personnel regarding accommodations should follow the grievance procedures outlined in *Earlham’s Disability Grievance Procedures for Students*, which may be obtained from the AEC office or website.

**Audit: Current student and spouse**

Students must receive prior approval from the instructor before auditing a course. This permission must be sent to Academic Services by the course instructor. Full time students may audit one course per semester without extra charge. If they chose not to, their spouse or partner may audit a course at no extra charge with permission from the instructor. Non-full-time students may enroll as auditors at the rate of $600 per course.

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.

FERPA

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

Intention to Graduate

Students in the final year who intend to graduate need to 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 honor and 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 to use, without giving credit, someone else’s ideas or phrases. This definition applies to words and images, to manuscripts, and to ideas gleaned from spoken communication. For further examples, please see the most recent edition of Kate Turabian’s *A Manual 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.

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 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 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’ Registrar’s Office.

Read full policy at esr.earlham.edu/academics/registrar-and-academic-services/disability-policy.

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 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. 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.

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.
EVALUATION FOR GRADUATION

Candidates for both the M.A. and the M.Div./M.Min. degrees are required to meet certain standards of evaluation prior to the student’s graduation. Students in their last year must complete the Intention to Graduate Form with needed signatures and have submitted the form to the Registrar’s Office by the deadline stated in the Academic Calendar.

1. The Synthesis Capstone courses, normally taken in the final year of study of the M.Div./M.Min. degree program contribute greatly to the faculty’s evaluation of students for graduation. Candidates for this degree must successfully complete the requirements of Comprehensive Seminar or take and pass written or oral comprehensive examinations. No course credit will be given for the examination; thus, one elective must be added if the exam is taken. M.Div./M.Min. students must also demonstrate ability to perform in a chosen area of ministry through successful completion of Supervised Ministry.

2. M.A. students must present an acceptable thesis project and successfully pass a comprehensive oral examination.

3. M.Div./M.Min. candidates must have completed at least twenty-seven semester hours of their work in residence at ESR. M.A. students must have completed at least twelve semester hours in residence.

4. MATW students must complete a Summative Exercise (MATW Project Completion).

5. MAPST students must complete a 6-hour Synthesis Capstone (Supervised Internship).

1) Students who have been placed on academic probation must have improved their performance and have been removed from probation.

2) All candidates must have demonstrated during their experience at ESR personal growth and qualifications fitting to the nature of the work symbolized by the degree to be granted.

PARTICIPATION IN GRADUATION ACTIVITIES

All graduates, whether December or May graduates, shall have the opportunity to participate in Earlham’s graduation ceremony following the successful completion of all degree requirements and approval by the Faculty and Board of Trustees. Note that for December graduates this will be the May following receipt of their degree because there are no December graduation ceremonies.

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

Graduation/hooding is a graduate ceremony, not merely a senior activity. For that reason, as a general rule, non-graduating seniors are not eligible to participate in these activities. They may, however, participate in the Spring Banquet activities honoring seniors if they choose to do so. December graduates may participate in the Baccalaureate Service either in the May of that year or the following year but not both.

During the Spring semester the Director of Student Services meets with the potential graduates to discuss the transition from seminary, the upcoming graduation activities, and the program for the Baccalaureate Service.

HONORS

Earlham School of Religion formerly offered honors to select graduates. With the adoption of a narrative evaluation policy, Faculty decided to discontinue the process. This decision was preceded by an ad hoc committee who consulted with students. While some students wished to continue awarding honors, it is the decision of this Faculty to cease awarding academic honors. The primary reason for this decision was a belief that awarding honors was inconsistent with the Quaker educational philosophy represented at ESR.
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, Common Meal, on weekends, or when there is no staff 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 numbers, see Important Contact Information on page 8 of this handbook or the Faculty and Staff directory on our website. The office staff is happy to be of service to students.

ESR Community Building

Located on the corner of National Road West and College Avenue, the ESR Community Building 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. Student IDs 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 Community Building also has two all-gender restrooms located on the second floor.

If you wish to schedule a meeting or other event in the ESR Community Building, please reserve the room(s) with Diana Neanover at neanodi@earlham.edu or 765-983-1687. 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 students and 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 Diana Neanover at 765-983-1687 or email neanodi@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, which can be obtained from Diana Neanover (Rm# 108 in the Robert Barclay Center), Assistant to the Dean, Ext. 1687. 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-served basis, or can be reserved. Contact Diana Neanover at 765-983-1687 or email neanodi@earlham.edu.

**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 student mailboxes.
Student Housing

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 Center

The home of Bethany Theological Seminary is located just west of the ESR Community 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:** [earlham.edu/student-life/athletics-and-wellness-center/amenities-and-hours](earlham.edu/student-life/athletics-and-wellness-center/amenities-and-hours).

**Contact:** [earlham.edu/student-life/athletics-and-wellness-center](earlham.edu/student-life/athletics-and-wellness-center).

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**Lilly Library**

[library.earlham.edu/seminaries](library.earlham.edu/seminaries)

Lilly Library serves Earlham School of Religion, Bethany 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 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


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 within the May Crosson Student Commons, Intermetzo offers a full line of expresso 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 information, visit earlham.edu/student-life/health-services.

EC Department of Public Safety

[earlham.edu/public-safety/services](http://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 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.

**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 $40.

Tuition
Tuition for the 2022-23 academic year is $620 per credit, $1,860 for a 3-credit class, or $16,740 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 who have not been awarded any other full-tuition scholarship. Need is calculated from information provided by the student on their FAFSA.

New Student Enrollment Fee/Deposit
Newly Admitted Students pay this fee to confirm their acceptance to ESR. The fee is $150, discounted to $100 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.

ESR Residential/Access Fee
This fee covers the registration and technology fees. For residential students, this fee also covers regular semester common meals. Fees may change by July 1 of each year.
ESR – EC Residential/Access Fee

These fees are charged by Earlham College for use of their facilities. These fees include the wellness center, library, and counseling services for residential students. Access students are charged a fee for library services. 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. $1651/year.

*Fees shown are for the 2022-2023 academic year. All fees are subject to change at the beginning of each academic year.*
I have read and understand the content, requirements, and expectations contained in this Student Handbook for Earlham School of Religion. I have received a copy of the handbook and agree to abide by the policies and guidelines as stated.

I understand that if I have questions, at any time, regarding the information contained in this handbook, I will consult with my academic advisor.

Student Signature: ____________________________________________

Student Printed Name: __________________________________________

Receipt By: ____________________________________________________

Date: ________________________________

Please mail, email or drop off this completed and signed form to Diana Neanover, Assistant to the Dean, neanodi@earlham.edu, Rm. 108 in the Robert Barclay Center. ~Thank you!