

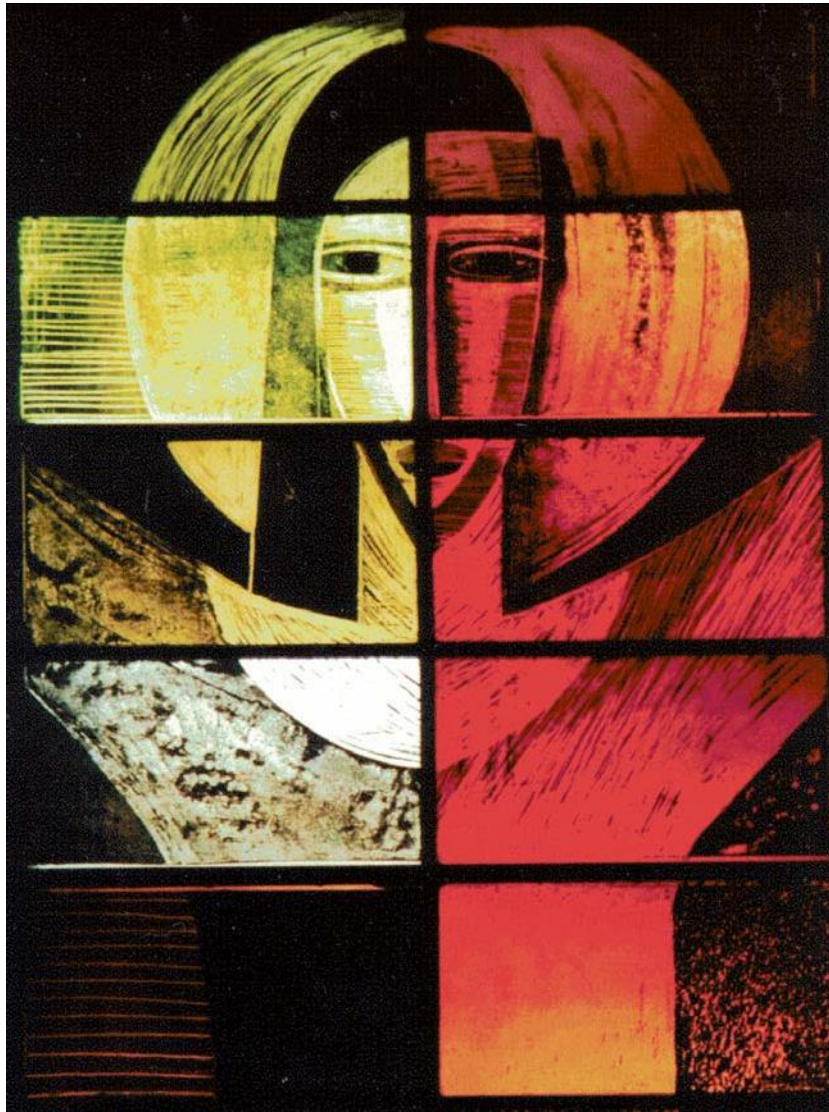


## Student Handbook 2020-21

Published by the Office of Community Life

Louisville Presbyterian Theological Seminary  
1044 Alta Vista Road - Louisville, KY 40205-1798  
502-895-3411 - toll-free 1-800-264-1839  
[www.LPTS.edu](http://www.LPTS.edu)

Reference the LPTS website for changes to the Student Handbook since August 2019



The photograph of the “Christ Window” represents one of the many signs and symbols of our faith depicted in the stained glass windows of Caldwell Chapel located on the Seminary’s campus. The windows were designed by William Schickel of Loveland, Ohio. Photograph by Jonathan Watson (M.Div 1996)

## Mission Statement

Louisville Seminary educates and forms servant leaders for tomorrow's ministries. We build bridges:

- Between sacred texts and human lives;
- Between the past and the future;
- Among persons of different faiths, Christian denominations, and cultures;

*...all in the name of Jesus Christ, the bridge between God and humanity.*

## Commitments

The Seminary is a community that affirms and trusts the ever-faithful presence and activity of the triune God. Empowered by the Holy Spirit, we confess the Scriptures to be the unique and authoritative witness to God's redemptive love for the world. As an institution of the Presbyterian Church (U.S.A.), the Seminary has a particular responsibility to preserve and develop the values and insights of the Reformed tradition.

## Relationships

Consistent with the Reformed tradition, we are committed to an ecumenical vision of the ultimate unity of the Body of Christ. This vision recognizes the wholeness of the church's mission, respects the global and cross-cultural character of Christian ministry in the world and motivates continuing efforts at interfaith dialogue and practice. The faculty, staff, student body, administration and Board of Trustees of the Seminary represent a broad range of Christian confession. The United Methodist, the African Methodist Episcopal, the African Methodist Episcopal Zion and the Christian Methodist Episcopal communions officially recognize the Seminary as an appropriate school for their candidates to receive their theological education.

## Educational Vision

The Seminary strives to provide an educational context in which students and teachers may explore and nurture their vocational commitments while becoming biblically, theologically and historically informed and competent in the diverse skills necessary for ministry. In the Seminary's integrated curriculum, the historical and contemporary resources of the church's thought and practice are in continual interaction with the contributions of our wider culture and with first-hand experiences of the practices of ministry. Through our commitment to scholarly research and teaching, the Seminary provides theological resources for the church by striving to interpret the gospel in an ever-changing world, by extending the horizons of theological inquiry and by shaping the church's intellectual foundation for its faith and ministry.

In all these activities, our aim is to nurture the convictions, character, vision, wisdom and forms of life vital to leadership in the Christian community and the wider culture.

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# A BRIEF HISTORY OF LOUISVILLE SEMINARY

## *Building Up the Body of Christ*

For over 160 years, Louisville Seminary has been building up the Body of Christ in a tradition rooted in Scripture and the Reformed tradition while developing innovative ways to respond to contemporary society's needs.

Its heritage stems from two seminaries founded by two branches of the Presbyterian Church. In 1853, Danville Theological Seminary welcomed its first students in Danville, Kentucky. In 1893, the Louisville Presbyterian Seminary was founded in Louisville. But in 1901, the seminaries in Danville and Louisville were united. For 60 years, the Seminary ministered to the Louisville community from its downtown home at First and Broadway. During the 1937 flood after most of the city was evacuated, some Seminary faculty and administrators stayed behind to shelter refugees trapped by the floodwaters. The institution housed nearly 500 servicemen during World War II, and Seminary enrollment surged with veterans retiring from the military after the war.

In April of 1963, spring hailed the rebirth of the Seminary in a new location on Alta Vista Road. The campus is surrounded by historic Cherokee Park with easy access to the City's system of highways. Rebirth came for the Presbyterian Church as well when the northern and southern streams reunited in 1983 after 122 years of separation. The Seminary welcomed the national offices of the Presbyterian Church (USA) to the city of Louisville in the summer of 1987. That same year the Seminary purchased the historic Gardencourt mansion and proceeded with renovations that later received an award for historic preservation. This mansion now provides classrooms, faculty offices, and community meeting space on the Seminary campus.

In 2015, Louisville Seminary launched "The Covenant for the Future," in which all students pursuing master's degrees at Louisville Seminary, regardless of denominational affiliation, receive full-tuition grants or scholarships. In a tradition of ecumenical cooperation, leadership, and excellence, Louisville Seminary adds to its future with the Louisville Institute, and the establishment of the Black Church Studies and Doors to Dialogue programs.

## ADMINISTRATIVE DIRECTORY

Edwin Aponte	Executive Director, Louisville Institute	Ext. 341
Carolyn Cardwell	Instructional Technology Administrator	Ext. 422
Anita Coleman	Director, Ernest Miller White Library	Ext. 420
Matthew Collins	Director, Ernest Miller White Library, Associate Professor of Bibliography and Research	Ext. 420
Steve Cook	Registrar and Associate Dean of Institutional Research & Effectiveness	Ext. 853
Angela Cowser	Associate Dean of Black Church Studies and DMin Programs	Ext. 372
Kilen Gray	Dean of Community Life	Ext. 367
Heather Griffin	Director of Data Management and Institutional Advancement	Ext. 352
Erin Hamilton	Director of Institutional Advancement and Annual Fund	Ext. 345
Beth Herrinton-Hodge	Director, Academic Support Services	Ext. 384
Marcus Hong	Director, Field Education, Assistant Professor of Practical Theology and Chapel Worship Coordinator	Ext. 294
Gina Kuzouka	Financial Aid Coordinator	Ext. 380
Lisa Miller	Director, Marketing & Special Events	Ext. 1393
Anne Monell	Vice President, Institutional Advancement	Ext. 353
Sandra Moon	Director, Admissions	Ext. 348
Angela Morris	Associate Director, Ernest Miller White Library	Ext. 391
Debra Mumford	Dean of the Seminary	Ext. 853
Alton B. Pollard III	President of the Seminary	Ext. 385
Don Richter	Associate Director, Louisville Institute	Ext. 430
Beth Seeger Troy	LSCC Clinical Director	Ext. 364
Loren Townsend	Director, Marriage & Family Therapy Program; Professor, Pastoral Care and Counseling	Ext. 363
Angela Traylor	Vice President for Finance and Administration	Ext. 283
Tim Williams	Director of Campus Facilities	Ext. 296
Chris Wooten	Director of Communications	Ext. 358

# General Information

## Academic Support Center (ASC)

The Louisville Seminary Academic Support Center (ASC) assists students, faculty and staff with the various aspects of academic writing, critical analysis, study skills, and reading. We can also assist with professional papers, resumes, and reports. Throughout the semester, ASC conducts workshops including ones on organization, documentation styles, plagiarism, senior Statements of Faith, SIEs and the denominational ordination exams. The Center also works specifically with students whose first language is not English and with students who have physical or learning differences.

## Academics

For questions not answered in the Catalog, consult your advisor first; then, if necessary, see the Associate Academic Dean, the Dean, or Registrar.

## Audiovisual and Multimedia

To reserve any multimedia/audiovisual equipment, a form must be filled out **no more than one year and at least FIVE working days in advance**. Students do not have access to reservations for facilities. For reservations they should work through the Dean of Community Life office.

Equipment in multimedia lecterns is considered part of the room, so this equipment is automatically reserved when the room is reserved. Equipment in the lecterns is only available for students and employees who have taken lectern training available through the library. Lectern keys are available from the Library.

Any questions regarding setup of multimedia equipment for use in a meeting room or classroom should be directed to the Multimedia Specialist (895-3411, x 290).

When two or more requests are made for the same multimedia equipment or for multimedia support services, priority will be given in the following order:

1. Faculty or administrators employing the equipment for classroom usage or other seminary sponsored events, on a first-come, first-served basis;
2. Students employing the equipment for classroom usage;
3. Students and staff for seminary sponsored events;
4. Faculty, students and staff for extra-curricular events or occasions not officially sponsored by the seminary.

When a student uses equipment in the multimedia lectern for a classroom presentation, either the student or the instructor must have had multimedia lectern training, and the instructor is responsible for requesting any equipment needed for the student's presentation.

The library has technical resources available including PC and Mac laptops, tablets and digital projectors available for check out at the circulation desk.

## Auditing a Course

Degree students and their spouses can audit courses at the Seminary free of charge. Registration is required and must be approved by the course instructor.

## Automobile and Voter Registration

For information about registering a vehicle, contact the Jefferson County Clerk's Office at 502-574-5700 or visit their website at <http://www.jeffersoncountyclerk.org/>.



You may register to vote at the Office of the County Clerk or obtain instructions for downloading, completing and mailing a voter registration form from their site at: Kentucky State Board of Elections <http://elect.ky.gov/Pages/default.aspx>.

### **Building Hours**

Winn Center, Nelson Hall & Caldwell Chapel (Sept. 1-May 31)

Mon.-Friday 7:30 a.m.-10:00 p.m.

Saturday 8:00 a.m.-5:00 am (Caldwell Chapel is closed on Saturday)

Sunday Closed

Winn Center, Nelson Hall & Caldwell Chapel (June 1-Aug.31)

Mon-Thur. 7:30 a.m.-5:00 p.m. Friday-Sunday Closed

### **Calendar**

The academic/governance calendar is found on the Seminary website and produced by the Dean's Office. A weekly calendar of events, including changes in the academic/governance calendar is posted in *The Seminary Times*.

### **Campus Community Co-Operative (Tri-C)**

The Tri-C provides space for students' personal and social activities. Located between Love and Sherrill Halls, this room is available free of charge to anyone in the community who reserves it. It has a small but fully functional kitchen, television, and tables. Community members use the space for various events. It is also the home base for Campus Kids. To schedule the Tri-C, email the Residential Housing Advisory Board (REHAB) at [rehab@LPTS.edu](mailto:rehab@LPTS.edu).

### **Campus Directory**

The Campus Directory provides addresses, phone numbers, and pictures of students and staff. It is produced by the Office of Communications each fall and updated at the beginning of the spring semester. Please notify the Communications office of any address change, new phone number or additional information to keep records current.

### **Campus Kids**

The mission of the Campus Kids program is to offer a place of fun, fellowship and learning for children in the Louisville Seminary community. CK offers a variety of activities suitable to the differing ages of the children in the community. The Campus Kids program usually includes children from 2 to 12 years of age.

### **Cashing Checks**

This can be done in the Business Office. Checks should be made payable to "LPTS." The limit for any check to be cashed is \$50. Students are required to replace with cash any check that is returned for insufficient funds. The right to cash checks may be suspended for repeated submission of checks that are returned by the student's bank.

### **Committees**

For a description of governance committees, see the Governance Committees section of this handbook.

### **Duplication**

Copying machines are located in the Library. Students are expected to do their own copying on these machines. If you are not certain as to how to operate them, please check with the Print Shop Coordinator. The charge for usage is posted.

## **Email and Passwords**

In the delivery of courses, instructors will ask students to use a range of tools.

Google Classroom - Asynchronous Lecture Presentations, Notes, and Course related email

CAMS - Course Reserves, Syllabi, Final Grades, Course Evaluations

Zoom - Synchronous Class Lectures, Appointments, Meetings via Video Conferencing

LPTS Outlook - Email Communications for all Seminary business

Digital Library Portal - Remote access to library resources (this website)

Not every course will use every tool, but students should expect to make use of all of these at some point. This range of products can be updated for January and Spring 2020.

Student login information for all accounts is unique to each student. Students should not share their personal login information with anyone.

## **Emergencies**

The nearest Emergency Rooms are at Baptist Health Louisville, 4000 Kresge Way (896-8100) and University Hospital, 530 South Jackson (562-3000). For extensive emergencies, call the Emergency Medical Service (EMS) at 911. Be sure to give emergency personnel your service address instead of your mailing address as follows:

Burnam Hall - 1331 Landrum Lane Sherrill Hall - 1345 Landrum Lane Love Hall - 1349 Landrum Lane  
Heuser Hall - 1301 Landrum Lane White Hall - 3900 Landrum Lane Seminary Hall - 1355 Landrum Lane

The Louisville Metro Police Department (LMPD) police can also be contacted at 911. Contact the Dean of Community Life for pastoral care when any emergency of a personal nature occurs.

For housing problems, such as plumbing, electrical, etc., contact the Facilities Department at (502)992-9387. For lost keys, contact the Business Office at (502)992-9357.

## **Employment**

Part-time employment for students is available at various campus departments. Hiring is coordinated by the departments themselves. Opportunities for off-campus employment are posted on a web-based listing accessible to students via the Intranet. All posting sites are maintained by the Community Life who will provide students with information on how to access the web-based listing. Seniors are notified of ministry opportunities regularly via email.

## **Facilities**

The Facilities Department is responsible for the maintenance and operation of the campus buildings, grounds, and utilities. For further information, see the Facilities section of this handbook.

## **Fire Safety on Campus**

In the event of a fire, call 911. Be sure to give emergency personnel the appropriate building number on campus (see list at front of this handbook). Building alarms are for resident evacuation only and the LMPD must still be called. Stairwell fire doors must be kept closed at all times. For additional information, see the Fire Safety on Campus section of this handbook.

## **Field Education**

Louisville Seminary's field education program provides opportunities for students to build basic skills in the practice of ministry, discern specific gifts for ministry, clarify and focus the sense of call, integrate theology and the practice of ministry, and develop pastoral identity and character. Four

semesters of Field Education, including two in a congregational setting, are required of all M.Div. students. The Field Education office works closely with each student to determine a field placement that will help them grow toward their goals in ministry. The financial remuneration for field education is approximately \$3,000 a year. Details on the program are available in the Field Education Office.

### **Financial Aid**

See the section on Student Financial Aid in this handbook.

### **First Aid Kits**

First aid kits are located in the Nelson Hall Print Shop and in the Facilities Department.

### **Food Pantry**

To meet the needs of our students who may need food assistance from time to time a food pantry is located in the Student Lounge in the basement of Schlegel Hall.

### **Governance**

A current copy of the Governance Manual can be found on the seminary's website.T

### **Housing**

On-campus student housing assignments are made through the Housing Coordinator in the Community Life Office. For questions and concerns about on-campus student housing assignments please see the Housing Coordinator. Guest housing may be reserved with Laws Lodge. See the Residential Handbook for the housing priority policy, pet policy, and other information about campus housing.

### **Illness**

A list of doctors, dentists, and other specialists is available in the Community Life Office. The Medical Clinic at the Southern Baptist Seminary will also provide names of specialists. Notify the Dean of Community Life Office in the event of serious illness for you or a family member.

### **Information Technology Use Guidelines**

Louisville Seminary provides computer technology and support to the members of its faculty, administration and student body for the enhancement of their work in service to the Seminary's stated mission.

### **Keys**

All keys for campus housing units may be obtained at the Business Office. One key is allowed per adult leasing the unit. If you lose your key or are temporarily locked out, contact the Facilities Department at 992-9387. Monday - Friday from 7:30 a.m. until 4:00 p.m. and Facilities will unlock at no charge. If you lose your key or are temporarily locked out after business hours, call the Facilities Emergency phone at 376-1572 and a Facilities staff member will come and unlock. There is a \$25 charge for this service. There is a \$10.00 charge payable at the time a replacement key is obtained or for any extra keys.

No key can be obtained or entry gained to an apartment unless the person requesting the key or entering is the person on the lease as a resident and has identification available.

### **Library**

Student LPTS identification cards also serve as library cards. Students will be notified when they should come by the library to pick up their I.D. cards. This card is required to borrow books from the library. During the first weeks of the fall and spring semester, the library will offer sessions for the use of the library's online catalog as well as sessions on materials for conducting research for Seminary classes and pastoral work.

## **Lost and Found**

Lost and found articles should be turned in and picked up at the switchboard in Nelson Hall. The Seminary does not assume any responsibility for loss or damage to personal property.

## **Mail**

The Mail Room is on the first floor of Nelson Hall and hours are posted on the door. Each student receives a post box assignment from the Mail Room Coordinator. The mailing address is 1044 Alta Vista Road, Louisville, KY 40205.

## **Parking**

Commuting students are requested to park in the main parking lot. Those living in the apartment buildings, please see "Parking Policy" beginning on page 34 of this Handbook.

## **Payment of Accounts**

Payment of accounts must be up to date to register for courses, receive grades, have a transcript released, and receive a degree. Payments for Summer/Fall term courses are due October 1. Payments for J-term/Spring term courses are due March 1. Payment includes tuition, semester fees (including SBTS recreational center fee), and any current rent payments (if applicable). Accounts not settled by these payment dates will be charged 10% of the amount past due as a late penalty. Payments are made in the Business Office.

## **Pets**

See the Pet Policy in the Residential Handbook.

## **Records of Students**

See the Records of Students section in this handbook.

## **Recycling at LPTS**

See the Recycling section in this handbook.

## **Seminary Times**

This is an official publication of LPTS designed to provide current information on campus events and policy changes. Copy for the Times should be typed, signed, and submitted to the Print Shop Coordinator by 5:00 p.m. on Tuesday. You may also send copy by e-mail. The address is [seminarytimes@LPTS.edu](mailto:seminarytimes@LPTS.edu). Please be sure to indicate that you are sending Seminary Times copy on the subject line.

## **Smoke-free policy**

See the Smoke-Free Environment section of this handbook.

## **Social Media Use Guidelines**

The Seminary's Social Media Use Guidelines are available on the Seminary's website.

## **Telephones**

Public phones are provided in Schlegel Hall, Winn Center, and White Hall. If residential students wish private land-line phones, they should contact AT&T and pay the cost of the installation and monthly charges. Phones can normally be installed only during the hours the Business Office is open.

## **Transcript Requests**

To request a transcript, submit a request on the Request Transcript page on the Seminary website.

There is no fee for this service for current students and recent graduates. May graduates may request transcripts free of charge through November after graduation. December graduates may request transcripts free of charge through June after graduation. A student's account must be in good standing in order for a transcript request to be fulfilled.

### **Veterans Benefits and Relations**

See the Registrar.

### **Weather**

In the event of snow or other inclement weather conditions, Louisville Seminary will notify employees and students of the status of the Seminary, Open or Closed, or On Delay, through announcements placed on local television stations, the voice message system on the Seminary switchboard, and an announcement on the Seminary's website. Any announcement by Jefferson County Public Schools will be taken into consideration, but will not determine the status of the Seminary.

### **Women's Center**

The Women's Center at LPTS, established in 1991, is dedicated to being a significant resource for the Seminary community in general, and women of the community in particular. The Women's Center is located on the first floor of White Hall (Suite 100) and is open to all.

The mission of the Women's Centers calls it to:

1. Provide and maintain space where women can **congregate** to share common concerns and perspectives and where members of the community can gather for dialogue and for action around issues of special concern to women. The Women's Center is available for group meetings or activities, subject to guidelines established by the Gender and Ministry Committee.
2. **Educate** about issues and situations facing women. The Center maintains a collection of books, videos, pamphlets, newsletters, and subject files all of which may be used in the Center, and organizes events throughout the academic year.
3. **Advocate** for issues affecting women.
4. **Celebrate** the gifts and achievements of women in the church and the world.

# ACADEMIC POLICIES

## Policy for Academic Honesty

### *Policy of Uniform Academic Citation for Student Work*

Whether you summarize the ideas of others or use direct quotes, you must document the source. Where citations are required, they shall follow the form of the latest edition of Turabian/Chicago Manual of Style, except in Pastoral Care and Counseling courses, for which students may use APA form. (Policy adopted by the Louisville Seminary Faculty on May 20, 2005).

Most courses at LPTS will require that you write papers. Some will be “journal type” writing, offering theological reflecting, and some will be research papers in which you incorporate the research and ideas of others to help support your points. Some of you will actually publish some of your papers in various theological journals. In all cases, your papers should be of professional academic quality.

In your research papers, you must document any information that is not “universally known” or that you did not know before your investigation of the subject. In academic papers and professional journals, you can make some assumptions about your readers since you know that you have some level of shared expertise. However, any use of information without proper documentation is considered plagiarism.

Sometimes students inadvertently use the works of others without correctly citing the source of the information. Remember, when you use someone’s ideas you must give credit to that source. If you are using the author’s exact words use quotation marks around the passage and then, using the appropriate documentation style, give the full citation information. These mistakes are usually unintentional but are nonetheless plagiarism.

Another problem occasionally arises when summarizing material. Even when you put the author’s ideas in your own words, it is necessary to give the citation information. Sometimes, writers summarize and correctly document their sources, but the summaries are too similar to the original. Phrases and groups of words from the original text might not be rewritten in the writer’s “language” but retain too much of the original author’s style. This is often tricky but is still considered plagiarism.

Plagiarism is not only unethical but also illegal. Ignorance is not an excuse.

When a professor judges a student’s work to have been plagiarized, or to be subject to academic dishonesty, the following steps will be taken:

1. The instructor and the student shall have a consultation in which the assignment in question and the issue of plagiarism or academic dishonesty will be discussed.
2. If, in the instructor’s judgment, it is unequivocal that a student has plagiarized or used dishonest academic methods in preparing an exercise, the grade for that particular piece shall be judged an “F” or a numerical grade of zero. Any opportunity to redo the exercise is left to the discretion of the instructor.
3. The instructor shall promptly notify the Dean about the incident of plagiarism or academic dishonesty.
4. Such notification will be confidential written communication among the instructor, the Dean, and the student.
5. Two incidents of plagiarism or academic dishonesty by the same student shall be grounds for dismissal from the Seminary.
6. A student wishing to appeal the judgment of plagiarism or academic dishonesty may use the established procedures for appealing grades.

### ***Research and Documentation***

Research is a systematic search, analysis, and synthesis of information on a definable problem that either arrives at a solution or offers an informed opinion. Research is not done with the heart but rather the head. Research is not a compilation of facts and quotations. Writers must evaluate the ideas of others and draw conclusions of their own. Writers must provide facts, data, and information from valid sources in order to give credibility to their research. Pastors must do research as a basis for sermons, but sermon and academic research are very different. A sermon's purpose is to reach the heart and change people's lives. A research paper's goal is to inform and convince the reader. Sermons are oral and use all of the conventions of gestures and speech; whereas, research papers depend only on the written word.

In your research papers, you must document any information that is not "common knowledge" or that you did not know before your investigation of the subject. Information that could have been obtained from a number of sources is termed "common knowledge." This sort of information might be something such as "Jesus was tried before Pontius Pilate." Because you are writing for a specific audience (the seminary community) you can assume a certain level of shared common knowledge.

But when using other's ideas or words in your papers any idea that comes from any place other than your own brain must be documented. This is not a modern idea: Nicholas Antonio is credited with the creation of modern bibliography in the 17<sup>th</sup> century. Using someone else's ideas is just like using anything else that belongs to someone else. The borrower (writer) has an ethical obligation to the owner not to claim the idea as his/her own. Thus, the writer must acknowledge that the ideas or words of someone else belong to that person. As significant, readers might be interested by an idea in your paper and want to look at the original so that they can read the entire work.

Note that use of another student's work must likewise be documented.

Most of the time you will want to use your own words in your papers. But occasionally you might use a direct quote from a source. Remember to use the words of others sparingly because this is your paper with your own point of view and not just a synopsis of what others have said.

Ask yourself these questions if you are considering using a direct quotation:

- Are the author's words so impressive or so unique that I couldn't express those ideas as well with my own words?
- Is the author's language so succinct that it would take me twice as many words to explain the same thought?
- Is the terminology so precise that I could not explain the meaning?

If you answer yes to any of these questions, then include the quotation into your text.

APA style is used in marriage and family therapy counseling and emphasizes the author and date as the most important information about a source. Consult the Publication Manual of the American Psychological Association for specifics. The Academic Support Center has a copy of the manual. The information of the source is contained within the text inside parentheses so the reader immediately knows if the cited research is current. The in-text citations include the author's last name and year of publication. In case of direct quotations, also include page number(s) using p. or pp. abbreviations.

If the author's name is included in your sentence, the year goes in parenthesis immediately after author's name. John Bailey (2000) wrote that the Writing Center is the perfect place to work.

If the author's name is not mentioned in your sentence, put it and the year separated by a comma in parentheses.

*The Writing Center has been cited as the perfect place to work (Bailey, 2000). One consultant called the Writing Center, “the perfect place to work” (Bailey, 2000, p. 208).*

In its strictest form, this system omits quotation marks, uses minimal capitalization for titles of books and articles, and gives page numbers only for actual quotations, not for paraphrases or summaries.

At the end of the paper on a new numbered page titled “References,” include a list of the works cited in the paper. Items are alphabetized by author’s or editor’s last name and are double spaced within and between entries. If a work has no author or editor, alphabetize by the first word of the title other than *A, An, or The*. Do not indent the first line of each entry, but indent any additional lines one-half inch (or five spaces). Consult the latest edition of *Chicago: A Manual for Writers* for specific instances.

**Chicago/Turabian** documentation is the preferred style in all papers other than MFT. Consult the last edition of *A Manual for Writers* for detailed information on specifics. The Academic Support Center has copies and information about this style of documentation. Chicago/Turabian allows footnotes (at the bottom of the page), endnotes (on a page at the end of the paper), or in-text citations. If you use footnotes or endnotes, at the point in your paper where you have paraphrased, summarized, or quoted, use a raised number to indicate that you have borrowed that information from an outside source. Notes are numbered consecutively throughout the paper. To find the publication information for that source, readers can consult the footnote or endnote with the corresponding number. An endnote page lists the information in the order it appeared in the paper.

In your paper, whether or not you mention the author’s name or work in your sentence, use a number at the end of the section you are citing to show documentation. *Sally Walker’s 1999 study of writing center effectiveness shows that 75% of students who use writing center services raise their college grade point averages.*<sup>1</sup>

For both footnotes and endnotes, the first time you cite a source, you include the full publication information: <sup>1</sup>Sally Walker, *A Study of Writing Center Effectiveness* (New York: St. Martin’s Press, 1999), 46.

Subsequent footnotes or endnotes from the same source list only the author’s last name and the page number with a comma between: <sup>2</sup>Walker, 95.

If you cite from more than one work by the same author, use a short form of the title of the book or article in addition to the author and page number in subsequent citations. Book titles are underlined or, preferably, italicized; article titles go in quotation marks. <sup>3</sup>Walker, *A Study*, 117. <sup>4</sup>Walker, “Helping Students,” 3.

If you prefer to use in-text citations, include the author’s last name and date of publication within parenthesis within the text. *“Dean Thompson (1901, 12) said the Louisville Seminary was the best place in the world to work.”*

If the author’s name is not mentioned in your sentence, put it and the year separated by a comma in parentheses. *“Louisville Seminary is very animal friendly” (Thompson, 1902, 12).*

At the end of your paper on a new numbered page titled Bibliography, Works Cited, or References, include a list of the works cited or consulted. Items are alphabetized by author’s or editor’s last name and are double spaced between entries, but single spaced within the entry. If a work has no author or editor, alphabetize by the first word of the title other than *A, An, or The*. Do not indent the first line of each entry, but indent any additional lines one-half inch (or five spaces).



### ***Policy for Inclusive Language***

In accordance with seminary policy, students are to use inclusive language in class discussions and in written and oral communication by using language representative of the whole human community in respect to gender, sexual orientation, ethnicity, age, and physical and intellectual capacities. Direct quotations from theological texts and translations of the Bible do not have to be altered to conform to this policy. In your own writing, however, when referring to God, you are encouraged to use a variety of images and metaphors, reflecting the richness of the Bible's images for God. More discussion about inclusive language can be accessed from the Academic Support Center and from the section of the LPTS web site with information for current students.

Resources for working with the Seminary's Inclusive Language policy may be found at:  
<http://www.lpts.edu/academics/academic-resources/academic-forms/guides-policies-and-handbooks/inclusive-and-expansive-language>.

### ***Policy on Intellectual Property Rights***

***Intellectual property***, as used in this policy, is defined as the tangible or intangible result of scholarship, research, development, teaching or other intellectual activity. The term for the purposes of this policy, includes traditional products of scholarship prepared for dissemination outside the Seminary Community, such as books, monographs, articles, reviews, works prepared for worship or use by a church or denomination, and works of art, unless Louisville Presbyterian Theological Seminary (forthwith defined as Louisville Seminary) commissioned the product.

***Commissioned Work***, as used in this policy, is defined as work prepared by an employee within the scope of his or her employment and/or work specifically ordered or commissioned by Louisville Seminary, if the parties understand and agree in a signed agreement before commencement of the work that the work shall be considered commissioned work.

***Intellectual Property and Rights*** to institutional works is retained by Louisville Seminary. Institutional works include works that are supported by specific allocation of Louisville Seminary funds, that are created at the direction of Louisville Seminary for a specific seminary purpose or that are developed in the course of a project arranged, administered or controlled by Louisville Seminary or may have been created over an extended time by multiple authors, such as the Catalog, or the Louisville Seminary Mission Statement.

***Application*** of this policy is binding on Louisville Seminary faculty, staff, and students as a condition of their participation in Louisville Seminary research, teaching, and service programs and for their use of Louisville Seminary funds, facilities or other resources.

***Faculty*** members, in keeping with the long standing practice at Louisville Seminary, retain intellectual property rights to the work created during the course and scope of their employment, including but not limited to copyrightable works such as books, articles, and artistic creations, unless the work is specifically commissioned by Louisville Seminary. If a work is specifically commissioned by Louisville Seminary, ownership of the intellectual property rights will be retained by Louisville Seminary unless negotiated otherwise by the faculty member and Louisville Seminary on a case by case basis.

***Students*** shall retain intellectual property rights to all works created while enrolled at Louisville Seminary unless the works were specifically commissioned by Louisville Seminary or are institutional works as defined above.

***Staff*** members may create intellectual works outside the scope of their employment, all works created by non-faculty employees during the course and scope of their employment are considered commissioned works. Louisville Seminary retains ownership of all intellectual property rights relative to such works.

## Grading

In addition to criteria in the Catalog, the following more lengthy statements relate to appeals of grade assigned and to the status of conscientious objection to grading. The grading scale is:

A	4.0
A-	3.68
B+	3.34
B	3.0
B-	2.68
C+	2.34
C	2.0
C-	1.68
D+	1.34
D	1.0
F	0.0

### ***Grading Appeals***

On occasion, a student may seek re-evaluation of a final grade in a class. In such cases, the procedure in the Governance Manual will govern.

### ***Conscientious Objection to Grading***

Persons conscientiously opposed to the academic grading system should consult the Dean of the Seminary, who will inform them of their options and the implications.

## Graduation Policy

### ***Determining Your Graduation Date***

Students who receive degrees in May or December must complete all academic, practicum, and field education, etc. work by the end of the semester that immediately precedes their graduation date.

Occasionally, a student may have some incomplete work for a May graduation. With the approval of the faculty (officers of instruction), a student may walk in the May graduation ceremony (yet receive a degree dated the following December) if the following criteria are met:

- Student lacks no more than 6 credit hours;
- Student's statement of faith and ministry or senior seminar has been completed and has been awarded a Pass grade by the reviewing faculty team (applies to MDiv students who began prior to fall 2018);
- Student lacks fewer than 50 practicum hours or two Field Education units by the end of the spring semester;
- Student reasonably expects this work to be completed on or before August 30 following the May graduation ceremony in which the student is asking to participate. Students completing Practicum hours during this time must have approval of their clinical supervisor. Students with incomplete work who want to walk at graduation in May are themselves responsible for requesting and obtaining the approval of the faculty. Normally this request should be made through the student's academic advisor at the March faculty meeting unless there are reasonable grounds for delay. Faculty may grant or reject the student's request based upon the student's academic record

and/or other reasonable grounds.

## **Independent Study Policy**

Students in the MDiv, MAMFT, and MAR degree programs may design and complete Independent Studies to make progress towards their degrees. Independent Studies may be used only for elective credits and not for required courses. Other stipulations that pertain to Independent Studies done for the MDiv, MAMFT, and MAR degrees include:

1. Maximum of three Independent Studies
2. Minimum GPA of 3.0 required
3. Minimum of 27 earned credits
4. Maximum of one Independent Study per semester

Work done in connection with preparation for a MAR thesis or fulfillment of the Core Ecclesial Traditions requirement is not counted in the maximum number of Independent Studies.

Independent Studies may be used to fulfill requirements in the DMin degree program. DMin degree program students must complete Seminars I and II before registering for an Independent Study. Required seminars may not be fulfilled by Independent Studies.

A registration form and an Independent Study form along with a course proposal must be submitted to the Registrar to register for an Independent Study. Guidelines for writing a course proposal are available from the Registrar. Registration for Independent Studies follows the same calendar as the one used for registering for other courses.

## **Statement on Portfolios**

An academic portfolio is a digital collection of artifacts created, managed, and, at times, shared by a student. These artifacts may include, but are not limited to, academic essays, blog posts, sermons, creative writings, recordings, etc. More than merely a collection of artifacts, however, a portfolio provides opportunities for reflection and further learning. Students may be asked to maintain portfolios throughout their time at Louisville Seminary that will serve various purposes.

### ***Student Purposes***

Portfolios provide a virtual space for students to examine and reflect on their learning and to grow in their degree programs. They also provide opportunities for students to learn how to curate a professional self-presentation. A portfolio remains the student's property after graduation, and it can have career purposes at that time.

### ***Pedagogical/Course Purposes***

Some courses may require students to utilize portfolios for pedagogical purposes and course-specific goals.

### ***Effectiveness Purposes***

Sampled, unidentified artifacts from portfolios will be reviewed annually by faculty for degree program improvement. With this in mind, students should not include anything in their portfolios that they would not want someone else to read. While these annual reviews do not intend to provide feedback to individual students, the feedback it provides for course design, curriculum content, and other matters of the Seminary learning environment will have lasting importance and improve the learning experience of future students.

## **Probation Policy**

Master's-level students are placed on probation if they fall behind on pace or exceed maximum time frame, or if their cumulative grade point average falls below 2.5 on a 4.0 scale or fail to complete 66.7% of coursework in a term. A student will not be permitted to register for more than three three-hour courses per semester and no more than 10.5 hours per semester. The student is also required to have an academic plan while on probation. Students will be granted no more than two semesters of probation. Failure to be removed from probation by the third semester results in loss of candidacy and separation from the Seminary.

## **Student Grievance Procedure**

The procedure in the Governance Manual, Code of Student Conduct, Section 1.3 will govern.

## **Student Records Policy**

The Seminary holds certain records in its files to enable it to carry out its responsibility to its students and to their church judicatories during their residence, and to enable it to respond to authorized requests concerning the students' Seminary career thereafter. The following is a short statement of policy toward these records and the more detailed statement adopted by the Council in the fall of 1976. Both are guided by the Family Educational Rights and Privacy Act of 1974 as Amended (Public Law 93-380), commonly known as the "Buckley Amendment."

### ***Summary of Student Records Policy***

The Seminary maintains student files in the following offices: Registrar, Dean of Community Life, Field Education, Marriage and Family Therapy, Business, and Institutional Advancement. The Registrar keeps a student's application material, Seminary transcript, current registration materials, and other documents related to a student's academic record. The Registrar also maintains records related to a student's income and expenses. The Dean of Community Life office maintains records related to required health compliance, insurance and health enrollments, adjudicatory correspondence and documents related to confidential pastoral care materials. The Marriage and Family Therapy department maintains clinical records and reviews. The Business Office maintains records of students' accounts and loans. The Field Education program maintains files on Field Education placements including semester evaluations and correspondence related to each placement. Institutional Advancement maintains records of scholarships, awards, and ongoing constituent relationships.

### ***Extended Student Records Policy***

1. It is the policy of the Louisville Seminary, in accordance with "The Family Education Rights and Privacy Act" (Buckley Act/FERPA): To inform all regular students upon matriculation of their rights under this act by publication of this policy (99.5k) in the student handbook and by annual notice in The Seminary Times (99.6) to all students attending the Seminary. This notice shall state the essence of the Seminary's policy, the places where copies of the policy may be obtained and where the Act may be studied, and the right of students to file complaints (99.5.a.1;99.63).
2. To permit students to inspect and review their own educational records (99.3.def; 99.5.a.2; 99.11) within a responsible period (no more than 45 days; 99.11a) after written application and to respond to reasonable requests for explanation and interpretation of the records (99.11.b.1). The inspection, review, interpretation, and explanation will ordinarily occur under the supervision of a person designated by the Dean.
  - a. To secure disclosure of one's educational records (99.5.2.3.i), the student shall complete a requisition and submit it to the Registrar. The Registrar will enter the date by which the

- records may be secured by the advisor and forward a copy of the requisition to the advisor. The advisor will make an appointment with the advisee for the purpose of inspection, review, interpretation and explanation (99.11.b.1).
- b. Students may request copies of any papers in their records not specifically waived (99.7) upon requisition to the Registrar and payment of the established fee (99.8). Students may request copies of any papers they have released to others (99.30.d) upon payment of the established fee.
  - c. Students will not be given access (for inspection or review, or by copy) to anything they have waived access to (99.7; such as letters or statements relating to admission, employment, or honors; 99.12.a.3). The student waiving this right shall nevertheless be notified of the names of all persons providing letters or statements (99.7.c.1). The Seminary may not require such a waiver (99.7.c.3), but it shall require that all persons asked to submit letters of recommendation or evaluation know whether these papers will be held in confidence (i.e. whether the student has waived the right to read them, copy them, or to disclose them to others). The Seminary shall use letters or statements to which the student has waived his rights of access only for the purposes for which they were originally intended (i.e. for admission decision [99.7.c.2]). A waiver may be revoked, but not retroactively (99.7.f.1). Students shall not have access to records subject to medical or counseling ethics but they will be shared with qualified professional persons specifically authorized by the student and at the student's request (99.3.def.b.4). Students shall not have access to information gathered after the student relationship has been terminated (99.3.def.b.5). (All letters relating to admissions, filed prior to January 1, 1975, are confidential; 99.12.a.2).
  - d. The ordinary locations of all educational records of students (99.5.a.2.iv) are the office of the Registrar, the office of the Dean of Community Life, the Field Education Office, the office of Marriage and Family Therapy, the Business Office, and the Office of Institutional Advancement (99.3.def.a). The records of the advisor and of individual faculty, which are confidential and maintained solely for their professional relationship to students and are not available to others, are not subject to disclosure (99.3.def.b.1).
  - e. Every folder of student educational records shall include a record of disclosures (99.5.a.4; 99.32) that shall include the date of disclosure, the records disclosed, the purpose of the disclosure or the legitimate interest of the parties who requested or received personally identifiable information and their names. However, disclosures made at the student's request, for which a special form has been completed and filed in the folder, are recorded only by date and name (99.32.b; 99.30.a.2.ii). The record of disclosure may be inspected by the student (99.5.a.4) and others who deal with records ex officio (99.32.c).
3. To disclose nothing from the educational records of the students without their prior written, signed, and dated consent (99.5.a.3; 99.30.a.1), specifying which records are to be disclosed, the party or class of parties who have requested or received personally identifiable information (99.30.c) except:
    - a. To the authorized committee of presbytery under whose jurisdiction the student has consented to be a candidate (99.7.e.2).
    - b. As specified in 99.31 of the Act. The authorized officials of this institution to whom these records may be available are the student's advisor, the Registrar, the Dean, the Dean of Student, the Business Office, the Seminary Relations Office, the Director of Marriage and Family Therapy, the Director of Field Education, and their designees. Officers of instruction with a legitimate educational or administrative interest (in capacity of the student's instructor, counselor, or reference) may have access to such records (i.e. when at the student's request they are asked to write letters of recommendation [99.5.a.3.i.])
    - c. Personally identifiable information hereby designated "directory information" (99.5.a.3.11; 99.37) viz: name, address, phone, class and academic program, field appointment unless the student specifically and in writing prohibits the disclosure of any of this data within the

- first week of each academic year in which the student is registered as a student at the Seminary.
- d. In cases of emergency, when information of record is necessary for the protection of the health or safety of the student or others (99.36).
  4. To attach notice to all copies of records and state on all forms requesting copies, or disclosure, that access to and disclosure of records is only to the persons and for the purposes specified and upon the condition that the contents of the records in no way whatever be re-disclosed (99.33).
  5. To allow a student who has inspected and reviewed his or her educational record to seek corrections of alleged errors (99.5.a.5) by request to amend the records (99.20) by hearing (99.21), and by insertion into the record (99.21.c.d). All insertions shall be disclosed with the parts of the record to which they pertain (99.21.d.2).
  6. To hold the right to destroy any personally identifiable material in the educational records of its students or alumni that does not pertain to its responsibility as an educational institution to maintain permanently and that is no longer relevant to its educational or administrative relationship to the student or alumnus, providing that it shall not destroy:
    - a. any record when there is pending an authorized request for disclosure of educational records,
    - b. the record of disclosures that is maintained with every folder of records,
    - c. any student insertion into the record so long as the record upon which the insertion bears is maintained (i.e. an insertion protesting data or interpretation in the record may not be destroyed so long as the data or interpretation remain in the record in any way [99.13; 99.21.d.1]).
  7. To make available copies of this policy to all students and to provide access to the relevant portions of the basic Act upon request (99.5.b).
  8. To charge the following fees for copies of student records (99.5.a.2.iii): 50 cents per page for the first three pages, first copy; 25 cents per page for fourth and following pages, first copy; 15 cents per page for multiple copies of pages.
  9. To conform to the Act in spirit and practice, but to hold to itself all rights and privileges and authority not specifically mentioned in this policy and not expressly forbidden by the Act.

## **Student Status—Full-Time and Half-Time**

### ***Full-Time and Half-Time Degree Program Designations***

These designations are important because they can affect the student's eligibility for certain types of loans and Veterans Administration benefits. Please contact the Registrar for details. Louisville Seminary has both Full-time and Half-time designations for its first-level degree programs (Master of Arts in Marriage and Family Therapy, Master of Arts (Religion), and Master of Divinity)

**Full-time Student** - enrolled student taking at least 9 hours per semester and 27 or more hours per academic year.

**Half-time Student** - enrolled student taking at least 6 hours per semester and between 12-5 to 26 hours per academic year. The maximum number of years that a half-time student can take to obtain either the M.Div. or the MAMFT degree is six years; maximum for MA(R) degree is four years. Half-time students are not eligible for dual degree programs.

**Part-time Student** - enrolled student in either the full-time or half-time programs who, with approval from the Dean, temporarily take less than the required hours for their particular program. Part-time status is allowed only in the most exceptional of cases.

**Non-degree Student** - students not enrolled in a degree program at LPTS. No limit is placed on the

number of courses a non-degree student may take over a lifetime. However, non-degree students may only take up to six hours in a given semester, and no more than 12 hours may be transferred into the LPTS degree program.

**Doctor of Ministry Students** - D.Min. students are ordinarily involved in full-time ministry and are therefore required to take only 9 credit hours per calendar year for full-time student designation or 4.5 hours per calendar year for half-time designation.

## **Termination of Studies**

A student contemplating discontinuing studies at Louisville Seminary prior to graduation should be in conversation about such decision with the Academic Dean, the Dean of Community Life, and the student's faculty advisor. Once a student has decided to withdraw from Seminary or take a leave of absence, the following procedures are to be followed:

### ***Leave of Absence***

Leave of absence requests should be directed in writing to the Academic Dean who will notify in writing the student acknowledging the request for a period not to exceed one year. A second request, at the end of the first year, should also be sent to the Academic Dean. Leaves of absence will not exceed two years. After any leave that is longer than two years' duration, an application for readmission is necessary. The student will be governed by the curriculum in force at the time the student is re-admitted.

### ***Processing a Leave***

When a student leaves school (leave of absence, withdrawal, internship, or graduation), the student must complete a Clearance Form by gathering the requested signatures. This form is obtained from and returned to the Registrar.

# ACADEMIC LIFE AND GROWING IN FAITH

## Seminary Worship Life

“Worship is at the very heart of church’s life. All that the church is and does is rooted in worship. The community of faith, gathered in response to God’s call, is formed in its worship. Worship is the principal influence that shapes our faith, and is the most visible way to express faith.”  
The Book of Common Worship (1993), page 1

St. Augustine in his Confessions asks himself: “What do I love when I love my God?” and we at LPTS try to answer this question collectively by paying critical attention to the ways we live in a global society, the ways we relate to each other, the ways God is known here and elsewhere, the ways God calls us and might be revealed in word, music, movements and our bodies. In our worship services, we honor God and each other, always hoping to connect and partner with churches and communities, to hear the voices of the poor, and the many languages and accents of people from here and around the world. Our prayers orient our lives. The ways we pray have to do with the ways we do God’s mission in a diverse, fascinating and very complicated world. Through worship, we do theology, biblical exegesis, pastoral care, sermon, sacraments, ethics, and mission. Through worship we wrestle with the ways life seems to be and how it should be under God’s love.

Our chapel services are held Wednesdays and Thursdays (and occasionally on other days, as announced) at 11:30 a.m. in our beautiful Caldwell Chapel and we celebrate communion once a week. The Worship Resource Center has a wonderful space where our worship services are prepared by a group of students who engage in weekly prayer and planning with faculty, staff, and a variety of guests. Throughout the year, we have special services and different seasonal liturgical observances. At LPTS, worship is always evolving, and our hope is that, in this continuous practice, as we learn multiple liturgical ways to worship God, we might also learn multiple ways to live in the world.

## Pastoral Care and Counseling

The pursuit of competence in theological studies is a rewarding, yet difficult experience. Students will engage in academic discoveries that may present spiritual, mental, social and possibly physical challenges. In addition, the discipline and rigors of the seminary experience may impact the student’s availability to or attentiveness in their family’s usual way of life. LPTS, through the Community Life Office, offers a space where students and their families can receive pastoral and spiritual support during times of increased personal/family stress.

Foremost among the responsibilities charged to the Dean of Community Life is to serve as pastor to students and their families. The Dean of Community Life is available to provide spiritual counsel, explore student/family spiritual formation, assist in the discernment of call to ministry, provide student advocacy within the student’s seminary and denominational community, and facilitate spiritual direction and growth. Appointments are set at times that are most convenient for the student/family, with the focus on spending whatever time is needed to provide appropriate support.

Along with the nurture, support and counsel offered to students, LPTS is committed to helping students obtain expert care for issues that fall beyond the ethical responsibility or expertise of the office. The Dean of Community Life will assist students in making arrangements for therapeutic services among a list of recommended licensed counselors and/or mental health facilities. Financial resources are available to help ease the cost burden of those services.



## Spiritual Formation

LPTS seeks to support students in growing spiritually by encouraging and providing opportunities for regular spiritual practices.

- Corporate worship is held two mornings per week in the chapel.
- Students are encouraged to develop their own Bible Study and prayer groups, and other informal groups to cultivate spiritual practices.
- Several denominationally affiliated groups meet on a regular basis, seeking to provide guidance and direction to students who identify with or who are seeing ordination by the denominations in question.
- Trained spiritual directors are available for individual and/or group spiritual direction meetings with students. The program “Tending the Holy While Attending Seminary” is introduced and explained to all new students.

The Dean of Community Life is available to converse about growing spiritually and is willing to work with students in developing intentional ways of growing in faith.

# FACILITIES

## Campus Reservations and Usage Policy

The information listed below represents the Campus Reservations and Usage Policies, Guidelines and Procedures for the Louisville Seminary.

As a private institution of higher education, Louisville Seminary seeks to balance its mission of instruction and co-curricular activities, with its commitment of service to the broader community of which it is part. The facilities of Louisville Seminary exist for the primary purpose of education, for use by our faculty, staff and students and by affiliated constituencies. However, when available space allows, we are committed to making our facilities available to community members and organizations outside the Seminary whose purpose is consistent with the Seminary's mission. Activities will be scheduled in keeping with the Seminary's mission as a student-centered academic institution focused on education.

All facilities are property of Louisville Seminary. Specifically, there is no departmental or individual "ownership" of space. The configuration of space assignments may change from time to time as needs and opportunities change, and it is inevitable that departments may at times be confronted with required changes that are less than desirable from their individual viewpoints or interest.

Louisville Seminary requires reimbursement for all direct costs incurred for venue use. Direct expenses include, but are not limited to, costs incurred as result of occupancy beyond normal business operating hours, audio-visual requirements, housekeeping, personnel required to service an event, setups, special equipment, catering and parking. Venue rental charges cover the indirect costs including utilities and the maintenance of Seminary facilities.

Assuring the availability of space for numerous activities which take place on the campus during a single day requires the coordination of a number of supporting services and careful scheduling practices to avoid conflicts.

Reservations for use of on-campus facilities for the purpose of instructional or non-instructional activities and/or supporting services can be submitted by Seminary academic and administrative departments online through the Seminary's space/event scheduling system, Virtual EMS. Reservations should be submitted for Seminary sanctioned activities only and have an on-campus contact that serves as the main point of contact and is present at the event. Students requesting use of instructional or non-instructional space will clear event dates and schedule room reservations through the Office of Community Life located in Nelson Hall.

Campus reservations are on a first-come, first-served basis, with the exception of scheduled academic classes; therefore it is suggested that you reserve your desired facility as far in advance as possible.

## Room Reservations and Scheduling Guidelines

The Seminary Administration maintains the right to determine which activities are appropriate to be held on campus. Priority for the use of a specific facility within the context of the purpose for which that facility was designed is given first as follows:

Official Academic Activities Official Seminary Events Seminary Sponsored Events Seminary Co-sponsored Events Non-Official Seminary Events

## **Use of Academic Facilities (Classrooms) for Instructional Activities**

Includes: Caldwell Chapel (Studio I and Fellowship Hall), Gardencourt (classrooms #205, #206, #209, & #213, Hundley Hall), Nelson Hall (classrooms #10, #118, #119) and Schlegel Hall (classrooms #120, #121, #123, #206, #208, #218 & #220).

Use of academic facilities for academic course and course-related activities (e.g. credit bearing classes and programmatic activities resulting from academic course work) has first priority in scheduling use of instructional space including but not limited to, meetings, lectures, panel discussions and any other uses that have as their purpose instruction and student learning.

All academic classes and activities are coordinated and scheduled through the Dean's Office located in Nelson Hall. The following guidelines apply to scheduling academic space, including:

1. Priority for space is given to instructional use.
2. Academic space (classrooms) is restricted for Seminary sanctioned activities only and may not be scheduled for use by external groups.
3. While Hundley Hall and Fellowship Hall may serve Academic space, it should be understood that they may be needed at the time of the Board of Trustees meetings, and Seminary lectures and Instructors will be expected to accommodate such requests for use of this space, with appropriate prior notice.

## **Use of Academic Facilities (Classrooms) for Non-Instructional Activities**

Includes: Caldwell Chapel (Studio I and Fellowship Hall), Gardencourt (classrooms #205, #206, #209, & #213, Hundley Hall), Nelson Hall (classrooms #10, #118, #119) and Schlegel Hall (classrooms #120, #121, #123, #206, #208, #218 & #220).

Use of Non-Instructional facilities for all internal/external events shall be scheduled and confirmed with the official Seminary calendar through the Marketing & Special Events Office located in the Laws Lodge Conference Center.

The following guidelines apply in scheduling use of non-instructional facilities, and include:

1. Seminary Administration, Faculty and Staff may submit room requests for use of non-instructional facilities for the purpose of internal events only through the Seminary's Intranet site using the Virtual EMS space/event scheduling system.
2. Room requests must be submitted through the Seminary's online scheduling system Virtual EMS no later than May 31, each calendar year in order to maintain scheduling priority on space for the following calendar year. On the first business day of June of each calendar year reservations for use of non-instructional space will be opened to the outside community for the following calendar year.
3. Requests, Edits and/or Cancellations must be submitted using Virtual EMS at least three-business days in advance for your event date. Please remember services such as catering, audio visual equipment and security are not guaranteed without three business days' notice. Failure to cancel three business days in advance could result in your department still incurring charges.
4. Room requests received less than three business days in advance will be accommodated based on availability however, no special furniture setup, catering, security or audiovisual equipment will be guaranteed without three-business days' notice.
5. The Facilities department is responsible for safeguarding the integrity of campus facilities, codes,

permits, and life safety practices therefore; emergency exits, doors and hallways are not to be blocked with furniture or equipment.

6. Submitting a room request does not confirm your reservation therefore, please do not publicize your event prior to your request having been confirmed.
7. Your room request will be confirmed by email within one-business day after receipt of your request. Requests received after 2:00 p.m. EST. Monday-Friday will not be processed until the following business day.
8. Please do not submit blanket room requests for use of all rooms on campus unless you actually require use of them, this makes setups difficult and prevents others from using the space.
9. Please remember if you are not going to use a space, please cancel in advance. There is always someone waiting for an available space.

### **Policy for Use of the Roger Wood Puckett Organ**

Priority for use of the organ will be given to those contracted to play for regular Seminary chapel services. Second priority will be for qualified music students enrolled at our Seminary. Third priority will be given to visiting organists from the community, and lowest priority will be given to other qualified people who may wish to use the organ.

Practice time on the organ should be reserved two weeks in advance by submitting a Reservation of Facilities form to the Marketing & Special Events department located in Laws Lodge. Request for use of the organ will be confirmed within three working days after receipt of your reservation form.

### **Furlough Home**

The Furlough Home is a residence for missionaries on furlough. These missionaries contribute a great deal to our community life. Please be aware that while the Furlough Home is located on the Seminary campus, it is operated by the Furlough Home Board. Usage of the Furlough Home (including parking spaces, laundry facilities, meeting rooms, etc.) is to happen only after prior approval by the proper representatives of the Furlough Home Board.

### **Parking Policy**

A parking space for each apartment will be assigned by The Housing Coordinator as a part of the overall process of renting apartments to students. Each residential building also has assigned parking spots for guests. Residents should not park in the guest spots. There may also be extra parking spaces that are not assigned. These may be used on a first-come, first-served basis. In the event that all spaces are occupied at any building, parking for both residents and guests would then move to the main parking lot by Schlegel Hall. All vehicles are to be in working order. Inoperable vehicles are not to be parked on seminary property.

If at any time you have an issue with another resident in regard to parking of vehicles, please take the time to approach that person and ask for their assistance in resolving the matter. If that does not resolve your issue, you should approach your building representative to the Residential Life Committee (RLC) for assistance.

Those residents who fail to comply with this policy will, on the first offense, be reminded of the policy set forth and asked to comply. A subsequent violation will require an appearance before the RLC at its next scheduled meeting. At that time, the Board will offer a suggestion as to how to resolve the issue. Any further offenses will be handled by the Housing Coordinator.

## Recycling Policy

The recycling program at LPTS relies on a combination of volunteer effort and the Sustainability Coordinator. Those of you who contribute to the effort by recycling play an important role in this volunteer effort. The Sustainability Coordinator and volunteers are responsible for carrying your recyclables from the recycling bins to the recycling dumpsters in the Caldwell Chapel Parking Lot. If you have ideas for the recycling program please contact the Sustainability Coordinator. Please use the following recycling guidelines.

### ***Materials Recycled at LPTS***

**Paper:** We accept office paper, junk mail, cardboard and boxboard (12-pack boxes, cereal boxes, etc.), and newspaper. Please place office paper and junk mail in any of the receptacles on campus:

- 1st floor Nelson Hall near mailroom
- 2nd floor Nelson Hall by doorways of Room 118
- Library near copiers
- Schlegel Hall copier room (2nd floor)
- Women's Center
- Gardencourt (2nd floor)

**Aluminum cans, glass, plastic, and steel cans:** only aluminum cans need to be separated. Please rinse all steel food cans and tuck the sharp lids inside. Rinse and squash plastic containers, especially milk cartons. Soda bottles and cans don't need to be rinse, just empty. Glass, plastic and steel cans may be combined in one receptacle. Please remove lids and throw them away. There are can and bottle receptacles located around the campus:

- 2<sup>nd</sup> floor Nelson Hall by Rooms 118 and 119 (beverage containers and recycling bins)
- Library
- Gardencourt (2<sup>nd</sup> floor at the top of staircase)
- Tri-C Kitchen.
- Schlegel Hall garbage rooms (Bins on all floors)
- Women's Center
- Caldwell Chapel (basement classroom)
- Winn Center Lounger (the only plastic bag recycling location)
- Recycling dumpster located by the Caldwell Chapel parking lot

**Plastic Bag Recycling:** Plastic bags cannot be recycled through our recycling service and cannot be put in any of the recycling bins around campus or in the recycling bin in the Caldwell Chapel Parking lot. Consider the following options for Recycling plastic bags:

- Recycle plastic bags in the blue bin located in the Winn Center near the cafeteria.
- Return plastic bags to any grocery store that recycles, such as Kroger.
- Reuse plastic bags in your home.
- Purchase reusable shopping bags and keep them in your car so you don't forget them at home.

## Smoke-free Environment Policy

### ***Nelson Hall***

No smoking anywhere in the building - offices, classrooms, bathrooms, or public areas.

### ***Winn Center***

No smoking anywhere in the building - the dining rooms, lounge, bookstore, bathrooms, or public areas.

### ***White Library***

No smoking anywhere in the building - the stacks, offices, reference room, bathrooms, or public areas.

***Caldwell Chapel***

No smoking anywhere in the building - the chapel, classrooms, Fellowship Hall, bathrooms, corridors, or public areas.

***Facilities Area***

No Smoking in Facilities shop areas.

***Gardencourt***

No smoking in classrooms, offices, corridors, bathrooms, or public areas (including the sun porch).

***Laws Lodge***

No Smoking anywhere in the building.

***Schlegel Hall***

No smoking in the classrooms of common areas- stairwells, hallways, and lounge and dining areas.

***All Campus Residence Halls***

No smoking in the apartments or public areas (laundry, hallways, stairwells, and patio/porches).

We will supply ash stands outside some of the entrances to each building for those who wish to smoke.

# FINANCIAL AID

The general areas of financial assistance at Louisville Presbyterian Theological Seminary are non-repayable awards (Scholarships and grants), repayable aid (loans) and work opportunities. All Seminary aid is open to any student regardless of race, religion, color, age, gender, sexual orientation, national origin, or disability. Aid is available to students who are accepted to the Seminary and meet the particular award's eligibility requirements.

Assistance that is funded in whole or in part by the federal government is administered according to federal guidelines covering that particular program. Such programs are open to students who carry at least six credit hours per term as a graduate student, and who are American citizens or eligible non-citizens with a social security number.

A student seeking financial aid through the Seminary must not be in default on a student loan from the Seminary or any other previously attended institution of higher education.

## **Tuition Assistance for Master's-Level Students**

All admitted master's-level students receive a scholarship. Each student sign's a document that confirms the student's understanding of his/her financial responsibilities in light of the award. These are renewable awards and students must maintain academic progress as well as GPA requirements.

## **Federal Loan Funds**

The Seminary has two financial aid programs that are supported by federal funds. These are Title IV loans (Federal Direct Loans) and the Federal Work Study program. To be eligible for either of these programs of financial aid, a student must be making satisfactory academic progress toward educational objectives.

## **Satisfactory Academic Progress Policy**

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education monitor the academic progress of students who receive federal financial aid. Louisville Presbyterian Theological Seminary has established the following minimum standards to be eligible for and continue to receive Title IV federal financial aid (Direct loans). This policy reflects the changes to federal regulations that are effective as of July 1, 2011.

Students not making satisfactory academic progress (SAP) are placed on probation for no more than 2 semesters. They are required to have an academic plan during probation periods to facilitate achieving an acceptable GPA of 2.5. SAP will be reviewed twice annually, at the end of the fall payment period (semester), and at the end of the spring payment period (semester). SAP will be based on the student achieving both a minimum 2.5 cumulative grade point average (CGPA) and satisfactorily completing a minimum of 67% of credit hours attempted. Student loans will not be disbursed for individual students until all of their prior semester academic grades have been posted. All students not making SAP after one semester on probation will be terminated if it is not mathematically possible for them to achieve SAP the next semester.

### ***Pace***

SAP is determined by dividing the cumulative number of credit hours successfully completed by the cumulative number of credit hours attempted (including transfer credit hours that have been accepted).

The percentage must be greater than or equal to 67% in order to meet SAP. The maximum time allowed for completion of each masters level degree is as follows:

- Master of Divinity and Master of Arts in Marriage and Family Therapy full time is 4.5 years
- Master of Arts (Religion) full time is 3 years
- Master of Divinity and Master of Arts in Marriage and Family Therapy half time is 6 years
- Master of Arts (Religion) half time is 4 years

### ***Appeal***

If the student does not meet SAP, an appeal process is available for those who can document special circumstances such as death of a relative, injury, or illness that affected their ability to meet SAP. Title IV federal financial aid (student loans) will not be disbursed until SAP is met or an appeal approved.

### ***Probation Period***

While on academic probation, a student whose SAP appeal has been approved may receive Title IV financial aid (student loans). Continuation of Title IV financial aid (student loans) on probation is contingent on the student receiving an approved appeal and academic plan. The academic plan should demonstrate how the student is going to meet SAP and when SAP will be met.

### ***Appeal Process***

Students who choose to appeal must submit the appeal to the Director of Financial Aid. In the appeal, the student must state:

- Why SAP requirements were not met, i.e. the death of a relative, a personal injury or illness, or other special circumstances.
- What has changed so that SAP requirements will be met at the next review.

Once the appeal is submitted, the Student Financial Aid Appeal Committee, appointed by the Dean of Community Life, will:

- Review the appeal and act to approve or deny the appeal. The committee's decision is final.
- Send results of appeal to the student.

Eligibility for approved appeals that result in reinstatement of Title IV financial aid (student loans) are based on:

- Possibility of meeting SAP in next payment period (semester) Possibility of an academic plan over an extended period of time. Note: Consequences follow failure to meet terms of approval.
- Approved appeals will result in Title IV financial aid (student loans) being disbursed for the payment period.

Denied appeals will result in Title IV financial aid (student loans) being canceled until SAP is met. Results for denied appeals shall include:

- Reason(s) for denial.
- What the student must do to meet SAP.

Students must continue to meet terms, as established in the academic plan, until SAP is met in order to continue receiving financial aid (student loans) on a probationary basis. Once SAP is met, student is no longer considered to be on probation.

### ***Transfer Credits***

Accepted transfer credit hours will be included in the SAP calculation for the next payment period (semester).



- Assumes all accepted credits will be at least 3.0 GPA.
- Counted in next evaluation period following receipt and review of transcript.
- Incoming transfer students transfer in meeting pace for SAP, but not CGPA.
- Transfer hours for returning students will be accounted for in the next payment period.

### ***Academic policies***

- Attempted coursework is defined as any course in which the student is enrolled in after the drop/period.
- Successful completion of coursework is defined as receipt of a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, or P if a course is taken as a pass/fail.
- Unsuccessful completion of coursework is defined as receipt of a grade of F, I, W, or WM.
- Repeated coursework is counted only once toward completion of academic progress requirements.
- Incomplete grades are counted for pace SAP, but not cumulative grade point average (CGPA).
- Withdrawal grades are counted for pace SAP, but not cumulative grade point average (CGPA).

## **Refund Policy for Title IV Loans**

### ***Stafford Loans***

If a student has completed more than 60% of the payment period, the student is considered to have earned 100% of the Title IV loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs.

However, if a student withdraws before completing more than 60% of the payment period or period of enrollment, the amount of any Title IV loan aid the student received for the payment period (or period of enrollment) must be recalculated to reflect the portion of the payment period that the student completed prior to withdrawal. The unearned Title IV loan aid for the percentage of the payment period not completed must be recouped from the student and returned to the applicable Title IV aid programs. The student will be responsible for funds that have to be returned to Title IV programs.

### ***Seminary Loan Funds***

#### Gerhardt Loan

This is a small, emergency loan fund operated by the Seminary. The maximum size loan in any one academic year is \$1,000 with a limit of \$2,000 total during a student's time as a degree seeking student. To be eligible for a Gerhardt Loan, a student must demonstrate a reasonable hardship or emergency. As a part of the application process, a student must sign a promissory note. Any Gerhardt Loan balance outstanding six months after graduation or after which time the student ceases to carry at least a half-time load will carry an interest rate of 6%.

#### Emergency Student Loan Fund

Students at the Seminary may borrow up to \$200 in emergency situations from the Student Loan Fund, a fund overseen by the Student Body President. These loans carry no interest and are to be repaid within five months.

#### Student Crisis Fund

Several years ago, a Student Crisis Fund was established to help students who faced extreme emergencies or found themselves in a critical financial situation. This fund is very small, and anyone wishing to contribute to it or needing help from it should contact the Community Life Office.

## **Taxation of Grants, Scholarship and Field Education Stipends**

As a result of the Tax Reform Act of 1986, scholarships and grants exceeding the cost of tuition and

related expenses will be considered as taxable income. Tuition and related expenses are identified as the tuition and fees required for enrollment and the expenses for fees, books, supplies and equipment required for courses. This would not include expenses for such things as room and board, transportation, research, clerical help, equipment or other expenses not actually required for enrollment.

Example: Susan receives a grant from the Seminary in the amount of \$4,400, a scholarship from her presbytery for \$2,000, a grant from her church for \$750, and a Bookends gift of \$200. This would make a total of \$7,350 in grants and scholarships. In the same year, Susan takes a full academic load of 27 hours and is thus charged \$5,400 in tuition costs. She also spends \$600 for required books, and \$200 on fees and supplies. This totals \$5,930. Therefore, Susan would need to count \$1,150 (the difference between \$7,350 and \$6,200) as taxable income.

No withholding is done during the year on grants and scholarships. Loans (federal or otherwise) are not affected by the tax law. It is the student's responsibility to file a tax return reporting all taxable income according to the specifications of the law. You should therefore keep receipts for books, tuition, fees, and other educational supplies you purchase during the year, as well as records of all scholarships and grants you receive.

All stipends for Field Education are liable to tax and subject to withholding. Travel allowances are not taxable income. Students will be paid directly by churches and some agencies. These organizations will also be responsible for deducting withholding. Students working in campus Field Education positions and in agencies participating in the Federal Work Study program will receive stipends through the Business Office. Withholding will be deducted by LPTS.

## **GOVERNANCE COMMITTEES**

All students are encouraged to participate in one of the committees that help govern the way Louisville Seminary operates and the ways in which we live with one another. Committee assignments are made from a list of volunteers and others expected to serve on the committee. The business and decisions of these committees are reported to the Seminary Council, which governs many of the academic policies and programs of the institution. For more information please refer to the Plan of Governance which is included in the Governance Manual.

# HEALTH & SAFETY

## Health and Recreation Center at the Southern Baptist Seminary (phone 897-4720)

Students who opt to use the SBTS health and recreation center are charged a fee of \$300 per semester. This will allow students and their family full use of the Health and Recreation Center at Southern Baptist Seminary. Game rooms, gymnasiums, racquetball courts, a fitness room, a track, saunas, steam rooms, a whirlpool, a baby pool, a swimming pool, and outdoor fountain pool and sun deck are available in the Health and Recreation Center which is located at Southern Baptist Seminary in the campus center. Hours of operation are 6:30 a.m. until 10:00 p.m. each weekday, with the swimming pool closing at 9:30 p.m.; and 9:00 a.m. until 9:00 p.m. on Saturdays. The Center is closed for chapel from 8:45-11:00 a.m. on Tuesday and Thursday. The Center is closed on Sunday. See their website for hours, offerings and policies: <http://www.sbts.edu/students/conveniences/health-and-recreation-center/>.

## H. Hart Hagan Clinic of the Southern Baptist Seminary (897-4497)

Students and their immediate family members who have joined the SBTS Health Recreation Center are provided a limited health maintenance program through the clinic, located on the second floor, southeast corner of the campus center, Honeycutt 213. Conditions that require regular or extensive medical treatment must be addressed through private arrangements with primary care physicians. It is recommended that every patient have a primary care provider that may be called upon in cases of emergency. The clinic can help with referral to a primary care provider or medical specialist if needed. See their website for hours and additional information. <http://www.sbts.edu/students/conveniences/campus-clinic/>.

## LPTS Policy on HIV/AIDS

The American College Health Association task force on the Acquired Immunodeficiency Syndrome (AIDS) proposed that institutional responses to HIV/AIDS be formulated. The task force concluded “HIV infection is potentially lethal, but absolutely preventable.” The task force concluded that, “every institution of higher education must be accountable to its community to do everything possible to prevent people from being infected, to limit the consequences of established infection, and to provide compassionate care for all concerned individuals.”

Louisville Presbyterian Theological Seminary will provide regular educational experiences for members of the community concerning the Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS). These educational opportunities will occur at least once a year with knowledgeable leadership coming from students, faculty, staff, and the Women’s Center at LPTS as well as members of the local community. LPTS HIV/AIDS educational activities will address issues regarding transmission of the virus, intricacies of medical treatment and care, methods of prevention, and how pastors, counselors and educators can effectively minister to those infected and affected by HIV/AIDS. In promotion of this educational environment, LPTS seeks to encourage community members to:

1. Explore how the spread of HIV relates to issues of self-esteem, gender inequality, sexual abuse, substance abuse, domestic violence, human sexuality, safer-sex, poverty, access to healthcare, racism, and classism.
2. Reflect upon how the stigma, shame and stereotypes often associated with HIV/AIDS can be harmful to those infected and affected as well as harbor a deadly silence that often serves to promote increased infection and further stigmatization.
3. Recognize that the disease often intersects with other complex issues also requiring adequate attention and response.

Our educational activities and curriculum will emphasize that:

1. Even though people may not have symptoms, those with HIV/AIDS may transmit the virus to others through intimate sexual contact, from mother to child during birth or breast-feeding, or exposure to their blood, semen, vaginal secretions and breast milk. Persons living with HIV/AIDS should not donate blood, plasma, organs or tissues.
2. Re-using intravenous needles or syringes for any purpose is dangerous and may place one at risk for contracting HIV or other infectious diseases.
3. Among sexually active people, the consistent and conscientious use of condoms and spermicides containing nonoxynol-9 greatly reduces the chance of transmission of HIV through sexual intercourse.
4. People with HIV/AIDS pose no risk of transmitting the virus to others through ordinary, casual interpersonal touching or contact.
5. The need for compassion and care for those infected and affected by HIV/AIDS.
6. Our institutional policies seek to protect the legal rights and integrity of those infected and affected with HIV/AIDS.

It will be the policy of the Louisville Seminary:

1. Not to deny admission, employment, or regular participation in Seminary activities to persons living with HIV/AIDS. For the purpose of academic and employment related requirements, those living with HIV/AIDS are to be considered as equal to those not infected with HIV. In this respect, those living with HIV/AIDS shall not be dismissed from work or the academic program unless they are unable to perform their duties according to the standards for employees and students at Louisville Presbyterian Theological Seminary.
2. To seek to provide a learning environment that will be conducive to the education of any persons living with HIV/AIDS.
3. To maintain reasonable standards of confidentiality regarding those infected and affected by HIV/AIDS. Members of the Louisville Presbyterian Theological Seminary Community should be warned that sharing information, except in accordance with the confidentiality policy, is not acceptable and that spreading rumors concerning a person with HIV/AIDS is a serious matter which both serves to stigmatize individuals and may under certain aggravated circumstances expose the Seminary to claims in lawsuits. Harassment of those living with HIV/AIDS will be considered intolerable and subject to discipline under the current policy of Rights and Responsibilities of Members of the Louisville Seminary.
4. To assist in providing community members support for testing for HIV/AIDS. The Seminary expects that these policies be used in a constructive, Christian manner as befits our institutional commitments.

## **Fire Safety on Campus**

Each of us should learn to look around and be aware of our surroundings so that we have thought through ahead of time what we should do in case of a fire. Certain areas have smoke alarms. If they go off, please move immediately to areas outside the building.

On certain multi-level buildings we have fire doors on stairwells. It is essential that these be kept closed at all times. They should never be blocked open for any reason. They are put there for the safety of occupants.

Everyone should know where exits are located, which way the doors swing, and where the stairs lead so they can leave even in case of power failure. Know which corridors are dead ends and avoid them in case of a fire. Our fire alarm system is tied in to a monitoring station and the fire should be reported

automatically. However, if you have time, or once you have reached a safe place, it is wise to call in a back-up alarm to 911.

It is very important to familiarize yourself and your loved ones of safe passage out of your apartment. Occasionally, it would be beneficial to have a family escape drill in case you should ever need to escape from your apartment. See attached page of building numbers.

**If you become aware of a fire, report it immediately to the Fire Department (call 911).** If you call the Fire Department, notify the Switchboard Operator as well so she/he can notify other people on campus and sound the local alarm. Be specific about the location, giving the name and number of the building, the apartment floor and the address on campus. Do this before you try to fight the fire, even if you feel that the fire is of the size that can be fought by local procedures. Too many fires spread because people try to fight the blaze themselves and then call the Fire Department too late.

If you are trapped by smoke and heat and unable to reach a regular exit, close the door, seal off cracks, open a window for air, signal fire fighters and wait for rescue. In the apartments especially, should residents be sure that all stairways are kept clear of all items, including toys or bikes and debris, so that these areas permit rapid movement out of the building.

If the fire begins in your area, shut off the control switch for the heating and air conditioning unit. This is usually right on the wall switch by the light for your room. This prevents that unit from circulating and fanning any fire. If you are in an apartment with a central air distribution system such as Love/Sherrill building or in Furlough Home, turn the thermostat off if you have time. This also keeps the smoke that can originate from such a fire from circulating. For Fire Safety Maps, refer to the Residential Handbook.

If an alarm does sound, please leave your apartment immediately, closing the door behind you, and proceed out of the building at once. Do not reenter the building until the Facilities Department and/or the Fire Department arrives. Please remember that once you have gotten out to safety, it is important to call 911 and report the fire to the fire department as a back-up measure to our alarm monitoring system.

## **Tornado Warning System**

A *tornado watch* is issued when weather conditions are favorable for the development of severe thunderstorms called a supercell that are capable of producing tornados.

A *tornado warning* is an alert issued by national weather forecasting agencies to warn the public that severe thunderstorms with tornadoes are imminent, occurring or actually sighted in the area. The issuance of a tornado warning indicates that residents should take immediate safety precautions.

Louisville is in an area subject to tornadoes. The tornado period is normally from March-September. A tornado is usually a funnel shaped cloud, spinning rapidly and extending toward the earth from the base of a thundercloud. When close by, tornados sound like the roar of hundreds of airplanes or like a freight train going through your living room. Rain and frequently hail may precede the tornado and usually there will be a heavy downpour after it has passed.

Tornadoes occur most frequently between 2:00-7:00 p.m., but they can occur at any time. They normally travel in an easterly direction from the southwest. The clouds often have a greenish-black color. The width of a tornado is normally only about 250 yards, but they have cut swaths of destruction over a mile wide. They travel anywhere from 25 to 40 mph. land speed, but the wind speed within the tornado is estimated at more than 300 m.p.h.

It is recommended that you try to have windows or doors open so that the pressure between the inside

and the outside can equalize. This helps to prevent damage to the structure in which the inside pressure tends to blow the roof off and blow the walls out permitting the roof to come down on top. The safest place in a large building is away from all windows on a lower floor. If you are in a room where you cannot get away from the windows, you should cover yourself with something large, such as a mattress, or get under a table so you can avoid flying glass or debris.

“Safe Place” severe weather signs are located in all academic buildings to designate those areas as safe places to be in the event of severe weather. The signs are diamond-shaped and are bright yellow and red. It is very important for all members of our community to know where these “Safe Places” are located. They are located as follows:

Nelson Hall	Central hallway, lower floor
Library	Storage area of the bottom level of stacks
Caldwell Chapel	Hallway of the lower level
Schlegel Hall	Hallways away from stairwells or in the basement away from windows
Winn Center	Cafeteria storage area with doors closed or in the restroom
Apartments	Lower level or basement away from windows. Central hallways away from glass
Gardencourt	Basement
Laws Lodge	Lower level stairwells and the basement

If you are caught outside when a tornado warning is issued, the safest place is in a low ditch, lying flat. Automobiles, trailers, and mobile homes are definitely high-risk areas. Try to stay away from areas with trees.

There is no way that a warning system can adequately protect a person if they are not alert to the developing situation. In times of bad weather, it is every person's responsibility to keep informed of developing weather conditions. If you should be in an area where you happen to see a funnel cloud developing and moving, it is helpful if you notify the police, giving your location and the approximate direction that the storm is moving. If you're outside, it is sometimes safer to move at right angles to the direction that the storm seems to be traveling. Large open building areas should be avoided in case of storm. Also, it is important not to move out into the open unless it is absolutely necessary, unless you happen to be in an automobile or mobile home.

### **Missing Student Notification Policy**

Louisville Presbyterian Theological Seminary is required by the federal Clery Act to have in place certain policies and procedures related to students missing from on-campus housing. The following outlines the policies and procedures to ensure that missing students are identified and reported in a timely manner. Generally a student should be missing for 24 hours before seminary officials consider that the student has been “reported missing.” However, nothing in this policy requires the seminary to wait until a student has been missing for 24 hours to take action, especially if there is evidence of foul play.

Reports of missing students should be made to the Dean of Community Life and the Director of Campus Facilities. If either of these persons is not available, the notification should be made to the Vice President for Finance and Administration. If the student has been missing for 24 hours or less if foul play is suspected, immediately report to local law enforcement by calling 911.

To determine the student’s whereabouts, and working with law enforcement, the seminary may facilitate contact with:

- The student’s emergency contact

- Parents and relatives
- Other student residents
- Classmates and professors
- Social Networks
- Persons who participate in similar on-campus or off-campus activities
- Other parties who may be able to determine the whereabouts of the student

Upon determination that a student is missing from on-campus housing, the seminary will, as soon as possible but within 24 hours, formally notify the student's emergency contact. The Seminary will fully cooperate with law enforcement efforts to locate the missing student.

All students living in on-campus housing will be given the option of registering a confidential contact person to be notified in the case that the student is determined to be missing. This person can be anyone of the student's choosing, including a sibling, friend, spouse or partner. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

All students will be advised that even if they have not registered a contact person, that local law enforcement will be notified that the student is missing.

The student may also designate a person who would be likely to realize that the student is missing and who would notify the director of admissions. This could be a friend or classmate who maintains frequent contact with the student.



# POLICIES ON CONDUCT

## Alcoholic Beverage Policy

Under limited conditions, the Board of Trustees of Louisville Seminary permits the service, but not the sale, of alcoholic beverages on the Seminary campus. Approved caterers of Seminary events, wedding receptions, and other community events may serve non-distilled spirits (i.e. wine and beer), so long as they employ a bartender who is covered by adequate liquor liability insurance. Non-Seminary events must be approved by the Director of Marketing and Special Events.

With the approval of the President (or, in the absence of the President, a Vice-President) of the Seminary, non-distilled spirits may be served at official Seminary events. Persons in charge of such events must report them in advance to the Director of Marketing and Special Events and also must provide non-alcoholic beverages. Ordinarily, such events must be catered by an approved caterer.

With the permission of the President of the Seminary, students and their guests may consume their own non-distilled spirits (a) inside the "Tri-C" space in Love-Sherrill Hall, (b) outside the student apartments in the common courtyard area, and (c) around the fire ring in the valley; provided, however, such beverages are contained in opaque cups that bear no advertisements for alcoholic beverages. With the permission of the President of the Seminary, students and their guests may consume their own alcoholic beverages (distilled and non-distilled) in (but not outside) Schlegel Hall. While in their own housing units, students living in Seminary housing and their guests may consume personal quantities of alcoholic beverages (distilled and non-distilled).

All of the foregoing activity is deemed to be the sole responsibility of participating students and is neither condoned nor prohibited by the Seminary. Under no circumstances shall alcoholic beverages be served to underage persons or consumed by persons who are intoxicated.

## Concealed Weapons Policy

Any concealed firearm or other object considered a deadly weapon is prohibited from any property owned or controlled by the Seminary including, but not limited to, classrooms, offices, apartments, other facilities, parking lots and all outdoor areas. This policy applies to all persons even if they have the proper license to carry a weapon; the only exception to this policy is for peace officers acting in the course of official duties.

Any student in violation of this regulation will face disciplinary action that could include expulsion. Any employee in violation of this regulation can face disciplinary action that could include termination. Any other person will be asked to comply with the regulation or face appropriate legal action that could include arrest.

## Drug-free Workplace Policy

1. Louisville Seminary makes a good faith effort to establish and maintain a drug-free workplace. To that end, the following policy governs all workplaces of the Seminary.
2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substance Act) is prohibited in Seminary workplaces, and is cause for employee discipline up to and including dismissal from employment.
3. In compliance with the Drug-free Workplace Act of 1988 and as a condition of employment with

the Seminary, all persons employed by the Seminary are required:

- a. to abide by the prohibition contained in paragraph 1, above; and
  - b. to notify the President of any criminal drug statute conviction for a violation occurring in a Seminary workplace no later than five days after such conviction.
4. Any person employed by the Seminary found to be unlawfully under the influence of a controlled substance while in a Seminary work-place is subject to disciplinary action up to and including termination or may be required by the Seminary to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.
  5. Any employee whose use of controlled substances away from the Seminary can reasonably be established to be the cause of poor attendance or performance problems is to be counseled to seek rehabilitation from available Seminary or community resources.
  6. When notice of a criminal drug statute conviction for a violation occurring in a Seminary workplace is received, the President's office will coordinate compliance with the reporting requirements of the Drug-free Workplace Act of 1988 including notifying the appropriate federal agency within ten days of notice of any employee's criminal drug statute conviction.
  7. An employee convicted of a violation of the criminal drug statutes occurring in a Seminary workplace is subject to disciplinary action up to and including termination or may be required by the Seminary to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

## **Substance Abuse Policy**

As required by the Federal Drug-free Schools and Communities Act Amendments of 1989, all parents, students and employees are hereby notified by Louisville Seminary that the following are **prohibited**:

1. Unauthorized distribution, possession, or use of an illicit drugs or controlled substances, as defined by the Kentucky Revised Statutes, Chapter 218A; or
2. Providing alcoholic beverages to individuals under 21 years of age, or possession or use of alcoholic beverages by individuals under 21 years of age; or
3. Unauthorized possession of an open container of an alcoholic beverage, public intoxication, unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for purposes of illegal distribution on Seminary premises or at Seminary-sponsored activities.

In addition to imposition of disciplinary sanctions under Seminary procedures including suspension or separation from the Seminary for such acts, students or employees may face prosecution and imprisonment under Kentucky laws that make such acts felony and misdemeanor crimes.

The health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol include, but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys and lungs; high blood pressure, heart attacks, and strokes; ulcers; birth defects; a diminished immune system; and death.

Louisville Seminary will provide partial financial support for diagnosis and/or treatment of any student or employee with a substance abuse problem. The Dean of Community Life and the Vice President for Finance can provide information to students and employees respectively about available drug and alcohol counseling, rehabilitation, and reentry programs and can authorize the use of Seminary funds for such a purpose.

## **Drug/Alcohol Treatment Plan**

Louisville Seminary will provide up to \$100 as partial support for diagnosis and/or treatment of any student or employee with a drug abuse problem. The Dean of Community Life is the Seminary contact

person who can assist in referral to an appropriate person or agency and who can authorize the use of Seminary funds for such a purpose.

## **Sexual Assault Policy**

Sexual assault is a serious violent crime. It is a crime of hostility and aggression, as well as a violation of human dignity. Sexual assault is also a very sensitive crime that is unique in its physical and mental impact upon the victim. Were it to occur at Louisville Presbyterian Theological Seminary, it would also be a flagrant violation of Seminary standards.

The Seminary community expects its members to treat other persons with respect and dignity and will not tolerate any form of sexual assault. Sexual activity should be explicitly agreed upon by both parties. A person has the right **at any time** to say “no” to sexual activity and for it to be understood that “no” means “no.” Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim’s use of alcohol or drugs may constitute a lack of consent. The same holds true whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged with the violation of this policy. Wanton, unacceptable conduct will and must be addressed severely for the good of the students and the academic community.

Students or employees who violate this policy may be disciplined under the Seminary’s sexual assault policy as well as prosecuted under Kentucky’s criminal statutes. Whether or not a criminal prosecution occurs, the Seminary retains the right to proceed with disciplinary action at any time, and need not await the disposition of any such criminal prosecution. Appropriate disciplinary action may include counseling, educational sanctions, disciplinary probation, suspension, expulsion, dismissed from employment, and referral to the proper law enforcement authorities for prosecution.

### **Grievance Procedure for Sexual Assault**

If an assault occurs, it should be reported to the Dean of Community Life, the Dean of the Seminary, the Facilities Director or the Vice President of Finance. Each of these campus resource persons pledges confidentiality consistent with the wishes of the complainant and the risk of harm inherent in the situation. Information will be shared only with relevant medical and/or therapeutic personnel until such time that a decision is made for temporary, indirect, or direct action taken. Assaults that occur off-campus should be reported to the local police (911). If law enforcement officials are notified first, it is still recommended to contact a campus resource person so that appropriate measures can be taken and support provided. When an alleged sexual assault is reported, campus resource persons will discuss with the victim the range of resources and alternatives available to him/her. The discussion should include encouraging the victim to report the incident to law enforcement authorities. The Seminary can help arrange a meeting with law enforcement authorities and will offer to provide person(s) to accompany and support the victim during the meetings.

### **Formal Procedures**

The Individual is encouraged to file a formal report, not only in order to deter such assaults from happening to others, but also to ensure services that enhance recovery. However, the choice as to how to proceed after the assault belongs solely to the victim.

A student who has been sexually assaulted deserves the right to a complete professional investigation before making a decision about how to proceed with the case. Not all incidents of sexual assault result in criminal proceedings. In some cases, the victim may choose not to press criminal charges. In other cases, the prosecutor may decide that there is insufficient evidence to meet the burden of proof “beyond a reasonable doubt.” Whether or not criminal proceedings are initiated, campus disciplinary

proceedings will be started when the evidence warrants. Rights and options will be discussed with the student. A victim's identity will be kept confidential. The city of Louisville Police may be involved. Even if charges are not pursued, reporting the assault is a way to regain a sense of personal power and control by enabling the victim to do something about the crime committed. Furthermore, information provided helps in the prevention of rape and the protection of other potential victims. (Most rapists are repeat offenders.)

### **Campus Disciplinary Procedures**

The adjudication of sexual assault cases is complicated by several factors including: the criminal nature of the offense; the fact that the alleged victim and perpetrator may know one another, have classes together, or live in the same residence hall; the possibility that the event occurred sometime before it was reported, and the possible use/abuse of alcohol or drugs by either or both individuals.

The Seminary has the authority to discipline a student or employee for sexual assault even though the perpetrator may have been tried in the criminal courts. Seminary disciplinary proceedings do not follow the same rigid procedures as criminal cases. Disciplinary sanctions may be imposed upon findings of a probable violation of Seminary policy, rather than under the higher standards of guilt beyond a reasonable doubt. And, while the accused is generally entitled to know and respond to adverse evidence in cases of serious charges, there is no absolute right to conduct the probing kind of cross-examination of the accuser that plays such a prominent role in criminal prosecutions.

The accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings and both accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault. However, in accordance with the provisions of the Family Educational Right to Privacy Act, the victim must be informed that the information provided may not be shared with any other person without the assailant's signed written consent.

### **Recommended Action**

The purpose of this material is to provide information and assistance to sexual assault victims and persons who may come into contact with a victim. Making decisions and regaining control are important to the healing process after an assault. The choice of how to proceed after the assault belongs largely with the victim. The following are a number of factors to consider. The Seminary encourages reporting all incidents of on-campus sexual assault as quickly as possible to a campus resource person.

### **Resources**

Dean of Community Life	502-992-9367	Nelson Hall 105
Dean of the Seminary	502-992-9853	Nelson Hall 101
Director of Facilities	502-894-2296	Winn Center Basement
Vice President for Finance and Admin.	502-894-2283	Nelson Hall 12E

The best off-campus resource is the Center for Women and Families or the Sexual Assault Help Line at 502-581-7273. There you can receive counseling and/or be directed to a safe place if you feel you are in danger of further harm.

**Emotional Trauma** is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty, or become distrustful. However, there are many people who understand and places where support is available while one is recovering. The Dean of Community Life has a list of resources from which to receive such support.

**Medical Attention** is critical. Even if the student ultimately decides not to report the assault to the

police, it is still very important to seek medical attention immediately for possible internal injuries or sexually transmitted infections. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

1. Taking a shower or washing any part of your body
2. Douching
3. Brushing teeth
4. Drinking liquids
5. Changing clothes or changing sheets before seeking medical help
6. Putting anything in the mouth (gum, cigarettes, mints...)

A particularly well-equipped emergency room is located in University of Louisville Hospital. At the Emergency Room, the doctor will collect hair samples, semen samples, and other evidence, including clothing. (A victim should bring a change of clothing to wear home.) The police will be contacted to take possession of the samples until the victim makes a decision about whether or not to press charges.

**Counseling** is a very important step in helping someone who has been sexually assaulted regain control of his/her own life. Sexual assault is an extremely traumatic experience that needs professional attention. The Seminary urges students involved in a sexual assault to meet with a counselor. Among the other things, counselors can help victims decide what further steps should be taken following an assault. The best resources are the Center for Women and Families and the list of counseling resources maintained by the Dean of Community Life.

#### **Note to Friends, Faculty and Staff**

If someone who has been sexually assaulted comes to you, encourage the person to report the incident, seek medical attention, and pursue counseling. If the victim will not report the assault, anyone with knowledge of the assault may inform the Dean of Community Life that a sexual assault has occurred.

#### **Forcible Sex Offenses**

Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent. This includes forcible rape, sodomy, sexual assault with an object, and forcible fondling.

**Rape:** forced sexual intercourse that is perpetrated against the will of the victim, regardless of whether or not the assailant is known by the victim or an acquaintance.

**Acquaintance or Date Rape:** rape that is committed by an acquaintance. The acquaintance may be a date or boyfriend of the victim, or someone the victim knows only casually.

**Gang or Group Rape:** refers to situations in which the victim is attacked by multiple assailants. Gang rape differs from a "train" in that all assailants are usually present for the entire episode of a gang/group rape.

**Pulling a Train:** is similar to gang rape in that there are multiple assailants, but differs because the assailants usually wait in line (in the hallway, for example) and one by one go into the room to rape the victim. Trains usually occur in the place of residence, and frequently, the students involved have been drinking heavily.

In addition to rape, the following criminal sex offenses may occur.

**Sodomy:** forced anal intercourse

**Oral Copulation:** a coerced act of copulating in the mouth of one person with the sexual organ or anus of another.

**Rape by an Object:** the forced penetration of the genital or anal openings by a foreign object, including a finger.

**Sexual Battery:** unwanted touching on an intimate part of another person, such as a sexual organ, buttocks, or breast.

### **Non-Forcible Offenses**

Non-forcible sex offenses include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.

Rape serves primarily nonsexual needs; regardless of the form, rape is an act of aggression and control, rather than an expression of sexual desire. *The defining issue in rape is the lack of consent by the victim.*

### **Campus Statistics**

In compliance with the Student Right-to-Know and Campus Security Act and the Higher Education amendments of 1992, Louisville Presbyterian Theological Seminary publishes an annual report that includes statistics on campus crimes, including sexual offenses. This report is distributed to all students and employees of the Seminary and upon request to prospective students.

### **Educational Programs**

To foster an awareness of rape and victims' rights, and to promote responsible behavior, Louisville Presbyterian Theological Seminary offers periodic educational programs on sexual assault to students, faculty, and staff. Educational programs may utilize either campus or off-campus resources.

### **Living Arrangements**

When the victim and the alleged assailant in a sexual assault case live in campus housing, alternative living arrangements for the accused and/or the victim may be made. Unless requested by the victim, the alleged assailant will, most likely, be the one to move, inasmuch as the victim can be further victimized by having to move. The Seminary owes a duty to care for the students within its charge and, for this reason, must make every effort to ensure the safety and well-being of all students. When evidence exists that indicates a student has assaulted another student, the Seminary may remove the alleged assailant from his or her living arrangement, pending the hearing. The appropriate standard of proof will be similar to that used at a preliminary hearing in criminal proceedings, i.e., whether there is sufficient evidence to believe that a crime was committed and that the accused probably committed it. This constitutes 'strong suspicion' or 'probable cause.' In addition, the Dean of Community Life or his/her designee may assist in obtaining an interim restraining order to help ensure that the victim is not harassed by the alleged assailant.

### **Academic Considerations**

Should the victim and alleged assailant be enrolled in the same class, alternative class assignment may be made.

### **Sexual Harassment Policy**

Louisville Presbyterian Theological Seminary, in accordance with Section 703 of the Civil Rights Act of 1964 and in recognition of its role as a theological education institution of the Presbyterian Church (USA), will not condone, disregard, or treat lightly incidences of sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a factor in the grade determination of a student's work;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person or a factor in the grade determination of a student's work; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or learning performance or creating an intimidating, hostile, or offensive working or learning environment.

Any aggrieved person, student, or employee is encouraged to share his or her concerns directly with the individuals with whom the student has disagreements in congruence with the "Guidelines for Louisville Seminary during Times of Disagreement." If this does not resolve the problem, or if there is some impediment to this approach, the aggrieved person is encouraged to file a complaint of sexual harassment with either of two people designated by the President of the Seminary. Whichever of these individuals first hears the complaint will contact the other designated individual and they will, together, in consultation with the President, choose a third person to serve on an investigative panel to investigate the charge. In appointing the investigating panel, the status and sex of parties to a complaint shall be taken into account along with any preferences or concerns as to composition expressed by any party to a complaint. The President shall inform the investigating panel of any past history of similar problems with any party to a complaint and of any other information that may be relevant to its investigation. Confidentiality shall be maintained to the fullest extent possible.

After considering all of the facts and circumstances, the investigating panel shall submit a written recommendation to the President and to the parties involved as to what action, if any, should be taken. Unless an appeal of the recommendations of the investigating panel is made to the President, the recommendation of the panel shall become final. If any party to the complaint is not satisfied with the action recommended, that person may appeal in writing within seven (7) days the decision to the President, who shall consult with the Executive Committee of the Board of Trustees to determine a final decision. Within a week from the date of the appeal, the President shall submit a written recommendation as to what action will be taken. Confidentiality shall also be maintained to the fullest extent possible during any appeal.

It shall be the responsibility of the Directors of the Field Education and Marriage and Family Therapy programs to inform all students placed in Field Education and counseling projects and their supervisors of the LPTS Sexual Harassment Policy.

In the event that the President or either of his designated representatives is an involved party in the complaint, that person shall not participate in the investigation or appeal, and another member of the staff of the Seminary shall be substituted in that person's place. The responsibilities of the President for the process outlined above shall be delegated to the Dean by action of the Executive Committee of the Board of Trustees.

Any person who makes a complaint under this policy will not be subject to any retaliation because of such complaint. It is the complainant's responsibility to report any retaliatory action against them to the President.

# SEMINARY POLICIES

## Employment and Education Opportunities

The Board of Trustees, Administration, and Faculty of the Louisville Seminary are committed to an affirmative action program in relation to equal employment and education opportunity. Both in its business and educational policies, the Seminary is committed to following guidelines that from time to time may be adopted by supporting judicatories and to follow applicable Federal equal opportunity laws and regulations. This means that every step will be taken to prohibit discrimination because of race, religious affiliation (except where, after careful study and documentation, religious affiliation is determined to be bona fide occupational qualification), color, ethnic and national origin, sex, sexual orientation, gender identity, marital status, age, national origin, or disability.

In relation to employment and business relationships, the above policy implies at least the following:

1. The Seminary will recruit, hire, train, and promote all persons in all job classifications without discrimination as described above, except that openings will be communicated first to current employees.
2. The Seminary will ensure that all other personnel actions, such as compensation benefits, transfer, leaves of absence, lay-offs, returns from lay-offs, educational assistance and other employee benefits will be administered on a non-discriminatory basis.
3. Wherever possible, the Seminary will purchase and contract for services, supplies, and goods only from businesses which have committed themselves to the goal of equal employment opportunity.
4. Again, wherever possible, the Seminary will invest in businesses that are committed to equal employment opportunity.

In relation to educational programs, the affirmative action policy of the Seminary includes at least the following:

1. The Seminary will ensure that its recruiting programs as administered through the Admissions Office encourage applications from various women and minority groups and from persons with disabilities who have the potential for ministry.
2. The Seminary will make every reasonable effort and integrate all students into the classes and the life of the Seminary. Special programs, including counseling and tutorial work, will be developed and administered as appropriate. Further, current students will be encouraged to assist in ensuring the success of this program. Such assistance from students may be in the areas of recruiting, integration into the student body, and bringing to the attention of the Administration any condition that should be addressed.
3. The Seminary will communicate its policy on equal education to those congregations and institutions that relate to it in Field Education. Specifically, those congregations or institutions not open to interviewing students on a non-discriminatory basis will not be permitted to continue to share in the Seminary's Field Education program.

This policy will be administered by the President of the Seminary through such officers and committees as appropriate.

For purposes of Title IX of the Education Amendments of 1972, (20 U.S.C. § 1618 et seq.), the "Title IX coordinator" will be the Dean of Community Life. Students who wish to assert a grievance under this policy should contact the Dean of Community Life.



## **Policy Regarding Students with Learning Differences**

Louisville Seminary does not discriminate against applicants who have disabilities. The Seminary will make reasonable accommodations, as required by federal law, to provide appropriate access so that students with documented disabilities are able to study and live at the Seminary. While the Seminary does not maintain academic programs specifically for persons with a disability, it does provide support services and accommodations to all students in all programs who need those services and have a legal entitlement to them. Enrolled students who have questions about the Seminary's policies on accessibility issues for students with disabilities should ask the Office of the Dean of the Seminary. Prospective students should refer such questions initially to the Office of Admissions.

The Academic Support Center provides services and accommodations for students with learning differences. Accommodations for students with physical disabilities are handled through the Housing Coordinator in conjunction with the Facilities Department.

### **The Law**

The Rehabilitation Act of 1973 (Section 504) prohibits discrimination on the basis of physical or mental disability. It states: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance"

U.S. Department of Education Office for Civil Rights, defines "a person with a disability means a person with a physical or mental impairment that substantially limits a major life activity; has a record of such impairment; or is regarded as having such an impairment. The determination of whether a student has a physical or mental impairment that substantially limits major life activity (and therefore has a disability) must be made on a case by case basis."

Section 504 includes the requirements relating to a post-secondary school's obligation to provide auxiliary aids to qualified students who have disabilities. "Aids, benefits, and services, to be equally effective, are not required to produce the identical result or level of achievement for handicapped and non-handicapped persons, but must afford handicapped persons equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement, in the most integrated setting appropriate to the person's needs."

Accordingly, one goal of the LPTS Academic Support Center is to provide reasonable accommodations for all students with disabilities so that they have an equal opportunity in their pursuit of a seminary education. These accommodations present an environment for the student to be able to succeed without compromising academic standards. The Center provides academic accommodations for students with documented disabilities and consults with faculty, administrators, and staff regarding disability issues.

### **Assessing the Need for Disability Services**

Students with disabilities must self-identify with the Director of the Academic Support Center, ideally within the first two weeks of the Fall or Spring semester. A faculty member or an administrator of the Seminary may refer students.

Students need to submit documentation of their disability from a licensed health professional. The documentation should be on letterhead stationery and include the medical diagnosis, any medication/treatment plans prescribed, and the date. Documentation of a disability should be within the last five years. Students will sign a release form giving consent for the Director of the Center and the Dean of the Seminary to have access to this medical information. The confidentiality of documentation will be preserved by maintaining disability documentation separate from educational records in a confidential file in the Center.

If the student has never been formally diagnosed with a disability or can only provide diagnostic information that is more than five years old, the student seeking accommodations should contact the Director of the Academic Support Center. Students might receive monetary assistance for any new tests that need to be administered. This assistance will be determined on a case-by-case basis.

Once a disability is established, the student and the Director of the Center will design an academic accommodation plan. A file will be established that will include academic accommodation plans and copies of any release forms. The student and the Director of the Center will reevaluate the academic accommodations plan at the end of each semester.

### **Role of Academic Support Center in Academic Disability Services**

1. Will develop an academic accommodation plan specifically designed for the individual student and in conjunction with the student.
2. Will provide reasonable academic accommodations based on periodic review and evaluation of documentation of a student's disability. These accommodations may include but are not limited to: audiobooks, transfer of texts to MP3 files (library), class note taker, academic coach, extra time for tests and quizzes, extra time for assignments, opportunity to record lectures (see #3), assistive listening devices, and preferential seating in the classroom.
3. Will seek permission from professors to record class lectures, with the understanding that recordings are to be used for educational purposes only. Recording shall not be shared or posted on social media. Confidential class discussions shall not be recorded.
4. Will make available services as offered to the Seminary student body at-large. These include but are not limited to one-on-one tutoring, reading and writing workshops, specialized workshops such as Senior Statements of Faith, Writing for the Ordination Exams, and CPE applications.
5. Will preserve the confidentiality of documentation by maintaining disability documentation records separate from educational records in a locked drawer in the Center with keys held only by the Director of the Center and the Academic Dean.
6. Will advise students regarding disability issues and resources.
7. Will encourage students toward self-advocacy and agency.
8. Will provide disability education to the Seminary community.
9. Will assist the Seminary's compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

# STUDENT BODY ELECTIONS GUIDELINES

## Election Timeline

Elections of student representatives from the student body population will occur according to the following cycles:

- A. Seven students will be elected from all but the Senior Class
- B. elections to be held in late March or early April in order for representatives to be in place no later than April committee meetings.
- C. Three students will be elected from the incoming class with elections to be held in September for representatives to be in place before September committee meetings.
- D. Elections must be announced at least 9 days before polls are scheduled to open. This must include at least 1 week (7 days, including 5 days in which classes are in session) during which interested students may collect petition signatures and complete the statement of intent. Petitions and statements must be turned in so as to allow the list of candidates to be circulated via e-mail at least 48 hours prior to the opening of the polls. If it is impossible to fulfill these guidelines due to class schedule conflicts, which may extreme cases the Student Body President may extend grace on the guidelines as she or he sees fit.

## Candidate Requirements

In order for a person to run as Student Body Representative, all of the following criteria must be met:

- A. The person must plan on attending as a student for the entire academic year of service and be listed as a current student. Students must plan on taking at least 6 credits per semester and at least 15 credits per academic year. Each student must also maintain good academic standing with the Office of the Registrar (2.5 GPA).
- B. The person must be from any of the first level degree programs offered by the seminary.
- C. The person must submit a petition for nomination signed by 12 current students. Students who are eligible to sign the petition may be in any first level degree program and of any student status (Part-Time, Full-Time, Half- Time, etc.). Petitions for nomination must be available electronically and in hard copy, posted in a public location that is announced to the student body.
- D. The person must submit a current photograph.
- E. The person must submit a statement of intent to run as a Student Body Representative that details her or his reasons for wishing to serve the student body. The statement may not exceed 300 words. The photograph and the statement may not exceed one single-spaced page.
- F. The photographs and statements of intent to run for all candidates will be posted electronically and in hard copy in a public location that is announced to the student body. In the event of a paper ballot this information must be posted at the polling location.
- G. The person must commit to attend committee and council meetings for the academic year of service.
- H. The person must commit to attend the two meetings of the Board of Trustees of the Seminary that will occur during the academic school year. One meeting will occur during the fall semester and one meeting will occur during the spring semester. These meetings will occupy the majority of the Friday afternoon/evening and the Saturday morning of the respective weekends on which they fall. Meeting dates are set more than a year in advance and may be obtained from the Office of the President. Meeting dates are also posted on the Governance Calendar.
- I. The person should be willing to advocate for the needs of students, but should vote based upon her or his conscience.
- J. The person should also realize that there will likely be other time commitments as committee

work continues throughout the year. In addition to full participation in the standing committee to which the representative is assigned, students may elect to serve on task forces of their respective committees or on special appointment committees.

- K. The person must submit all required materials to the Student Body President by 1:00 PM on the Friday before the election begins.

## **Election Administration Guidelines**

- A. For the purpose of elections, the Student Body will be defined as follows: all students who are in first level degree programs. An enrolled student who is not in a first level degree program may appeal to the Community Affairs Committee for an exception to this guideline if they wish to vote.
- B. The Student Body President is in charge of the electoral process. In the event that the Student Body President is running for election, the Community Affairs Committee will select another current Student Body Representative who is not running for re-election to oversee the electoral process
- C. The Student Body President will advertise to the Student Body for those wishing to run for office. These advertisements, including criteria for the office, will be sent both as a hard copy via campus mail and electronically via the Students e-mail distribution list. Advertisements must be posted at least one week prior to the deadline for turning in petitions and statements of intent, including a span of at least 5 days during which classes are in session.
- D. No student presently running in the election may assist with the election process. The only exception to this will be that the student may cast a ballot in the election. It is not appropriate for students running in the election to influence the voting process by spending unnecessary time around the polling location (if paper ballots are being used).
- E. Campaigning Guidelines:
  - 1. Unsolicited e-mail campaigning will not be permitted.
  - 2. If a student decides to campaign for the election, the campaign will be done at the student's expense and all materials must be approved by the President of the Student Body and the Dean of Community Life. Facilities should be consulted before any materials are posted anywhere on campus other than bulletin boards intended for communication to the seminary community.
- F. Electronic polling will be the preferred method of voting. In the event that electronic polling is not available, paper balloting must be approved by the Community Affairs Committee along with a schedule for polling hours that demonstrate faithful attempts to make voting as accessible as possible to the entire student body.
- G. Guidelines for electronic ballots:
  - 1. Electronic polling will take place Monday at 8:00 a.m. through Wednesday at 10:00 p.m.
  - 2. A log in system must be in place that ensures each student may only cast one ballot for Student Body Representatives on which no more than seven votes may be cast.
  - 3. The electronic ballot system must ensure that the name of the student who casts the ballot is not attached to the individual ballot. Each ballot must be anonymous. The ballots will be accessible for the entire duration listed in the election guidelines via a computer with an Internet connection.
  - 4. Nominees will be listed on the ballot in alphabetical order by last name.
  - 5. To assist with any complications or confusions that may arise, limited hours of polling will be available where students may cast their vote on a laptop computer in the Winn Center. The hours of these voting times will be posted on the Friday before the election and will also be sent out electronically.
  - 6. The election results must be sent to the President of the Student Body as well as the Clerk of the Student Body so that the tally may be independently verified. Should a discrepancy in the tally arise after a second count of the votes an independent third count will be

- performed by the Dean of Community Life.
7. If it is the case that the Student Body Clerk or Student Body President is running in the election the vote count will be performed by a Student Body Representative(s) who is not presently running in the election.
- H. Guidelines for Paper Ballots. If paper ballots are to be used, the following criteria must be met:
1. The guidelines for electronic balloting could not be satisfied.
  2. The Community Affairs Committee has approved paper balloting.
  3. Paper ballots will be composed by the Student Body President and will list the nominees in alphabetical order by last name.
  4. The dates and times of polling must be approved by the Community Affairs Committee, and must reflect good faith attempts to make polls as accessible as possible to all students. Information on polling hours will be released at least 2 days before the opening of the election. Polling hours will include at least one day of evening hours.
  5. The polling location will be at a table clearly marked in the Winn Center. On this table will be a voter registration student sign in sheet. A copy of the statements of intent, as well as a photo of each nominee will be posted next to the voting table.
  6. Any student may assist at the poll, provided that the student is not listed on the ballot as a nominee. All students who assist in polling will be trained by the Student Body President to ensure as uniform a process as possible.
  7. Students may vote only once. To ensure that students do not vote more than once a student sign in sheet will be present at the polling place. Each student must sign in before she or he may receive a ballot.
  8. All votes must be placed in the official ballot box, which will be locked. The Student Body President will be charged with keeping track of the box throughout the week of the election, but the key to this box will be held by the Clerk of the Student Body. The box will not be opened until after the voting period.
  9. After the voting period the President of the Student Body and the Clerk of the Student Body will each perform an independent count of the votes. If there is a discrepancy in the count, the President and Clerk will perform a second count. If the discrepancy persists, a count will be done by the Dean of Community Life to resolve the discrepancy.
  10. If it is the case that the Student Body Clerk or Student Body President is running in the election, the vote count will be performed by a Student Body Representative(s) who is not presently running in the election.
- I. Seven students will be elected from the student body to serve as Student Body Representatives during the spring semester previous to the academic year the Student Body Representatives will serve. An additional three Student Body Representatives will be elected from the body of incoming students before the first committee meetings of the fall. The number of elected Student Body Representatives will total ten. These dates and numbers are set to ensure that Student Body Representatives are able to fully participate in the governance of the seminary at the beginning of the academic year.
- J. Write-in candidates will be allowed. If it is the case that a person is elected as a write in candidate, she or he must fulfill all of the election criteria, with the exception of the submission of a statement of intent and photograph, and agree to serve in the position. If it is the case that a write-in candidate is elected but opts out of serving in the position, then the vacancy will be filled by the student with the next highest number of votes.
- K. Election results will be announced by the Student Body President. Each nominee will be informed of the election results personally before the results are released to the broader campus community. The elected individual's names will be posted electronically through e-mail as well as being posted on the intranet. A hard copy of the names of the elected individuals will be posted on the bulletin board outside of the mail center in Nelson Hall.
- L. Anyone who observes a violation of the election guidelines may call for an investigation of the election and/or the person(s) who were the source of this violation. The Community Affairs

Committee will handle any cases that may arise, and the decision of this committee will stand.

## **Election of the Student Body President and Student Body Clerk**

The Election of the Student Body Clerk and Student Body President will follow the guidelines for the election of Student Body Representatives with the following modifications:

- A. Election results will be certified by the Community Affairs Committee either at the next scheduled committee meeting or via an e-mail vote.
- B. Should one of the Student Representative positions become vacant, a general election will be held to fill the position, unless it is very near the end of term.
- C. Only students who have been elected as Student Body Representatives may choose to run for the positions of Student Body President and Student Body Clerk.
- D. An elected Student Body Representative may not run for both positions.
- E. Elected Student Body Representatives wishing to run for either the position of Student Body President or Student Body Clerk will submit a statement of intent for the position for which she or he is seeking election to the current Student Body President by 12:00 p.m. on the Friday before the election. These statements of intent will be sent to the student body through email by 5:00 p.m. on that same Saturday. The statements will also be posted by the polls as well as in Nelson Hall.
- F. Job descriptions for the position of Student Body President and Student Body Clerk will be provided to students running for each position.
- G. Write-in candidates will not be allowed for Student Body President or Student Body Clerk if the write-in is a person who was not previously elected as a Student Body Representative.
- H. Should either the position of Student Body President or Student Body Clerk become vacant, a replacement will be elected by the remaining Student Body Representatives from among themselves.
- I. A Student Body President cannot succeed himself or herself in that position.

## **Other Elections**

There will be, on occasion, student elections for purposes other than Seminary Council Representation. These will include the election of Theological Seminary Advisory Delegates for General Assembly, or other purposes. Other elections should follow, as closely as possible, the guidelines set out above, unless there are specific guidelines that take precedence, such as requirements for candidacy. Any major departures from the guidelines above should be approved by the Community Affairs Committee.

## **Amendment or Suspension**

Amendments to these guidelines or suspension of specific guidelines must be approved by the Seminary Council through the Community Affairs Committee.