

# 2022-2023 All Students Handbook



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## Section 1- About LSTC

### A. Welcoming Statement

LSTC strives to offer a community and academic experience that is grounded in the good news of the gospel and shaped by our urban, multicultural, ecumenical, global, interfaith and university-related context and commitments.

Our primary mission is to prepare individuals for a complex, pluralistic world in need of faithful and courageous ministers to serve in a variety of contexts. Although a large percentage of students come to LSTC to prepare for ordained or lay rostered ministries in the Evangelical Lutheran Church in America, LSTC is also enriched and transformed by ecumenical and interfaith students in our various master's and doctoral programs, as well as ecumenical and interfaith colleagues.

As a Reconciling in Christ seminary, LSTC seeks to offer hospitality and welcome to all who enter LSTC's academic programs. Following Jesus Christ, whose reconciling love bridged barriers and made strangers friends, we seek to welcome and learn from one another's particularity—including but not limited to one another's race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, physical ability, social status and theological diversity.

LSTC is always becoming a reconciling community. Reconciliation is an ongoing activity and effort that we do together.

### B. LSTC Mission, Vision and Values

**Mission-** The Lutheran School of Theology at Chicago (LSTC), a seminary of the Evangelical Lutheran Church in America (ELCA), forms visionary leaders to bear witness to the good news of Jesus Christ.

**Vision-** LSTC seeks to build up the Body of Christ and work for a world of peace and justice that cares for the whole creation.

**Values-**LSTC is

- Christ-centered—Strives by God's grace to follow Christ's call to loving service.
- Responsive to context—Embraces its diverse urban setting and exciting academic environment that enable learning from and ministering to the community. Relationships with synods and congregations provide academic and practical experiences that meet the needs of the church.

- Attentive to diversity—Emphasizes knowing and honoring the perspectives of all nationalities, ethnicities, cultures, Christian traditions, and religions to form leaders whose witness to the Gospel will build communities of hospitality and reconciliation.
- Committed to excellence—Sends leaders into church and world who are prepared academically, practically, and spiritually to serve in a variety of vocational and ministry settings. Faculty members are faithful Christians who are internationally recognized scholars and teachers. Administration and staff strive to provide exemplary service to all constituents.

### C. Non Discrimination Policy

The Lutheran School of Theology at Chicago, a seminary of the Evangelical Lutheran Church in America, values diversity in its faculty, staff and students. Thus, the hiring and admissions practices of the Lutheran School of Theology at Chicago offer equal opportunity to persons regardless of race, ethnicity, national origin, age, sex, sexual orientation, gender, gender identity and expression, physical and/or mental ability, religious expression, socio-economic, marital, parental, veteran or citizenship status.

## **D. Directory of Staff and Faculty**

### **Office of the President**

James Nieman, President

Patti DeBias, Assistant to the President ext. 728

*The President shall be the chief executive officer of LSTC, and the official channel of communication between the internal and external constituencies of this corporation and the Board. The President shall be responsible for implementation of policies adopted by the Board and shall supervise, direct, and control the school's day-to-day activities, business and affairs.*

### **Office of the Dean for Academic Affairs**

Esther Menn, Dean for Academic Affairs

Cheryl Hoth, Assistant to the Dean for Academic Affairs ext. 721

*The Dean for Academic Affairs has overall responsibility for all academic programs of the school, for coordinating the work of the faculty, and for the LSTC centers.*

### **Office of the Registrar**

Abimbola Brown, Registrar ext. 717

Assistant to the Registrar ext. 689

*The Registrar is responsible for registration and the maintenance of all academic records. The Registrar serves as a resource person for questions about and/or interpretation of the seminary's academic policies and procedures.*

### **Degree Program Directors**

Brooke Petersen, Director of MDiv and MA Programs ext. 691

*The Director of the MDiv and MA Programs has oversight of the MDiv, MA, and MAM degree programs.*

Mark Swanson, Director of Advanced Studies ext. 672

*The Director of Advanced Studies has oversight of the ThM, PhD, and DMin programs.*



### **Contextual Education Office**

Marji Shannon, Acting Director of Contextual Education ext. 746

*The Director of Contextual Education and Associate Director are in charge of internship assignments, Ministry in Context (MIC) placements and Clinical Pastoral Education (CPE) connections.*

### **Candidacy Office**

Brooke Petersen, Coordinator for Candidacy ext. 691

*The Coordinator for Candidacy shepherds students through the ELCA candidacy process.*

### **Office for Student Services (second floor)**

Director of Admissions ext. 727

Scott Chalmers, Dean of Student Services ext. 685

Bianca Leoni, Student Services Assistant ext. 681

Life Together Coordinator, Alex Clare

Nate Ramsey, Director of Financial Aid ext. 709

Moose Flores, Recruiter ext. 694

*The Dean of Student Services oversees the work of Admissions, Financial Aid, Housing, Life Together, and International Student Services.*

### **Diversity, Equity, Inclusion and Justice**

Vima Couvertier-Cruz ext. 741

*The Director of Diversity, Equity, Inclusion and Justice will develop, oversee and implement a comprehensive plan that aligns with the seminary's strategic objectives of becoming an anti-racist institution that fosters authentic diversity. The director will utilize a facilitative approach to foster a welcoming culture rooted in equity and justice as guided by the Gospel.*

### **Office of Human Resources (third floor)**

Aaron Copley-Spivey, Director of Human Resources and Title IX Coordinator ext. 771

*The Office of Human Resources supports LSTC’s mission by recruiting, training, developing, and supporting professional staff and student employees. The office ensures compliance with federal and state Title IX and employment laws and oversees payroll processes.*

### **Worship Life and Chapel Staff**

Erik Christensen, Pastor to the Community ext. 696

Keith Hampton, Cantor to the Community ext. 678

Chapel Office chapel@lstc.edu / ext. 688

*The Pastor to the Community serves the seminary community with the gospel of Jesus Christ and maintains a public and visible presence on campus, cultivating relationships of trust and pastoral care, and exercising pastoral oversight of the worship life of the seminary community. The Cantor to the Community leads the community’s song in worship through performance at the organ, development and maintenance of vocal and instrumental ensembles, and deep engagement with the process of planning worship. The Chapel staff also includes a team of student Worship Assistants. Together, the chapel staff engages the whole seminary community in the process of planning and leading worship in Augustana Chapel.*

### **Office of Finance and Operations (second floor)**

Richard Vivian, VP of Finance and Operations ext. 710

Mike Reese, Controller ext. 715

Carlos Carrillo, Senior Staff Accountant ext. 715

Samantha DeBias, Accounting Coordinator ext. 742

Marvis Hardy, Staff Accountant ext. 784

Debra Cronin, Director of Educational and Information Technologies  
ext. 719

Bob Berridge, Senior Project Manager, Facilities ext. 783

James Foster, Director of Safety, Security and Visitor Services ext. 700

Mike Huckelberry, Director of Engineering and Maintenance Services ext. 706

Scott Pachowicz, Assistant Director of Maintenance Services (773) 753-0786

Jami Galindo, Maintenance Specialist (773) 753-0786

*The Office of Finance and Operations oversees all resources that support the institutions core purpose. This includes all non-student financial affairs of LSTC, which include all billing, accounts receivable, purchasing, accounts payable, budget management and financial reporting. It includes all areas of the physical plant, mail services, front desk, housing facilities, Information technology, hospitality, and security.*

### **Office of Communications and Marketing**

Keisha Dyson, Executive Director of Strategic Marketing and Communications ext. 755

Julie Sevig, Content and Social Media Manager 773-294-5840

*Communications and Marketing is the keeper of LSTC's brand. By telling LSTC's story in print and online we help build relationships with prospective students, alumni and friends. We do this through the website, LSTC's official social media streams, the LSTC Epistle magazine (three times a year), the monthly E.pistle e-newsletter, news releases and publicity for LSTC-sponsored events.*

### **The Advancement Office**

Sandra Nelson, Vice President for Advancement ext. 676

Jennifer Stone, Data Services Analyst ext. 712

Jessica Houston, Alumni Services and Event Manager ext. 697

John Damer, Director of Advancement Operations

Judith Jean-Michel, Executive Administrative Assistant for Advancement ext. 690

Sarah Burdick, Philanthropic Engagement Coordinator ext. 698

*The Advancement Office Team works on discovering, building and maintaining relationships with friends, alumni/ae, congregations, synods and foundations with the goal of raising funds to sustain and strengthen the mission of LSTC.*

## **JKM Library**

Elaine Bonner, Access Services Manager ext. 732

Barry Hopkins, Interim Director/Public Services Librarian ext. 734

Burmaa Kaylin, Technical Services & Administrative Assistant ext. 731

Emilie Grace Pulver, MetaData Librarian ext. 730

*The JKM Library is located on the second and third floors of the west wing. Consult the library's website <https://www.jkmlibrary.org> to discover what the library has in its collections (both hardcopy and electronic), and for any questions regarding JKM's policies, procedures, services, hours, staff email, and access to other libraries.*

## **Currents in Theology and Mission**

Office Manager ext. 751

*Currents in Theology and Mission is an online, open access journal published by LSTC in cooperation with Wartburg Theological Seminary. The journal presents essays on important theological research and current opportunities and challenges for ministry, book reviews, and lectionary commentaries. The editorial staff includes Profs. Kadi Billman and Craig Nesson (general editors), Craig Nesson and Troy Troftgruben (book review editors), Prof. Barbara Lundblad (Preaching Helps), Ms. Kathryn Brewer (Assistant Editor), and Ms. Connie Sletto (copy editor).*

## Faculty

Chair of the Faculty: President James Nieman

### Division I-Biblical Studies

\*Klaus-Peter Adam, Professor of Old Testament ext. 695

Esther Menn, Ralph Klein & Marilyn Klein Professor of Old Testament ext. 772

Barbara Rossing, Professor of New Testament ext. 765

### Division II-Church History, Ethics, Theology, World Religions, World Christianity & Global Mission

\*Linda Thomas, Professor of Theology and Anthropology ext. 778

Candace Kohli, Assistant Professor of Systematic Theology ext. 758

Mark Swanson, Harold Vogelaar Professor of Christian-Muslim Studies & Interfaith Relations  
ext. 682

Peter Vethanayagamony, Professor of Modern Church History ext. 749

Marvin Wickware, Assistant Professor of Church and Society and Ethics ext. 764

### Division III-Ministry

Brooke Petersen, Masters Program Director and Candidacy Coordinator ext. 691

*\*Denotes the Chairperson of a Division*

## E. Directory of Centers

### Language Resource and Writing Center (LRWC)

Rob Worley, Director of Language Resource and Writing Center ext. 707

*The LRWC provides a hospitable space for increasing skill in writing and research through special classes and tutoring offered in a "learning partner" method. The LRWC also is a place for celebrating the vibrant international learning communities of LSTC and MTS/McCormick Theological Seminary.*

### Zygon Center for Religion and Science (third floor)

Center for Religion and Science ext. 769

Gayle Woloschak, Associate Director g-woloschak@northwestern.edu (312) 503-432

David Glover, Program Coordinator ext. 767

*“Zygon” is a Greek word meaning “yoke,” thereby describing the ZCRS goal of yoking religion and science. ZCRS sponsors the popular courses “The Epic of Creation,” and “The Future of Creation,” both lecture and discussion series offered for credit at LSTC, and an annual Advanced Seminar on Religion and Science, as well as a host of other educational opportunities.*

### **Zygon: Journal of Religion and Science (third floor)**

Willem B. Drees, Editor ext. 671

David Glover, Website Editor/Editorial Assistant ext. 767

*The Zygon Journal has moved to Europe! ZCRS is associated with the Zygon: Journal of Religion and Science. The Zygon Journal includes articles by scientists, theologians, and other scholars which explore many subjects in the area of science and religion. It is the leading refereed, academic, English–language journal in its field.*

### **A Center of Christian–Muslim Engagement for Peace and Justice (CCME)**

Sara Trumm, Director ext. 708

Mark Swanson, Associate Director ext. 672

*Since 2006, CCME has provided cultural and educational opportunities in which Christians, Muslims and people of all faiths have come together for mutual enrichment, understanding, healing and wholeness. It is the outgrowth of LSTC building relationships with the Muslim community in Chicago for over two decades. CCME sponsors events and endows a faculty position, the Harold S. Vogelaar Professor of Christian–Muslim Studies and Interfaith Relations, held by Mark Swanson.*

### **The Rev. Dr. Albert “Pete” Pero, Jr. and the Rev. Dr. Cheryl Stewart Pero Center for Intersectionality Studies**

Linda Thomas, Director ext. 778

*The mission of the Rev. Dr. Albert “Pete” Pero, Jr. and the Rev. Dr. Cheryl Stewart Pero Center for Intersectionality Studies is to address intersectional oppressions faced by BIPOC people in the US and around the world from a constructive theological lens. It is concerned with studying the power dynamics for dismantling white supremacy with a particular emphasis on colonized peoples and the path to decolonization. To this end, we know that transformative power fosters diversity, equity, and inclusion. We use resources advancing scholarship and ministry with intersectional and anti–oppressionistic lenses. A particular goal for the Center will be to host a*

*series of panels to address current events that need to have a public space considering the many structural inequities and inequalities on the local, national, and global stages.*

Students interested in ethnic-specific ministries may contact the following faculty:

African American Studies, Dr. Linda Thomas and Dr. Marvin Wickware

Hispanic/Latinx Studies, TBA (Dr. Linda Thomas)

Asian Studies, Dr. Peter Vethanayagamony

Arab/Middle Eastern Studies, Dr. Mark Swanson

## **Section 2-Registration**

### **A. Student Categories**

- Full-time: For Regular Students in the master's programs (MAM, MA, MDIV), full-time is defined as a student who is registered each semester for a minimum of three courses for credit (four courses being ideal for moving through the program) or a full-year internship. For advanced studies graduate students (ThM and PhD), full time is defined as enrollment in two courses for credit (three courses maximum) or Continuing Relations. Students wishing to take an overload must petition the Dean of Academic Affairs.
- Part-time: Regular Student (part-time) is a student in a first master's program who is registered for fewer than three credit courses or in an advanced studies program who is registered for fewer than two credit courses.
- Special Student is a student who is not enrolled in a degree program but who desired to take courses at LSTC for credit or as an auditor. A special student may transfer up to 4 course credits into a first masters degree program or 3 course credits into an advanced degree program.
- Leave of Absence (LOA) is granted in exceptional cases to those who for sufficient cause interrupt their studies at LSTC and have the intention of resuming their degree work at a definite time. Petition is made to the Academic Dean for this special status. It is normally granted for a maximum of one year.
- Former Students are those who have studied as regular students at LSTC for a period of at least one semester and who have discontinued their studies without being granted

student on leave status. Such persons must apply to the Admissions Committee for readmission if they wish to resume their work as students at LSTC.

- MDiv Provisional, includes students qualified for admission who lack some particular credential or, in the case of candidates for rostered ministry in the ELCA, who have not yet received a positive Entrance decision by an ELCA Candidacy Committee. This status may be held for a maximum of one semester.

NOTE: All students seeking rostered ministry in the ELCA are expected to maintain a relationship with the candidacy committee of the synod in which their congregational membership is located. Details about the Candidacy Process are covered in the Masters Programs Manual for MAM, MA & MDiv Students, supplementary to this All-Students Handbook.

## **B. Registration**

### *i. Registration Procedures LSTC Courses*

Students who expect to enroll in the following semester must complete advance registration online during the scheduled time. Registration for J-Term and Spring usually occurs in the fall semester; and Summer and Fall terms in the Spring semester. Financial accounts must be paid before students may register. If a student fails to meet qualifications for the current semester, the Registrar may cancel advance registration after grades are reviewed.

Academic advising where students meet with their advisor prior to registration is required. Advising takes place one week before advance registration begins.

### *ii. Cross-Registration Procedures for Association of Chicago Theological Schools (ACTS) Courses*

Students interested in enrolling in a course in the ACTS consortium must be degree-seeking, have completed at least one full-time semester at LSTC, and be in good academic standing. The ACTS cross-registration form (found on MyLSTC) must be completed and emailed to the LSTC registrar at [registrar@lstc.edu](mailto:registrar@lstc.edu). Students are registered in LSTC's system and will be charged LSTC's tuition for the course, except for summer registration at CTU. Please note PhD students may only cross-register at ACTS schools that have PhD programs (such as CTS and Garrett). PhD students who register for courses at schools with no PhD program will be responsible for all tuition and fees.

### *III. Cross-Registration at other ELCA Seminaries*

Through the denomination, ELCA seminaries may offer LSTC students an opportunity to enroll in specific courses, usually during the J-Term. LSTC students must complete the



ELCA cross-registration form (found on MyLSTC) and submit it to the LSTC registrar at [registrar@lstc.edu](mailto:registrar@lstc.edu). Students may also need to apply to the ELCA seminary.

#### *iv. Bi-Registration Procedures University of Chicago Courses*

The University of Chicago, in contrast to the ACTS schools, remains on the quarter system. Please go to the University of Chicago web site for dates for bi-registration at the U of C.

Students interested in taking a course at the University of Chicago Divinity School or other departments must complete a Bi-Registration form (found on MyLSTC) and submit it to the LSTC registrar at registrar@lstc.edu . University of Chicago bi-registration is normally limited to those with a B average (3.0) or better. Students are responsible for the tuition difference between LSTC and U of C. Students may also need to apply to the Divinity School.

### **C. Course Profiles**

Faculty members draw up course profiles, which state, in brief, the rationale, objectives, strategies and assessments of each course. Students have access to these profiles by going to the course listings on the LSTC website, under Students/Courses. These profiles are invaluable as a guide to the selection of courses as they provide a reliable source of information as well as required textbooks. For ACTS courses outside LSTC, visit <http://www.acts-chicago.org> and look under individual school course listings.

### **D. Add/Drop and Withdrawal**

**Fall/Spring Semesters:** In case of withdrawal from all course registration, tuition is credited in accordance with the following schedule: within the first and second weeks of the semester, 100%; within the third week, 70%; within the fourth week, 50%. After the fourth week of the semester, no refunds will be made, and a “W” (Withdrawal) will be entered on the student’s permanent record. Withdrawal after the fourth week of the semester is permitted only through petition. A student who has withdrawn from the seminary must reapply for admission if they wish to later resume studies.

**J-Term/Summer Term:** the last day to add is the first day of term. A student must drop the course by the last day of the first week of class and tuition will be 100% refundable. After the first week, no refunds will be made and a “W” (Withdrawal) will be entered on the student’s permanent record.

### **E. Auditing Courses**

A student can audit a course out of interest in the subject area. Audits do not fulfill any degree requirements and require instructor approval. Audit courses appear on the

student's transcript with an "AU" grade. Audited courses are charged at half the tuition rate for the degree program, except for PhD students who are enrolled in continuing relations and auditing a course in the same semester, who are not charged for auditing the course, and special students who are offered a special auditing rate. Changes from Credit to Audit status (or vice versa) can be made only within the first two weeks of the term.

### **F. Leave of Absence**

A student who plans to discontinue studies for a term or longer should petition for Student on Leave status (if there is an intention to return at a definite time) or take steps officially to withdraw from the seminary. Both involve obtaining a form for this purpose from the Registrar's office via MyLSTC and initiating a conversation with the Dean of Student Services. This office will help gather signatures necessary for this form. If this is not done, the seminary will not be in a position to furnish the "Letter of Honorable Dismissal" which is often requested by other institutions or employers.

A student who has withdrawn from the seminary must reapply for admission if they wish to later resume studies. The Directors for Admissions and Financial Aid will inform the student of the documents needed to supplement the original Application for Admission.

### **G. Grading Scale**

A+ or A 4.00 Outstanding

A- 3.75 Very Good

B+ 3.25 Good

B 3.00 Competent

B- 2.75 Adequate

C+ 2.25 Adequate

C 2.00 Low

C- 1.75 Low

D 1.00 Inadequate/Failing

F 0.00 Failing

NC No Credit, same as failing, counted as "F" in GPA

P Passing, C- or higher, not counted in GPA

EX Extended Incomplete

AU Audit

## COURSE CREDIT

MDiv, MAM, MA Students – Courses must be passed with a grade of C– or better to receive course credit. Students will receive no credit (NC) for courses graded below C–, which is counted as an “F” in the GPA.

ThM/PhD/DMin Students – All courses must receive the evaluation of B– or above to receive credit in the Th.M. and Ph.D. degree programs. Students will receive no credit (NC) for courses graded below B–, which is counted as an “F” in the GPA.

## Pass/Fail Option

Unless a student is on academic probation, an MA, MAM, or MDiv student may request to be granted a Pass/Fail grade (P/F) instead of a letter grade in any course. Students who wish to be evaluated on this basis must complete a form no later than the Monday after the Reading Break through the Registrar’s Office. Advanced Studies students are not eligible to take classes pass/fail. A pass (“P”) grade will not affect the student’s GPA; a fail (“F”) grade will affect the GPA in the same manner as would a letter grade of “F.”

All Th.M. and Ph.D. examinations, colloquia, and language exams, as well as the Pedagogy Seminar and the Public Presentation of Dissertation Project are evaluated on a pass/fail basis. These include: 1) Language Examinations, 2) Th.M. Comprehensive and Ph.D. Qualifying Examinations, 3) Dissertation Proposals, 4) Field Examinations, 5) Dissertation Colloquy. Continuing relations are also graded on a pass/fail basis.

## H Course Evaluations

At the end of each term, students will be required to submit an evaluation for each course they have taken via an online survey site. Instructions regarding this will be sent to students near the end of each term. Completion of these evaluations is mandatory. Not only do professors need to review students’ evaluations as they think about how to improve their courses, but LSTC must show evidence of proper evaluative procedures as a part of our accreditation with the Higher Learning Commission and the Association of Theological Schools.

The instructor will not have access to the information in these evaluations until after the grades for the course have been submitted.

## I. Other Registration Topics

### *i. Attendance Reports*

Students are expected to attend all classes in which they are enrolled. At the outset of a course, faculty members are required to report students who do not attend the beginning class period. Faculty members also are required to submit reports of a second unexcused absence to the Registrar, who forwards the report to the Dean of Student Services.

### *ii. Immunizations*

The State of Illinois has enacted a law, Public Act 85-1315, which requires all students entering Illinois colleges, universities, and graduate institutions to present proof of immunity to vaccine-preventable communicable diseases. In order to comply with this act, LSTC requires that all students entering the seminary must demonstrate immunity to measles, mumps, rubella, and tetanus/diphtheria, or document a medical contraindication. Copies of current documents showing the appropriate immunizations may be submitted or a student may contact the Office of Student Services at LSTC for the "Lutheran School of Theology at Chicago Immunization Requirements" form to be filled out by their doctor or health clinic. Students' immunization records must be turned in to the Office for Student Services before students may begin classes.

All LSTC students, faculty, and staff are required to show proof of COVID vaccination or to test negative weekly in order to enter the main LSTC building. See conversation below concerning VORT (Viral Outbreak Response Team) concerning COVID policies for LSTC. VORT will regularly share information with LSTC community concerning our current regulations for living with COVID at LSTC.

### *iii. Commencement*

All course work must be completed and all bills (tuition, fees, housing rentals, and library fines) paid in full before one can graduate.

For master's program students a minimum 2.0 cumulative GPA is required to graduate.

For advanced studies program students, a minimum 3.0 cumulative GPA is required to graduate.

Students graduate once a year in May. Students in their final year of studies should complete an application for degree by November of the prior year. The commencement ceremony is held in May and students are expected to be present unless they have made a written request and have received permission from the President to receive the degree in absentia.

In compliance with the [Family Educational Rights and Privacy Act of 1974](#) (FERPA), as amended, student records are maintained by LSTC's offices. LSTC may not release information from a student's record without the [student's](#) written permission, except with FERPA authorizes disclosure without consent, Students have several rights under FERPA: review and inspect their records, to request an amendment of their records, to withhold records, and to file a complaint. The FERPA Annual Notification of Student Rights is found in [myLSTC](#).

### **Section 3 - Academic Standing**

This policy defines the various classifications of academic standing for students and related information.

At LSTC there are (5) categories of academic standing for students:

- A. Good Standing
- B. Academic Warning
- C. Academic Probation (and Academic Probation Extended)
- D. Academic Suspension
- E. Academic Dismissal

#### Good Standing

Master's students are in Good Standing when they maintain a minimum cumulative Grade Point Average of 2.0 (on a 4.0 scale).

Advanced Studies students are in Good Standing when they maintain a minimum cumulative Grade Point Average of 3.0 (on a 4.0 scale).

Students are no longer in Good Standing when they fail to meet the minimum cumulative grade point average. All status changes take effect the semester immediately following the semester in which the student fails to meet the established minimum.

The following applies to Master's students:

1. Master's students performing below a 2.0 cumulative GPA with incomplete grades, are placed on Academic Warning
2. Master's students performing below a 2.0 cumulative GPA with final grades, are placed on Academic Probation.

3. Non-degree students taking masters courses failing to meet the minimum cumulative grade point average for the first time are placed on Academic Probation.

The following applies to Advanced Studies students:

4. Advanced Studies students performing below a 3.0 cumulative GPA with incomplete grades, are placed on Academic Warning

5. Advanced Studies students performing below a 3.0 cumulative GPA are placed on Academic Probation.

6. Non-degree students taking Advanced Studies courses failing to meet the minimum cumulative grade point average for the first time are placed on Academic Probation.

Students on academic probation must take all classes for a letter grade and may not take extended incomplete grades. Students on academic probation are required to meet with the academic advisor, the Dean of Students Services, and the program director.

An alternative is Academic Probation Extended, which means that as long as a student obtains the minimum semester grade point average each semester and is making satisfactory progress towards degree completion, the student will not be suspended.

After enrolling for courses while on Academic Probation/Probation Extended, if the student fails to achieve the minimum semester GPA, the student will be placed on Suspension for the next semester. Students may request readmission after being suspended by petitioning the Committee on Readmissions and Special Admissions. Students re-admitted from academic suspension are on academic probation the semester in which they return. Students who do not meet the requirements of probation will be placed on academic dismissal and will not be eligible for re-admission.

Students must be in good academic standing to graduate. Some programs may have specific standards for academic performance that exceed the criteria in this policy.

### **Satisfactory Academic Progress (SAP) Purpose and Description**

LSTC monitors satisfactory academic progress (SAP) with the goal to be both good stewards of financial aid and to protect academic integrity. Students are encouraged to contact the program director, advisor and Dean of Student Services in person or in a group e-mail when personal, family, or financial considerations negatively affect academic performance in order to receive support and guidance.

Maintaining SAP is necessary both for continuance in a degree program and for eligibility to receive financial aid in the form of scholarships, grants and student loans. SAP is

evaluated through quantitative (time towards degree completion) measures and is measured at the end of each term. SAP runs parallel with the Academic Standing policy listed above which measures qualitative progress (GPA).

## Probation

A student who does not meet the 67% completion rate in their courses is placed on Academic Probation. After enrolling for courses while on Academic Probation, if the student fails to complete at least 67% of the classes they are enrolled in, or fails to comply with requirements of probation, the student will be placed on Academic Suspension. Students may request readmission after being suspended by petitioning the Committee on Readmissions and Special Admissions. Students re-admitted from academic suspension are on academic probation the semester in which they return. Students who do not meet the requirements of probation will be placed on academic dismissal and will not be eligible for re-admission.

Students on probation may register for classes during the probationary semester in order to work toward reinstatement of academic good standing. All courses must be taken for a letter grade during the probationary period. Students should consult their advisor and director of the degree program for advice as to the wisest selection of courses in order to maximize the chance of returning to good standing during the probationary semester. Students should also meet with the Dean of Student Services to ensure that a broader conversation can happen to help ensure student success.

## Appeal for Financial Aid during Probation

Students who have been placed on probation may still be eligible for financial aid during the probationary semester, although it is not automatic. In order to be considered for financial aid, students must appeal using the financial aid appeal form. Students who appeal must include in their petition an explanation of (1) why they failed to make satisfactory academic progress and (2) what has changed that will allow them to make satisfactory academic progress by the next evaluation at the end of the probationary semester. In the event that a student presents a successful appeal, they will retain financial aid eligibility during the probationary semester.

## Reinstatement of SAP and Administrative Withdrawal

Following the semester of probation, a reevaluation of SAP is conducted. Students who have been on probation who have made satisfactory academic progress will be returned to good standing. In extreme cases a second probationary period may be granted after good standing has been achieved.

Students who fail to make SAP by the end of the probationary semester will be administratively withdrawn from their academic programs and will no longer register for classes. A student may reapply for admissions at a later date with a written appeal regarding what has changed to allow for successful completion of the program.

### Institutional Aid and Outside Scholarships

In order to retain institutional aid and outside scholarships, students must meet the original criteria required for the scholarship award and meet SAP requirements, with the exception of Fund for Leaders (FLM) scholarships. FLM scholars will have their scholarship revoked if they fall below a 2.0 or do not take enough courses to meet maximum timelines for graduation; without a probationary period or appeal.

### SAP Quantitative Measurements

#### Maximum Time Limits

In order to maintain SAP, students must complete their degree program within the maximum time limits established in the chart below. Under special circumstances, students can petition the director of the degree program for an extension.

\*J term is considered a trailer term included with Fall and Summer a trailer term with Spring for quantitative measure

MA/MAM	2 years
MDiv	4 years
ThM	3 years
PhD	7 years (Includes ThM)
DMin (Preaching)	3 years
DMin (Interfaith)	7 years

A student progress is reviewed after each payment period. Written notification will be sent to a student from the Financial Aid Office when eligibility for aid is affected by the Satisfactory Academic Progress evaluation.

- has earned less than 67% of the overall hours attempted;
- has attempted more than 150% of the hours required to complete their program.



A student whose eligibility for federal financial aid has been suspended may submit an appeal if mitigating circumstance prevented the student from achieving SAP. Circumstances that may be considered included death in the family, accident, illness or other academic performance factors that were outside of the student control. If a student feels he or she violated Lutheran School of Theological Seminary's SAP standards due to one of these factors, the student may submit an appeal to the Academic Office for review.

## **Other Satisfactory Academic Progress Policies**

### *LSTC Extension Policy*

Being granted an extension in order to complete course requirements after a course has ended is a privilege, not a right. Instructors are under no obligation to grant extensions, but may choose instead to assign a grade based on the quantity and quality of work submitted by course deadlines.

To request an extension, students must fill out a Petition for Extension and have it signed by their instructor, advisor, and degree program director. After each term, instructors are required either to assign a grade based on work submitted or to sign a Petition for Extension filled out by the student. Students must submit all incomplete work before the final day of the following semester (for Fall and January Term courses, the final day of the Spring Semester, for Spring and Summer (May) Term Courses the final day of the Fall semester). If no work is submitted and student has not resolved the incomplete the extension (EX) will be recorded by the registrar as a No Credit (NC) which counts the same as an F in GPA calculations. It is imperative that the student take responsibility for contacting the instructor about the status of the work. Instructors are not required to follow up with students to ask for completed work.

Though not encouraged, a student may carry more than one extension in a given term. When a student carries more than one extension, they must submit a detailed plan to the degree program director and the student's advisor for finishing outstanding coursework along with the Petition for Extension. Students may not petition for extensions in current courses if previous semester extensions have not been resolved. Students who are currently on academic probation will not be approved for extensions.

### *Candidacy Requirements*

For students in the MDiv, MAM, and MA programs on ELCA rostered ministry tracks, making SAP includes satisfactory progress towards ELCA candidacy requirements and passing through candidacy stages. Please consult with the director of your degree program regarding questions of SAP as it relates to candidacy.

### *Maximum Courses*

Students in LSTC degree programs are eligible for financial aid for up to the following maximum number of courses:

- MA 16
- MDIV 27
- ThM 6
- PhD 6 beyond ThM, plus up to 6 semesters of continuing relations

### *Repeat Course Work*

Students who need to repeat a course to achieve a passing grade need to notify the Director of Financial Aid and the Registrar. **Financial Aid is not available for repeated courses.** If the student wants to repeat a course in which a grade of A through C- or P, (A or B for Advanced Studies) has been earned, that student may only repeat that course by submitting a petition to do so that is approved by the course instructor, director of degree program, and dean.

## Section 4- Academic Integrity

### A. Academic Honor System

Instructors expect that students will follow guidelines and standards for participation in the classroom and the completion of assignments. Instructors expect that students will present their own original work for evaluation and protect from damage or theft the resources of the JKM Library. Students are expected to provide written acknowledgement of sources used in the writing of papers and examinations (e.g., whether hard copy texts or the Internet) through footnotes, endnotes, and other kinds of acknowledgements appropriate to the subject being reported.

#### i. Plagiarism

There are many ways in which persons honor the wisdom received from others. The way honor is given in the western academy, LSTC's cultural context for teaching and learning, is that students acknowledge sources of wisdom and information in their work. Presenting another's work, from whatever the source (e.g., the Internet, a peer, or hard copy texts) as if it is one's own is called plagiarism, and it is considered a serious offense in the academic community. Students needing help with learning about methods for proper citations are encouraged to consult the latest edition of Kate Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations* and to seek expert personal assistance that is available at the Language Resource and Writing Center (LRWC) or from a research librarian.

When an instructor has ascertained that plagiarism has been committed, the instructor will discuss the incident directly with the student and report it to the Director of the degree program and the Academic Dean. The instructor, in consultation with the Director of the degree program and the Academic Dean, determines the penalty for the first offense. Completion of anti-plagiarism training will be required for continuing in the degree program. A subsequent offense constitutes grounds for dismissal from the school.

#### ii. Copyright Infringement by Students

Unauthorized distribution of copyrighted material (including peer-to-peer) may be subject to civil and criminal liabilities. See the online presentation by Purdue University at <http://www.lib.purdue.edu/uco/CopyrightBasics> for a fuller discussion of these matters.

### iii. Honorable and Highly Encouraged Aid and Collaboration

Some kinds of aid and collaboration are strongly encouraged and are not violations of the honor system. Frequently encouraged practices include (1) using the services of the LRWC; (2) discussing class materials, brainstorming ideas, and sharing works in progress with peers and instructors; and (3) giving constructive feedback to colleagues' work.

### iv. Academic Appeals

Faculty are given latitude to assign the grades they deem fair, with the understanding that there are frequently differences of opinion that occur between professors and students about what constitutes the appropriate grade for work submitted.

For serious concerns that the principles for evaluation set forth in the course syllabus have not been followed or when there is evidence that evaluation criteria have not been equitably applied in a given class, the following procedures apply:

In cases where a student thinks work has been unfairly or inaccurately evaluated, the matter should be discussed with the professor, pastor, or administrator who made the evaluation, so that the student may understand the reasons why the evaluation was made or appeal for an appropriate adjustment. (If the grievance involves the decision of an ELCA candidacy committee, the student shall follow the policies for appeal established by the ELCA). Where appropriate, the student may include in this mediation another student or professor.

If despite this mediation the student continues to believe that work has been unfairly or inaccurately evaluated, the student may appeal in writing to the Director of the Degree Program, who in consultation with the Academic Dean may take the matter to the Academic Cabinet for a decision. The Academic Cabinet will receive statements from both parties in the dispute and then render a decision. The Academic Dean will communicate the decision of the Academic Cabinet to the student. If any of the members of the Academic Cabinet is a party in the dispute, they should excuse themselves from the discussion and the decision. If two or more members need to excuse themselves, the Academic Dean will request the President to appoint a mediation panel. In all cases where a formal written complaint is filed, a written record of the proceedings shall be made and a permanent file maintained in the Academic Dean’s office.

If a student believes that LSTC is acting contrary to the standards of the Association of Theological Schools, the student should present this accusation to the Academic Dean in writing. The Academic Dean will bring this accusation to the Academic Cabinet for review before presenting its findings to the student and to the President. The Academic Dean will keep a permanent file of such grievances and their resolution, in accordance with the policies of ATS. See Section 5: “Standards & Policies of Conduct” for more information.

## Section 5- Finances

### A. Estimated costs

It is important to build a basic understanding of the typical costs relating to a program of theological study at LSTC, before considering the financial policies at LSTC. The table below estimates the typical first-year costs for various study programs based upon fees and charges for the 2022–23 academic year.

This information is presented “for information only” to students and their sponsors:

#### Typical First-Year Study Costs for 2022–23

TYPE OF COSTS	MDiv, MAM, MA	ThM/PhD
<b>DIRECT COSTS:</b>		
Tuition(full-time)	18,000	25,200
Activity/Tech Fee	360	280
<b>Subtotal</b>	<b>\$18,360</b>	<b>\$25,480</b>

**INDIRECT COSTS:**

Housing (2 person shared/1 yr lease)	6,351	6,351
Rental Insurance	200	200
Utilities/Phone	1,170	1,170
Food	3,600	3,600
Personal	1,250	1,250
Recreation	600	600
Clothing	600	600
Books, supplies	1,100	1,100
Medical deductible	1,000	1,000
Health Insurance	2,700	2,700
Transportation	2,500	2,500
<b>Subtotal</b>	<b>\$21,071</b>	<b>\$21,071</b>
<b>Grand Total</b>	<b>\$40,801</b>	<b>\$47,566</b>

These Masters and Advanced Studies costs presume a normal full-time course load, a single student living in shared housing, health insurance that is compliant with the Affordable Care Act and no spouse or dependent costs. A student's actual costs may vary greatly due to individual circumstances. More detailed cost estimates for families and additional years of study are available on the financial aid pages of the LSTC website ([www.lstc.edu](http://www.lstc.edu)).

It is important to have an accurate estimate of the total costs of your degree program, so that you can make adequate financial preparations to support your entire program of theological studies and avoid delays due to insufficient funding.

**NOTE: For the Intensive Based TEEM program that is in collaboration with Pacific Lutheran Theological Seminary, each course is \$1,035, with the six courses for years one and two totaling \$6,210, and the four courses for year three totaling \$4,140.**

**NOTE: For special student not enrolled in any degree program the auditing fee is \$300.**

## i. Fees and Charges

The fees and charges presented in this section are for the 2022–23 academic year. The seminary reserves the right to revise any fees, deposits, and other charges, or any financial policies without prior notification to the student. Any such changes may have an immediate effect.

## ii. MAM, MA, MDiv, ThM and PhD Tuition

Tuition for Masters–level and Advanced Studies programs is charged at the following rates for the 2022–23 academic year:

- \$2,000 per course for Masters–level programs. A typical course load for the MDiv Program is 9 hours in years 1, 2, and 4. Internship is typically held during year 3 (no coursework). It is important that masters students cannot have more than 9 courses per year covered by financial aid. Any tuition for courses beyond 9 per year must be paid for by the student.
- \$4,200 per course for Advanced Studies programs (ThM/PhD). A typical course load is 6 hours in years 1 and 2, with no coursework after year 2. Advanced Studies students who are not presently taking courses must pay a continuing relations fee each semester equal to half of the per–course rate (currently \$2,100 per semester) to retain active status in their program of study.
- Audited courses, credit by examination, and credit for experience are charged at half the listed course rate for each program.

## iii. Other Fees

The activity fee supports a wide range of student interests and activities:

- \$90 MSA (Masters Student Association) Activity Fee for MAM, MA, MDiv and Coursework Based TEEM students per semester.
- \$50 GSA (Graduate Student Association) Activity Fee for ThM/PhD per semester.
- \$90 Technology Fee is charged for all Masters, Advanced Studies and Coursework Based TEEM students per semester.
- The \$50 late registration fee is charged for those who fail to complete their registration before the first day of classes for that academic term.

**NOTE: There is a different student fee structure for students in the Intensive Based TEEM program. Internship Fee: \$600. Graduation Fee: \$200.**

Some field studies fees for preparation to be a deacon may apply for setting up field studies sites and/or internships.

The graduation fee for all programs is \$350. It must be paid even if the candidate chooses not to participate in graduation ceremonies. This fee does not include the cost to purchase or rent academic garb for the graduation ceremony.

The \$900 one-time affiliation fee for Lutheran students attending non-ELCA seminaries wishing to affiliate with LSTC must be paid in full with the application for affiliation (or it cannot be processed).

Tuition and Fees for the Intensives Based TEEM Program that is offered in collaboration with Pacific Lutheran Theological Seminary can be found in the appropriate handbook found on the LSTC webpage.

#### iv. DMin Tuition

Tuition for the Doctor of Ministry Programs is charged on a program basis (not by the courses taken):

- (2) installments of \$5,000 for DMin Ecumenical paid at the beginning of years one and two of the program . Program can be paid up front for a total of \$8,000, for a discount of \$2,000.
- \$11,898 over the course of 3 years for ACTS DMin Preaching.

#### General Information for DMin Tuition

These tuition rates are subject to change each year, but increases will not apply to candidates already accepted into the program. This basic fee covers tuition for all courses, seminars, and workshops under the direct control of the seminary or negotiated by the seminary with an adjunct institution. This basic fee does not cover the candidates' travel, lodging, board, books, or commencement expenses. Each candidate is responsible for covering the program costs.

#### Billing of DMin Tuition

The ACTS DMin program rate is billed in six installments over the first three academic years of the program (i.e., one sixth is billed each semester). The DMin Ecumenical program rate is billed in four installments over the first two academic years of the program (i.e., one fourth is billed each semester).

#### DMin Annual Continuation Fees



The ACTS DMin Program charges a \$550 annual continuation fee to candidates whose program extends beyond three academic years. The DMin Ecumenical Program charges a \$400 annual continuation fee to full time candidates whose program extends beyond two academic years and part-time candidates whose program extend beyond five academic years.

## B. Transcripts

Charges for transcripts are as follows: The first transcript (by regular mail or pick-up) is free of charge.

- \$5 for regular mail or pick-up for subsequent transcripts.
- \$10 for faxing.
- \$25 for next day delivery.

The Registrar's Office cannot release any transcript if the student is past due in settling their student account or has any "hold" placed against their student account.

## C. Housing Charges

Adjacent to the campus, LSTC owns vintage 1-3 bedroom apartments that accommodate single students and students with families. LSTC offers private apartment housing for families and individuals.

Alternatively, individuals can choose to live in shared-housing, which can accommodate up to four people living together in private bedrooms within a shared apartment. In shared housing, individuals can choose to live in a unit designated for a specific binary gender or in a unit designated as ungendered.

All leases are supported by a written agreement executed by the Housing Office. Lease terms are up to one year and end on May 31st. The following housing fees also apply:

- A \$100 non-refundable housing application fee must be paid with the housing application. LSTC will not refund a housing application fee if the applicant cancels the housing request less than 30 days prior to the expected date of occupancy.
- A \$300 move-in fee is assessed to the resident upon move in. This is a one-time fee, unless the resident requests to relocate to a different apartment unit.
- The \$200 annual pet fee per pet is non-refundable and not prorated. The fee is charged each September or before a pet is housed in the apartment (whether or not it is owned by the renter). If an undisclosed pet is discovered in an apartment, a \$400 fee will be assessed

covering the remaining lease term. The only animals excluded from the pet fee are fish. Service animals are not considered pets under LSTC's policies, however, arrangements must be made with the Housing Office for services animals to reside with residents in LSTC housing.

The full amount of rent for the semester will be charged to the student's account at the beginning of the term. If funds are available, the full amount will be deducted. If funds are not available in the student account, monthly rental payments will be expected. Upon moving in, the move-in fee and the first month's rent must be paid. Payment should be made to LSTC in care of the Finance Office in the form of check or credit card (Visa or Mastercard). Your LSTC student ID# must be placed on all payments to ensure timely and proper credit.

Rent is due by the first day of the month. The rent payment grace period ends on the 5th of the month.

Any rent payment not received by the 5th of the month is considered "past due rent" and may incur a 1.5% monthly charge until paid. To avoid a late payment fee, mailed payments must be postmarked at least 7 business days before the end of the 5-day rent payment grace period.

Any student account that becomes over 90 days past due may be referred to the seminary's outside collection agency for collection and possible litigation. This would include past due rent.

Complete details of housing policies and procedures can be found in the Housing Handbook.

#### D. Financial Aid at LSTC

LSTC seeks to be a responsible steward of financial aid resources and expects student recipients of this aid to exercise the same care. Therefore, we hope to partner with students to work on financial wellness as part of the spiritual and practical growth that takes place at seminary. The Financial Aid office is eager to hear your questions and concerns regarding financial aid and budgeting while at seminary. For more in depth financial planning, seminarians benefit from free financial wellness counseling sessions through a partnership between Lutheran Social Services and Portico. Call 800.528.2926 to get started.

Financial aid policy and procedure at LSTC may vary greatly compared to undergraduate schools, please review these quick facts to keep in mind while making academic and budgeting plans:

- Students must maintain satisfactory academic progress as defined in the student handbook in order to receive financial aid.
- Financial aid is awarded each term according to the terms specified in the award letter the student received at the time of admissions for MDiv, MAM, and MA Students, Advanced Studies Students will receive an updated award letter each year of their program; students do not reapply each year for institutional aid.
- Institutional financial aid is not available for any off-campus non-ACTS study for which LSTC does not receive a tuition payment (for example: internship year).
- The seminary reserves the right to reduce the amount of financial aid awarded due to additional funds secured by the student. If funds received from outside sources are designated to support student's tuition or housing costs, and if LSTC provided full cost for the listed categories, funds could be reduced to offset the cost of the seminary. Student accounts will be reviewed after each semester and if adjustment is needed the student will be notified promptly.
- Federal Student Loans are available for U.S. citizens who are in a degree program and studying at least half time.
- Student loans are not packaged with other financial aid. To apply for a student loan please follow the steps listed on the financial aid web page at [www.lstc.edu](http://www.lstc.edu).
- MDiv students may receive financial aid for a maximum of 9 courses per academic year for the three years of academic study (not internship). No student will receive financial aid for more than a total of 27 courses for the entire program of study.
- MAM and MA students may receive financial aid for a maximum of 8 courses per academic year with a limit of 16 courses for the entire program of study.
- ThM students may receive financial aid for a maximum of 6 courses and 2 semesters of continuing relations. PhD students may receive financial aid for a maximum of 6 courses per year with a maximum of 12 courses and 8 semesters of continuing relations.

### Other Financial Aid Resources

It is important to pursue non-seminary sources of financial aid to help with seminary costs. Students should seek financial assistance from their church and synod as well as from family and friends. Those who are aware of a seminarian's talents and gifts for ministry may be pleased to help with the costs of books and tuition, in addition to their prayers. Historically, LSTC students have received generous outside scholarships from various

foundations. A list of possible funding sources along with application instructions is available on the financial aid web page at [www.lstc.edu](http://www.lstc.edu).

### E. Federal Loan Program

While LSTC is certified by the Department of Education for the William D. Ford Direct Loan Program, we work with students to help them seek other sources of funding first, which in many cases make loans unnecessary. In the case that a student has exhausted all other forms of assistance, they can turn to low-interest, long-term student loans. Borrowing from this source, even at the favorable terms currently available, should be planned carefully in order to avoid the accumulation of unmanageable debt.

Graduate Plus and Alternative/private loans should be considered only after applying for Federal Direct Stafford Loans (Unsubsidized). Loans are not packaged with institutional aid at LSTC, students must apply separately using the steps on the LSTCNet under “Finance Center” and “How to Pay for Your Education.”

There are no deadlines for completing the student loan process. A loan may be processed anytime between September–April. Students are encouraged to take out the minimum amount needed knowing that they can increase the amount at a later date if needed.

If loan money is needed to cover the cost of living outside of what is charged through the LSTC student account, the student may request a check through the Finance Office, please allow 7–14 days for processing.

### Return of Title IV Funds

All students who withdraw from the Seminary must submit written notice of withdraw to the Registrar’s Office.

If a student, who is disbursed Title IV financial assistance, withdraws or stops attending class the semester in which the Title IV aid was disbursed, the following Return of Title IV Funds (R2T4) policy will be applied.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing a payment or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula R2T4.

The official withdrawal date is the date the student signed the Official Seminary's Withdrawal Form. The Financial Aid Office will use this date for all students that officially withdraw from the Seminary. For unofficial withdrawals, the Financial Aid Office will use the last date of attendance or that last date of an academic related activity. If a last date of attendance or academic activity cannot be determined, the student's last date of attendance will be the midpoint in term.

### Official Withdrawals

If a student decides to withdraw from all courses at the Seminary, the student must inform the Registrar's Office. The notification may be in writing, by email, by mail, or in person. The student's withdrawal date is the date the student began the withdrawal process or officially notified the seminary of intent to withdraw by contacting the Registrar's Office. The withdrawal date is used to determine any applicable tuition refunds as well as the date used to process the Return of Title IV Funds calculation.

### Unofficial Withdrawals

If a student does not officially withdraw from all classes but fails to earn a passing grade in at least one course, federal aid regulations require that we assume the student has "unofficially withdrawn," unless it can be documented that the student completed the enrollment period. Unofficial withdrawals require a Title IV refund calculation at the midpoint of the enrollment period if a last date of attendance or related academic activity cannot be determined. The reduction of federal aid will create a balance due to the institution that must be repaid.

### Post-Withdrawal Disbursement of Loan Funds

A post-withdrawal disbursement of loan funds may be paid if the student is eligible to receive the funds.

The student will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. Upon receipt of a timely response from the student (14 days from date of notification), the school will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding semester charges on the student's account and may pay up to the amount of the allowable charges (i.e., tuition and fees). Any remainder will be paid directly to the student. The school maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If the school decides not to make this post-withdrawal disbursement, it will inform the student in writing.

## Title IV Refund Process

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. A student's aid is counted as aid disbursed in the calculation if it is disbursed as of the date of the institution's determination that the student withdrew any undisbursed Title IV aid for the period that the school uses as the basis for the Return calculation is counted as aid that could have been disbursed.

See FSA Handbook section 5-54.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the student's withdrawal. The seminary must notify the student in writing within 30 days after determining the last date of attendance that a post withdrawal disbursement is available, and the student/parent must respond in writing. The seminary cannot disburse Title IV funds unless it has received written consent from the student or parent.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans
- Direct Plus Loans

The Financial Aid Office audits student records within thirty (30) days of the completion of each academic semester. If a course audit reveals that a student withdrew early from studies in a given semester. The student must be notified and authorize the disbursement of Title IV funds to be returned to the federal government. Unearned Title IV financial aid must be returned within forty-five (45) days of when the last day of attendance was determined or (30) days after the end of the term for unofficial withdrawals.

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of "F" in all courses. In this case, the student would still be subject to the return of funds policy once an official withdrawal date is established. Merely discontinuing class attendance is not considered to be a formal resignation from the seminary. Students who

were awarded financial assistance and who discontinue class attendance may be held responsible for repayment of all tuition and fees. Please refer to the “Attendance Policy” section of the Student Handbook for requirements on class attendance. The dates for course drops and academic withdrawals for semesters are listed.

In the event of a student ceasing to attend the Seminary, then the institutional refund policy will be applied and tuition will be adjusted per the institutional tuition refund policy. The student may be liable for any Title IV funds disbursed to their account in excess of the amount allowed by federal regulations.

The school will collect the portion of any assistance owed by the student. If no payment is received, holds will be placed on the student’s account and the student will lose eligibility for Title IV aid unless the overpayment is paid in full or satisfactory repayment arrangements are made. After the institutional refund has been credited, any remaining amount will be returned to the student.

#### Procedural Steps:

1. First determine the date of withdrawal or leave of absence. When in doubt as to which date to use, ask what date will be put on the transcript/recorded on any of the registrar’s documentation. Put a copy in the loan file.
2. If the disbursement has been made and the student withdraws from a class which then puts them on a less than half time status, they do not have to return funds. See FSA handbook for documentation.
3. If the student withdraws completely or goes on leave of absence part way through the term, a “Treatment of Title IV Funds When A Student Withdraws From A Credit Hour program”(R2TIV) form must be completed to determine if any funds need to be returned. The form is kept in the student file after it is completed. Check the most current FSA Handbook to obtain the most current R2TIV form \*complete the form for the semester (not the entire year).
4. If the student withdraws completely, unofficially withdraws or goes on leave of absence in between terms, s/he does not have to return funds. The second half of the loan is set to ‘0’ and therefore cancelled.
5. If a student ceases attendance without notifying the school, the 50% mark in the term will be used as the last date of enrollment.
6. In all cases the student should be notified of the change and informed of the need for exit counseling.

7. Make necessary changes on NSLDS–see Enrollment Reporting Instructions in this manual.

### Direct Loan Closeout/School Balance Confirmation

If you are signed up for the IFAP announcements via e-mail you will receive a notification to complete the close out. Here is an example:

<https://ifap.ed.gov/eannouncements/020717DLCloseoutInfofor20152016ProgramYear.html>

1. Review each month's reconciliation to make sure there are no discrepancies
2. Log in to COD
3. Select school
4. Enter Lutheran School of Theology at Chicago and search
5. From the list of links on the left, select Balance Confirmation
6. Complete required fields for the appropriate year

### Student Loan Disbursement/Check Request for Student Loan Proceeds Process

Once a loan is disbursed, the Finance Office will apply the funds to the student's account.

Whenever an institution disburses Title IV, HEA program funds by crediting a student's account and the total amount of all Title IV, HEA program funds credited exceeds the amount of tuition and fees, room and board, and other authorized charges the institution assessed the student, the institution must pay the resulting credit balance directly to the student as soon as possible but no later than 14 days after the balance occurred if the credit balance occurred after the first day of class of a payment period or no later than 14 days after the first day of class of a payment period if the credit balance occurred on or before the first day of class of that payment period. 34 C.C.C. 668.164(e)(1) and (2).

Steps:

1. Student completes the Student Loan Eligibility Form at the time the loan is originated.
2. The financial aid officer reviews the form.
3. If the student has checked "no" that they do not want their balance kept on their account, the financial aid officer gives a copy of the form to the finance office, the finance office then disburses funds.



4. At the end of the loan period, the financial aid officer provides a list of all student loan borrowers to the finance office.

5. The finance office disburses all student loan funds at the end of the loan period.

#### F. Payment Policies

Please note that LSTC does not mail out paper invoices. Students are responsible for regularly (at least once a month) reviewing their student financial statement on LSTC. Any questions about your statement should be directed to Nate Ramsey, nramsey@lstc.edu) in the Office for Student Services.

The Board of Directors, in consultation with seminary management, has designed the payment and collection policies to be clear and have few exceptions. However, if a student desires to seek an exception or waiver to a particular policy, they need to request a meeting with the Director of Financial Aid. Depending upon their office schedules and availability, this completion of this process can take two weeks or more. Consequently, if you are seeking a policy waiver relating to a deadline (e.g. payment, registration, graduation, etc.) please allow adequate time for your petition to be considered before the deadline.

A student cannot register for classes if there is any amount past due. Financial aid designated for the coming term cannot be applied against past due amounts. Loan proceeds can cover up to \$200 of previous academic years' charges.

##### i. Semester Payment Schedules:

Fall tuition and other charges are invoiced in early September and due by the first Friday of October.

Spring tuition and other charges are invoiced in early February and due by the first Friday of March. Any payments not received by these deadlines will be subject to a 5% late payment penalty. Severely delinquent accounts are subject to legal collection procedures. Be sure to consult with the Financial Aid Office concerning your financial aid and loans long before classes begin.

##### ii. Other Payment Schedules:

100% of tuition for J Term, Summer Session, courses for Special Students, and audited courses must be paid before these classes begin.

All other fees and charges must be paid in full before classes begin.

##### iii. Payments by Third Parties

If any charges are to be paid to the seminary by a church, agency, or sponsor other than the student, the student is responsible to ensure that the payment is received when due. Failure of the church, agency, or other sponsor does not relieve the student of responsibility for payment of such charges, nor cause late payment fees and past due interest to be waived. In these cases, the student should make the required payment on time and request a credit balance refund after their support arrives and is posted to their student account.

#### iv. Payments to LSTC

All charges must be paid by check, credit card, or money order in U.S. funds. Payments can also be made on the LSTC portal website. Be sure to include your LSTC identification number on all payments for prompt and proper credit. The maker of any check or credit card payment deposited by LSTC which is returned or denied for any reason (including NSF, stop pay, etc.) causing LSTC to incur any bank or credit card processing charges shall be assessed a \$25 returned payment fee, payable to LSTC, in addition to any bank or credit card processing fees charged.

All of these fees will be added to the student's account and can be included in any resulting referral for outside collection.

#### G. Loan Proceeds

If utilizing a federal loan for payment, the amounts due LSTC for the entire period (see related provision immediately following this provision) will be applied against the loan proceeds, possibly restricting all or a portion of any resulting credit balance in the student's account. These amounts due LSTC could include tuition, rent, other fees, and any other amounts currently owed the seminary.

#### H. Access to Credit Balances

When a student requests a disbursement from their student account, the seminary must retain an adequate credit balance to cover unpaid and anticipated charges for the relevant time period:

There are three relevant time periods to assess credit balances during the academic year: September through January (fall semester and J Term), February through June (spring semester), and July through August (summer session).

To determine the portion of an existing credit balance that may be disbursed, first a set-off must be calculated for all amounts due LSTC for the relevant time period (as noted above), including tuition, rent, other fees, and any other amounts currently owed the seminary.

Anticipated move-out rent credits and the rental security deposit cannot be included in the calculation to provide more funds available for disbursement from a current credit balance.

Anticipated students loans, LSTC financial aid, scholarships, or gifts cannot be included in the calculation to provide more funds available from a current credit balance. LSTC cannot advance students cash which has not yet been actually received by the seminary and deposited in the seminary bank account (board policy prevents LSTC from making this type of loans to student

## I. Consequences of Non-Payment

Non-payment of fees and charges may lead to dismissal from the program, eviction from housing, and communication with candidacy committees or synods.

### i. Collection Policies

Withdrawal of Registration: Provisional registration and normal registration can be withdrawn for students not meeting their payment obligations.

### ii. Financial Suspension

When a student's account becomes past due, the student will be placed on "financial suspension" and a "finance hold" will be applied on the student's account in the Jenzabar System (database). The finance hold will prevent the student from: registering for classes; receiving transcripts, diplomas, and other official documentation from the seminary; participating in graduation, internships, and other seminary sanctioned events; use of the JKM Library; renewing their annual apartment lease; and receiving other seminary services. The financial suspension will be reversed (and the related finance hold released) by the Finance Office when the student has completely satisfied their outstanding balance, including any late fees, past due interest, and collection fees. The late payment fee is 5% of the outstanding balance at the first Friday of October for the Fall Semester and at the first Friday of March for the Spring Semester.

Past due interest of 1.5% per month will be charged on any outstanding balance each succeeding month.

### iii. Referral to Collection Agency

When a student's account becomes more than 90 days past due, the account may be referred to an external collection agency. The student will be responsible for all collection costs along with reasonable attorney's fees and court costs, not to exceed 50% of the original principal balance.

#### iv. Financial Withdrawal

When a student's account becomes more than 180 days past due, the student will be placed on "financial withdrawal." At this point the student will be administratively withdrawn from the admitted program of study. Any student wishing to return to the program of study must completely satisfy the outstanding balance in their student account, including any late fees, past due interest, and collection fees; present a letter of petition for re-admittance to the President and Chief Financial Officer; and submit a \$100 re-admittance fee with the petition.

#### v. Cash Only Basis

When a student has been placed on financial withdrawal, when a student's account becomes more than 180 days past due, when a student has been referred for outside collection, or when a student presents three (3) or more returned checks and/or credit card payments to LSTC in a 12-month period, that student will be placed on a "cash only" basis for the next two academic semesters in which classes are taken (J- Term and summer session are cash only basis for everyone). During this time, the student's semester charges would not qualify for the payment grace period. In these cases, all semester charges (including tuition and other billed charges) must be paid in full before the student can register for semester classes.

#### vi. Required Reporting

The names of students with past due balances must be reported to the Academic Dean and the student's faculty advisor for their information and appropriate use in interpreting the importance of fiscal responsibility.

LSTC Payment and Collection Policies are reviewed on an annual basis by the Administration and Finance Committee of the LSTC Board of Directors.

## Section 6- Holds on Accounts

Before you can register for classes (on-line or manual registration), you must resolve any "holds" placed against your student account.

### Holds on Accounts

A finance hold is placed on your student account when it becomes past due or you do not meet another financial requirement. Please remember that your fall registration cannot be completed until you execute a new promissory note to support your student account (this causes a finance hold). This is required of all students, including those on internship. Please see Nate Ramsey in the Office of Student Services to resolve a finance hold.

A library hold is placed on your account if you owe any fees or charges to the JKM Library. Please see Elaine Bonner at the JKM Library to resolve library holds. She will contact the Finance Office when these fees or charges have been resolved.

#### Releasing Holds

Please resolve any holds at your earliest opportunity. Don't wait until the last minute. The Finance Office cannot process releases "while you wait." Keep in mind that because of staffing limitations and other responsibilities, they must batch releases, but they are processed at least daily.

#### Account Inquiries

Your student account is available online through the web portal. Please use this method to retrieve your statement. Questions about your statement can be directed to Nate Ramsey in the Office of Student Services at nramsey@lstc.edu or 773-256-0709.

## **Section 7- Institutional Policies**

### **A. Living Together- Statement about Community Standards**

The Lutheran School of Theology at Chicago is a school of the Evangelical Lutheran Church in America, established for the education and training of persons for ministry and Christian service in and through the church. LSTC affirms and seeks to follow the moral and ethical guidelines of the ELCA, particularly the standards pertaining to leaders of the church such as those outlined in "Definitions and Guidelines for Discipline."

LSTC is a community that seeks to value and respect the diversity of culture, social location, ethnic background, religious expression, and abilities of its community members. All members of the LSTC community are expected to assist each other in developing a climate of mutual trust and encouraging Christian commitment and identity. Membership in the community is an opportunity for personal ministry with others as well as a preparation for future professional ministry. When one knows or hears something regarding a member of the community that raises concern, one's first act and responsibility should be to talk with the person directly.

As in any community of people, sometimes relationships are strained or broken. In response to such situations, grievance and harassment policies are outlined further in this section. Whenever possible, the goal of these policies is mediation and reconciliation while recognizing that there are situations where there must be consequences.

For academic appeal procedures, please refer to the academic policies section of The All-Students Handbook. For grievances regarding personal conduct or community life, see the harassment and grievance policies below. The Academic Dean, the Executive for Administration, and the Dean of Student Services shall, in all cases where a formal written complaint is filed, keep a written record of the proceedings and maintain a permanent record in their respective offices. In the event that cause is shown for the suspension or dismissal of a student, it is the faculty's responsibility to suspend or dismiss students for cause, and normally does so upon the recommendation of Academic Dean.

During the period dealing with a problem, caution is urged in making permanent decisions about the future. Sufficient time for counseling and for the recovery of emotional stability must be allowed. Through the Office of Student Services, LSTC provides referrals for members of the community who express a need for counseling services.

## **B. Classroom and Teaching Expectations**

### **i. Mutual Accountability**

Clear standards regarding what is expected both of instructors and students are essential for cultivating the trust that is so important for teaching and learning. Students will find here the academic standards or policies by which instructors and students exercise mutual accountability, and other policies of conduct in "Section 5: Standards & Policies of Conduct"

### **ii. Hospitality**

An expectation that governs life together inside and outside the classroom is that members of the seminary community strive to practice hospitality to all members of the LSTC community, our campus neighbors at McCormick Theological Seminary, and all guests to the campus. All should expect to be treated with respect and fairness in the practices of teaching and learning at LSTC. (See Non-Discrimination Policy on page 6.)

### **iii. Forgiveness**

Christian communities are governed not only by the high calling to live according to gospel values, but by a humble awareness of the brokenness of the world and each human being as an individual. Practices of confession, forgiveness, and reconciliation are thus an integral part of life together and impact the tone and conduct of life inside and outside the classroom. For lifelong learners, mistakes and failures present new opportunities to learn and grow, trusting in a grace that is larger than the errors made at any given moment.

#### **iv. Inclusiveness**

The Lutheran School of Theology at Chicago, a seminary of the Evangelical Lutheran Church in America, values diversity in its faculty, staff and students. Thus, the hiring and admissions practices of the Lutheran School of Theology at Chicago offer equal opportunity to all persons. (See Non-Discrimination Policy on page 6.)

Students and professors are expected to use inclusive language in all their speaking and writing.

#### **v. Conduct Befitting Ministerial Leadership**

LSTC expects of all its students to follow conduct befitting ministerial leadership. Such conduct includes those behaviors just outlined: mutual accountability, hospitality, forgiveness, inclusiveness, and more. For a student who is behaving in ways that are perceived by others to be counter to Gospel ideals such as these, the student will be invited into restorative justice processes. If a student refuses to engage with these processes, or these processes do not result in reconciliation that is satisfactory to the parties involved, there may be grounds for dismissal from the seminary or this may lead the faculty not to approve the granting of a degree to the student.

### **C. Guidelines for Civility/Behavior for Respectful Multicultural Competence**

LSTC has adopted the following guidelines for talking and living together as a diverse community of theological and faith reflection developed by the Diversity Committee that was active for many years at the seminary. Divergent thoughts and opinions can produce healthy, life giving exchanges of ideas and beliefs; they can also produce conflict and disorder. Our hope is that our life together can be shaped by consistent use of the guidelines listed below.

- a. Respect the personhood of others, while engaging their ideas.
- b. Carefully represent the views of those with who we are in disagreement.
- c. Be careful in defining terms, avoiding needless use of inflammatory words.
- d. Be careful in the use of generalizations; where appropriate use specific evidence.
- e. Seek to understand the experiences out of which others have arrived at their view. Hear the stories of others as we share our own.
- f. Exercise care that expressions of personal offense at the differing opinion of others not be used as means of inhibiting dialogue.
- g. Be a patient listener before formulating responses.

- h. Be open to change in our own position and patient with the process of change in the thinking and behavior of others.
- i. Make use of facilitators and mediators where communication can be served by it.
- j. Always remember that people are defined, ultimately, by their relationship with God – not by the flaws we discover or think we discover in their views and actions.

*Adapted from “Guidelines for Civility in the United Methodist Church” which Dr. Linda E. Thomas co-authored with other members of the Blue Ribbon Committee studying sexuality in the United Methodist Church in 1992.*

## **D. Health Insurance**

Since LSTC is concerned with the overall wellbeing and health of all its students, a condition of enrollment at LSTC is that all full-time students have health insurance. Students who are not able to show health insurance coverage need to meet with the Dean of Student Services to discuss options.

For 2022–2023, incoming full time seminary student will be required to sign a waiver indicating that they have insurance that is in compliance with the requirements of the Affordable Care Act. Questions may be directed to Scott Chalmers at ext. 685 or [schalmers@lstc.edu](mailto:schalmers@lstc.edu).

International students have the option of signing up for a specialized international student health insurance plan through International Student Protection (ISP) insurance. Questions may be directed to Scott Chalmers at ext. 685 or [schalmers@lstc.edu](mailto:schalmers@lstc.edu).

Students on internship

Students are also required to have insurance while on internship and will need to acquire that insurance. It is important to note that the internship congregation cannot pay for insurance or reimburse the student for insurance costs.

## **E. Disability Policy and Accommodation Requests**

LSTC aims to assist Disabled students to engage in academic and campus life.

Accommodations refer to the modifications that are needed to minimize the discriminatory effect of institutions on a person's physical, emotional, cognitive, or learning disability. These accommodations might include classroom adjustments, exam modifications or administrative accommodations. The partnership between the Disabled student and the school is important, and as such, each party has the following responsibilities:



## The student's responsibility

- It is the responsibility of the Disabled student to identify themselves and request accommodations by contacting the Dean of Student Services, who will begin the process of seeking appropriate accommodations. The Dean of Student Services will contact all incoming students regarding this matter. The school will make reasonable efforts to minimize the discriminatory effect of a person's physical disability, insofar as the provision of the adjustment not cause undue burden on the school.
- When seeking academic accommodations, the student should provide the Academic Dean with the appropriate documentation concerning their disability well in advance of need in order to give the school a reasonable amount of time to evaluate the documentation and implement the accommodation. If possible, this conversation should be done at a minimum of two weeks before the beginning of the semester.

## The school's responsibility

- With regard to physical disabilities, under the guidance of the Director of Safety, Security and Visitor Services (for building accommodations) and the Academic Dean (for classroom accommodations), the school will make every effort possible to ensure that a student's disability will not affect their ability to succeed as an LSTC student, insofar as the provision of the adjustment not cause undue burden on the school.
- In providing support to Disabled students and prospective Disabled students, the school will respect rights to privacy and confidentiality. In the case of students preparing for candidacy for professional ministry in the ELCA, this responsibility is exercised in partnership with candidacy committees under the agreements already in place regarding the release of information.

When the Academic Dean is notified of a diagnosis that affects cognition and recommendations for academic accommodations, the following procedures take place:

- The Academic Dean receives the documentation of the disability, taking special note of particular academic accommodations that are required according to the student's medical recommendation.
- The Academic Dean drafts a letter addressed to classroom instructors noting that documentation of a disability has been filed in the Academic Dean's office and listing the necessary accommodations. The draft is sent to the student requesting the accommodations for review before it is prepared for release.

- After the student's review and release, copies of the letter, on school letterhead and bearing the Academic Dean's signature, are given to the student and to the appropriate faculty for that semester. The letter is also filed in the Academic Dean's office.
- In order to claim the right to accommodations, a student should provide the letter to their professor no later than the end of the second week of a semester course and no later than the second day of a J Term course. This timeline can be adjusted in case of extenuating circumstances where students discover they need accommodations after the semester starts.

### **When a student is not sure whether there is a disability that affects cognition**

From time to time, students who have not attained the desired academic success may be advised by a teacher, program director, academic advisor, or other mentor to seek educational testing or another professional assessment. In other cases, the student may initiate the request for assistance. For assistance in arranging for educational testing, contact the Dean of Student Services.

## **F. Harassment Policy**

All members of the LSTC community are expected to act in a responsible and professional manner and to establish a positive working and learning environment, free of discrimination, harassment and retaliation. LSTC will not tolerate any form of prohibited harassment, nor will it tolerate retaliation against individuals who, in good faith, complain of or oppose prohibited harassment or participate in a harassment investigation.

The Lutheran School of Theology at Chicago (LSTC) has a clear and firm commitment to its harassment policy. Policies against all forms of prohibited harassment involving members of the LSTC community are strictly enforced. LSTC will provide ongoing training to LSTC students, staff and faculty. While these policies are here to reinforce these values, it is the goal of these same policies to enhance the spirit of community at LSTC among all of our constituencies.

At LSTC, academic freedom is essential to teaching and learning, and freedom of expression is central to the fundamental principles of a seminary education. Nothing in this policy shall be construed to penalize a member of the LSTC community for expressing an opinion, theory, or idea in the process of responsible teaching and learning.

LSTC strives to embody in its communal life the ethos of Christian love. Members of the LSTC community will hold each other accountable to act toward each other in the spirit of Christ, to hold each other accountable according to the standards of the gospel. Christian life is shaped by love and compassion for all siblings in Christ. In case of conflicts, LSTC subscribes above all to the goal of a just reconciliation between conflicting parties.

LSTC will strive to provide members of the LSTC community with an environment free of prohibited harassment which has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment or unreasonably interfering with an individual's work or academic performance. LSTC's policy prohibiting harassment applies to LSTC programs and activities both on and off-campus. Such harassing treatment is unacceptable and contrary to our policy and the basic commitment to treat one another fairly with dignity and mutual respect. Prohibited harassment can come from anyone who is classified as a member of the LSTC community, which includes all LSTC board members, faculty, staff, independent contractors, agents, students and visitors. This policy also includes family members of the aforementioned list.

Prohibited harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of their:

- race
- ethnicity
- national origin
- age
- sex
- sexual orientation
- gender
- gender identity and expression
- physical and/or mental ability
- religious expression
- socio-economic status
- marital status
- parental status
- veteran status
- citizenship status

Harassing conduct denigrates or shows hostility toward an individual or group based on the above list. Harassing conduct includes, but is not limited to:

- epithets
- slurs
- degrading jokes
- threatening, intimidating or hostile acts
- negative stereotyping
  - written or graphic material placed on walls, bulletin boards or elsewhere on LSTC's premises or circulated within the LSTC community

Sexual harassment is one form of prohibited harassment. Any person can be a victim of sexual harassment, regardless of the harasser or victim's gender or sexual identities.

LSTC complies with federal law, Title IX, the Clery Act, and Campus SaVE. Title IX prohibits discrimination on the basis of sex in education programs and activities operated by recipients of federal financial assistance. Title IX applies to all programs and activities available to students at LSTC. LSTC is obligated to investigate all reported Title IX violations. Refer to LSTC's Title IX Policy for more information or contact LSTC's Title IX Coordinator Aaron Copley-Spivey at [aaron.copley@lstc.edu](mailto:aaron.copley@lstc.edu) or 773-256-0771. Sexual harassment is any action sexual in nature that unreasonably interferes with an individual's work or academic performance by creating an intimidating, hostile, or offensive working or learning environment, including but not limited to:

- unwelcome sexual advances
- requests for sexual favors
- digital or print media use of a sexually explicit nature in a public setting

Sexual harassment can also include verbal or physical conduct of a sexual nature in which submission to would result in an employment or academic status benefit.

Examples of sexual harassment include, but are not limited to:

- sexual innuendo
- suggestive comments
- insults
- threats
- jokes about gender or specific traits

- intentional misgendering
- sexual propositions
- suggestive or insulting noises
- leering
- whistling or obscene gestures
- touching, pinching, and/or brushing the body

## **REPORTING HARASSMENT**

Alleged incidents of harassment should be reported by the person offended as follows:

- Students should report to one of the following: the Dean of Student Services, the director of their degree program, their faculty advisor, or, where appropriate the Director of Contextual Education.
- Staff should report to their supervisor or the Director of Human Resources.
- Faculty members should report to their division chair or the Dean of Academic Affairs.
- Other persons in the community, such as Board members and the families of Board members, faculty, staff and students, as well as visitors, should report to Director of Human Resources.

LSTC encourages all incidents of harassment to be reported promptly. However, LSTC will respond to and address all incidents regardless of when they are reported. If an individual has questions about the process as outlined in this policy, they may have a conversation with any of the following: the Dean of Student Services, the Director of Human Resources or the Dean of Academic Affairs.

When the appropriate staff or faculty member is contacted by the complainant, the person contacted is expected to respond as soon as possible, preferably within two business days. If at any time during this process a timely response is not forthcoming, students and faculty may bring their complaint to the Office of the President and staff may bring their complaint to the Director of Human Resources.

To file an anonymous complaint, contact the Campus Conduct Hotline: 866.943.5787. After filing a report through Campus Conduct Hotline, a summary report will be sent to LSTC, so the seminary can work to address the complaint. Campus Conduct Hotline is a

service of LSTC's institutional insurance provider. More information can be found at <https://www.campusconduct.com/incident.aspx>.

### **Confidentiality and Retaliation**

All conversations and proceedings will be kept confidential to the greatest extent possible. Information will only be disclosed in pursuit of LSTC's commitment to provide a harassment free environment.

Those individuals seeking confidential counsel can contact the Pastor to the Community or a counselor outside the LSTC community. A list of counseling professionals is available in MyLSTC under Groups/Student Services/Mental Health Resources.

Retaliation in any form against an individual who in good faith complains of or opposes harassment or participates in an investigation will not be tolerated and may result in expulsion in the case of students and dismissal in the case of staff or faculty.

### **Initial Meeting**

Individuals reporting alleged incidents of harassment may bring another person with them to an initial meeting with the appropriate staff or faculty member to provide support. At this initial meeting the complainant will have the opportunity to share the experience that led them to make the complaint as well receive support/resources as needed. This initial meeting will provide an opportunity to explore the multiple resolution options available to the complainant. At this initial meeting the complainant will have the opportunity to complete the Incident Report Form.

If the complainant wishes to pursue resolution, the Incident Report Form should be submitted. If a form is not submitted, or the complainant does not wish to participate in the resolution process, the Director of Human Resources will initiate an investigation into the areas of concern to maintain a harassment free environment as outlined in this policy. Support is available to individuals who do not pursue resolution procedures, including confidential counsel with the Pastor to the Community or a counselor outside the LSTC community. A list of counseling officials is available on MyLSTC.

### **RESOLUTION PROCEDURE**

If the complainant wishes to pursue resolution, the options below are available. One or more of these options may be necessary in order to achieve full resolution. The five options below are not sequenced chronologically and can be pursued in any order that is helpful to the complainant. Each incident of harassment is unique; and therefore, complainants may pursue as many or none of the options below to seek resolution.

The faculty or staff member receiving the complaint will be responsible for ensuring that the chosen resolution procedures are put into motion as soon as possible, preferably within 48 hours.

### Options for Resolution

- The appropriate staff or faculty member approaches alleged offender on behalf of the complainant and reports back to the complainant.
- After suitable planning and preparation, complainant and appropriate staff or faculty member approaches alleged offender together. The appropriate staff or faculty member can either serve as the primary facilitator of the conversation or can provide support for the complainant. The appropriate staff or faculty member and complainant will mutually discern whether or not resolution has been achieved after discussion.
- Complainant approaches alleged offender to seek resolution and reports back to appropriate staff or faculty member.
- Mediation with a neutral third party. The appropriate staff or faculty member will arrange a mediation effort that can include either internal or external facilitators. This decision will be made in cooperation with both parties.
- A panel where complainant and alleged offender and witnesses (if applicable) present their case to a trained panel of LSTC faculty, staff and students. The panel will be made up of six standing members, including two students, two staff members and two faculty. Three alternate members representing each group will also be trained and will serve when necessary. The person responsible for convening the panel differs based on the identity of the complainant, as identified below:
  - Student Complainant: the Dean of Students Services\*
  - Staff Complainant: the Director of Human Resources\*
  - Faculty Complainant: the Dean of Academic Affairs\*†
- Other persons in the community, such as Board members and the families of Board members, faculty, staff and students, as well as visitors: the Director of Human Resources\*

\*If the complaint is against the person who would convene the panel, the Dean of Student Services, the Director of Human Resources or the Dean of Academic Affairs will fulfill that role. If the complaint is against the President, the complaint will be referred to the Chair of the Board. The Director of Human Resources will be present in each panel to ensure consistency in the process and compliance with the policy.

† In a situation where the complainant and the alleged offender are both members of faculty, the complainant may request that their case be presented to a panel comprised of three trained faculty members, including the two standing members and the alternate. The person responsible for convening the panel will be the Dean of Academic Affairs, unless they are either the complainant or the alleged offender. In that case the Director of Human Resources will convene the panel.

The person convening the panel begins an investigation and collects and compiles written and oral data relevant to the incident. The complainant and the alleged offender both prepare written reports of the original incident and provide (if applicable) names of witnesses to the incident. Both parties receive copies of each other's report. The convener will contact the appropriate parties as a part of the investigation and provide all relevant documentation.

The panel will convene as a group and they will receive all evidence together. The purpose of the panel is to review the gathered materials and as appropriate interview the relevant individuals to gather more information and insight regarding the alleged incident of harassment. The panel will first interview the complainant and then any other witnesses that support the complainant. Next, the panel will interview the alleged offender and any other witnesses that support their case. Individuals involved in the complaint may be called back to provide further information as needed.

Acknowledging the diverse nature of the LSTC community, members are encouraged to be mindful of our global community and the various ways we understand and experience harassment. Intercultural differences will be taken into account in any reconciliation process.

Both the complainant and alleged offender may bring an advocate(s) to the meeting.

Deliberations may take up to five business days; all appropriate parties will be notified if more time is needed.

When deliberations are complete, the panel will make a determination as to whether or not to implement disciplinary action or to dismiss the case, agreed upon by a majority of panel members. The convener of the panel and the Director of Human Resources may participate in deliberations but the decision rests with the panel. The President will provide an informed review of the case, with special attention to fairness of process and determination, and if warranted, will seek the panel's reconsideration. In the case a majority decision cannot be reached, the President is presented with the facts of the case and casts the deciding vote. Within five business days of receiving the formal written report from the panel, the President will communicate the outcome with the offender, the complainant and other parties as necessary.



In most cases, the investigation and resolution process will be complete within 60 days of receiving a complaint. In its discretion LSTC may extend its investigation for good cause. If the timeframe for the investigation is extended, LSTC will provide written notice to the complainant and the respondent of the delay and the reason for the delay.

## **DISCIPLINARY ACTION**

If the investigation substantiates the complaint, prompt remedial action and appropriate disciplinary action will be taken. Within five business days of receiving the formal written report from the panel, the President will contact the offender, the complainant and the panel members regarding what disciplinary actions will or will not be taken and information about the appeals process. Witnesses and or impacted groups involved in the investigation may also receive notification of the outcome. If during the course of the investigation or at its conclusion a threat is identified, the LSTC community will be notified in a timely manner. Community notification will honor the confidentiality of those involved to the greatest extent possible.

The report of the President with the recommended disciplinary action will be placed in the permanent file of the offender. All other records of the case will be retained in the President's office or in other locations as appropriate. Options for disciplinary action will vary based on the resolution procedures described above, but may include expulsion in the case of a student harasser or dismissal in the case of a faculty or employee harasser.

If the investigation does not substantiate the complaint, the case will be dismissed. A record of the complaint, including written findings and recommendations, will be kept in the Director of Human Resource's office or other locations as appropriate.

## **APPEALS PROCESS**

The complainant and offender have appeal rights that they may exercise if they are not satisfied with the determination made by the panel. Each party shall have the right to appeal to the President\*, who may collaborate with the convener of the panel and the Director of Human Resources as needed, on the following grounds:

1. There is new evidence that could have affected the decision that could not have been known at the time of the decision;
2. The investigation or decision exhibited prejudice, bias or other unfair treatment that affected the outcome of the case; or
3. The institution's stated procedures were not followed.

The appealing party has the right to file a written appeal to the President within 15 days of receiving the panel's determination. The President will review the original complaint, the investigative report, the panel determination, and the appeal. The President will issue a final decision in the matter within 45 days after receiving the appeal.

\*If the complaint is against the President, the appeal will be directed to the Chair of the Board.

## **REPORTING TO EXTERNAL ENTITIES**

### **Law Enforcement and Private Civil Action**

LSTC encourages complainants to pursue criminal action for incidents of prohibited harassment that may also be crimes under state or federal criminal statutes. LSTC will assist the complainant, at the complainant's request, in contacting local law enforcement and will cooperate with law enforcement agencies if the complainant pursues the criminal process. LSTC's definitions and burden of proof may differ from state or federal criminal law. A complainant may seek resolution through the procedures outlined in this policy, may pursue criminal and/or private civil action, or may choose any combination of the two.

Law enforcement's determination to prosecute an alleged offender or the outcome of any criminal prosecution will not determine whether prohibited harassment has occurred under this policy.

LSTC resolution procedures may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

### **Federal Entities**

In any case involving employment discrimination, the complainant has the right to file a complaint with the U.S. Equal Employment Opportunity Commission or state agency where the case is within the jurisdiction of that agency.

In any case involving discrimination against students, the complainant has the right to file a complaint with the Department of Education's Office of Civil Rights.

## **IMPORTANT CONTACT INFORMATION**

Dean of Student Services – 773.256.0685 – [schalmer@lstc.edu](mailto:schalmer@lstc.edu)

Director of Human Resources & Title IX Coordinator – 773.256.0771 – [aaron.copley@lstc.edu](mailto:aaron.copley@lstc.edu)

Dean of Academic Affairs – 773.256.0721 – [emenn@lstc.edu](mailto:emenn@lstc.edu)

US Department of Education Office of Civil Rights – ocr@ed.gov

## **G. Student Complaints**

LSTC is committed to providing a positive educational experience for our students. Enrolled and prospective students can file a complaint related to the accrediting standards, ecclesiastical commitments and/or applicable state or federal laws and regulations with the Dean of Student Services:

Dean of Student Services

Lutheran School of Theology at Chicago

1100 East 55th St.

Chicago, IL 60615

773.256.0685

[schalmers@lstc.edu](mailto:schalmers@lstc.edu)

LSTC also operates in compliance with the Illinois Board of Higher Education. Register an institutional complaint with the Illinois Board of Higher Education here:

<http://complaints.ibhe.org>

Once the complaint is filed, the Dean of Student Services will follow the grievance policy as outlined in the All Students Handbook. The complaint will be shared with the Director of Human Resources for submission to the appropriate agency (ATS, HLC, ELCA, state of IL or the federal government). Both the Dean of Student Services and the Director of Human Resources will maintain a record of the formal complaints. The Director of Human Resources will maintain the outcomes of any review completed by an outside agency.

## **H. Grievance Policy**

The following process is intended to provide a means of resolving disputes that are not resolved through informal discussion or the usual work of the committee system. It is the hope of the Seminary that disputes will be resolved informally; that is, without resorting to the following formal grievance procedure. The term “grievance” is used here to mean an alleged violation or misuse of the Seminary’s policies or procedures by Seminary officials or official bodies that have adversely affected a community member’s rights or ability to fulfill obligations. Community Members are defined as students, staff, faculty, and family members/ partners of those people. The grievance process is intended to clarify the issue by identifying the Seminary policies or procedures that have been violated or misapplied, by defining the way(s) in which the community member (the grievant) has been adversely affected by the indicated action or inaction, and to assure them that the grievance will

receive thorough consideration by the appropriate Seminary officials and that no grievant will suffer reprisal for pursuing a grievance. This grievance procedure intentionally focuses on disagreements that are not overtly “personal” in character, but related to the definition, change, and application of policies of this institution.

Any community member who has a grievance should notify the Dean of Student Services (or the President if the grievance is with the Dean of Student Services) by themselves or with the assistance of their chosen advocate. They should first attempt to resolve the dispute through informal discussion with the person or body most directly related to the grievance.

If a satisfactory resolution is not achieved through informal processes within 30 working days of the occurrence of the grieved action, the grievant will have two additional weeks to present the grievance in writing to the Dean of Student Services. If the grievance regards an action or inaction of the Dean of Student Services, the grievant should present the grievance to the President. If the grievance regards an action or inaction of the President, the matter will be referred to the Chair of the Board of Directors who will appoint one of the two bishop representatives on the Board to assist in the investigation. The written grievance should specify the Seminary policy(ies) in question, the way in which policy has been violated, misapplied, or misinterpreted, and the specific way(s) this action or inaction on the part of a Seminary official or official body has adversely affected the grievant. The Dean of Student Services will investigate the matter, interview appropriate individuals and bodies as needed, and seek resolution. The Dean of Student Services will report the grievance to the President (who may or may not take part in the investigation). Within thirty days of the initial filing of the grievance, the Executive for Administration will respond to the grievant in writing, with a proposed resolution.

If a resolution acceptable to the grievant has not been achieved in step 2, they may appeal in writing to the Grievance Panel (defined below). The appeal should include the original grievance, their response, and an explanation of the grievant's reasons for making the appeal. The Grievance Panel will determine if the grievance merits further investigation and/or consideration. If so, the Panel will investigate the matter by interviewing the grievant, the Dean of Student Services and, as needed, other individuals and bodies. The Panel will report its findings and recommendations to the President within thirty days of receiving the appeal.

Upon receiving the report of the Grievance Panel, the President will review the report and, taking into account the recommendation(s) of the Panel, make a final decision. This decision will be communicated within 14 days of the receipt of the Panel's report; the communication will be made in writing to the grievant, the Chair of the Grievance Panel,

and the Dean of Student Services. All such grievance cases will be summarized and kept on file in the President's Office.

The Grievance Panel shall be appointed by the President in consultation with the Dean of Student Services or other appointed representative and shall ordinarily consist of the President, the Dean of Student Services, a faculty member, a student, and a staff member, with the Director of Human Resources as an advisory member of the panel. Any persons directly involved shall recuse themselves from all proceedings. The Panel will elect a chair from its members. The chairperson will receive the appeal from the grievant and will be responsible for all communication with the grievant.

Failure to comply with this process could lead to disciplinary action.

## **I. Title IX**

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance."

### *Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act*

Title IX is commonly thought of as pertaining to varsity sports. However, the law is actually much broader. Title IX prohibits gender discrimination in all programs and activities of an institution of higher education. It also requires that institutions be proactive in preventing discrimination and in responding to concerns or allegations of discrimination including, but not limited to, harassment and assault. Title IX applies to all programs and activities available to students at the Lutheran School of Theology at Chicago; these include but are not limited to academic programs, admission procedures, financial aid, and student services. Although LSTC's policies and procedures relating to Title IX are founded on the laws of the United States and of the State of Illinois, they are also guided by the mission and values of the seminary.

### *Title IX*

Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681 et seq., prohibits discrimination on the basis of sex in education programs and activities operated by recipients of federal financial assistance. Sex discrimination includes sexual harassment (which encompasses sexual assault and other forms of sexual misconduct). LSTC complies with Title IX and does not discriminate on the basis of sex in education programs and activities, admissions, or employment. It complies with all applicable federal and state laws regarding nondiscrimination and equal opportunity.

### *The Clery Act and Campus SaVE*

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f), as amended by the Campus SaVE Act, part of the Violence Against Women Reauthorization Act of 2013, S. 47, 113th Cong. (2013), requires, among other things, annual reporting of statistics for various criminal offenses, including sex offenses, timely warnings and emergency notifications to the seminary community, prevention education, and the adoption of sexual assault policies with certain procedural requirements.

It is the goal of the seminary to provide students, faculty, staff, and guests with an environment free from sexual discrimination, which includes sexual harassment, sexual violence, and relationship violence. The university's policies concerning harassment and discrimination including its policy on sexual harassment and misconduct can be found in the All Students Handbook. The policies outline the definition of sexual harassment, sexual offenses, relationship violence, relationships, reporting procedures, procedures for the resolution, provisions for students who have been subjected to sex offenses, sexual assault prevention and education programs, and resources to victims and survivors of sexual assault.

In order to take prompt and equitable corrective action, the seminary must be aware of sexual misconduct, relationship violence, or related retaliation. Therefore, members of the LSTC community who believe that they have been victim of such incidents or know someone who may be a victim by a student, faculty, staff, or vendor/supplier are advised to bring the matter to the attention of the Title IX Coordinator listed below. Additionally, members of the community may contact the University of Chicago Police (24 hours a day, 7 days a week from any location) to report such allegations.

### *Title IX Coordinator*

Aaron Copley-Spivey

Director of Human Resources

Title IX Coordinator

Office 327

773.256.0771

aaron.copley@lstc.edu

Duties: Responsible for overseeing all reports of sexual misconduct and relationship violence and identifying and addressing any patterns or systemic problems that arise

during review of such reports. Allegations of sexual misconduct and relationship violence may be reported directly to the Title IX Coordinator. The Title IX Coordinator may issue no-contact orders. The Title IX Coordinator may arrange other accommodations. The Title IX Coordinator can answer questions and provide information concerning the University's policies and procedures, available resources and support services, and external criminal and legal options.

### *Reporting*

To file a complaint regarding sexual assault (either an assault in which you are a victim or a witness or, if not directly involved, you have reason to believe such has occurred), please contact the Title IX Coordinator as noted above.

To file a criminal complaint regarding sexual assault, contact the University of Chicago Police: Emergency/Non-Emergency: 773-702-8181

### *Confidentiality*

The Title IX Coordinator will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged sexual misconduct or relationship violence to the extent possible and allowed by law. The Title IX Coordinator cannot guarantee confidentiality, however, and must evaluate any request for confidentiality in the context of the seminary's responsibility to provide a safe and nondiscriminatory environment.

The following resources and support services offer confidential support:

Pastor to the Community: Erik Christensen: 773.256.0696

Chicago Rape Crisis Hotline: 1-888-293-2080

## **J. Policy on Substance and Alcohol Abuse**

LSTC's primary orientation to drug and alcohol abuse is pastoral and is founded in Christian concern.

LSTC recognizes both alcohol and other drug abuse as potential health, safety, and security problems. The school expects everyone to assist in maintaining an environment free from the negative effects of alcohol and other drugs.

LSTC prohibits all faculty, staff, and students from the unlawful manufacture, possession, use, distribution, and sale or purchase of alcohol and illicit drugs on the school premises or as part of any school activity. The only acceptable use of alcohol is moderate consumption and/or possession on the school premises at approved school functions (receptions and

special meals, etc.) by those legally permitted to consume or distribute alcohol. Such functions must comply with all school guidelines.

LSTC fosters responsible behavior, quality of life, and ministry, and thereby expects drug and alcohol-free performance of duties by faculty, staff, and students. If an individual may be impaired by a medication taken according to a doctor's prescription or the medication's directions, they are expected to discuss it with their advisor or the appropriate administrative officer.

All members of the LSTC community are responsible for being fully aware of the requirements of federal and Illinois statutes and Chicago ordinances concerning the consumption, possession, and use of alcohol and/or other drugs. The school holds each member of the community accountable for their own conduct and the consequences of that conduct.

Various federal and state laws prohibit the possession, distribution, and use of controlled substances unless in compliance with licensing requirements or a doctor's prescription. Moreover, Illinois law prohibits the consumption and possession of alcohol by any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and/or a permanent criminal record. A violation may result in school disciplinary action. Documentation of such behavior even without conviction in a court of law shall can also be cause for disciplinary action for students or personnel.

Besides these legal restrictions, the following school guidelines govern events on campus where alcoholic beverages are served:

1. At any LSTC function where alcohol is served, there must be a designated person who is responsible for the serving and monitoring of alcohol use.
2. Alcoholic beverages may not be served at any event at which persons under the age of 21 are present, without prior, written approval from Student Services including Scott Chalmers, Cheryl Hoth, or Marji Shannon. Faculty and academic departments wishing to serve alcoholic beverages in LSTC's public area or at an event in which graduate professional students will be in attendance must register the event at least one week in advance with Student Services and must designate a person to be present and responsible for the event. The student governing body in planning receptions for graduate professional students must obtain permission from Student Services one week in advance and designate responsible persons.



3. Nonalcoholic beverages in reasonable quantities must be available at all functions where alcohol is served. Further, food must be served at such events.
4. There may be no reference to the availability of alcohol in publicizing a campus event.

### **Health Risks**

The use of illicit drugs and the abuse of alcohol have been definitively shown to have potential health consequences that may be permanent. These consequences include disorders and dysfunctions which affect the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. Specifically, there are both short and long term effects on cognition, memory retention, information processing, coordination, and athletic and academic performance. The use of illicit drugs and the abuse of alcohol may also affect emotional equilibrium, mental well-being and the ability to make critical decisions, and may contribute to self-destructive and other risk-taking behaviors including inappropriate sexual activity. The chronic use and abuse of drugs and alcohol have been shown to cause adverse permanent changes in most of the biological systems studied. These changes can lead to severe impairment, disability, and premature death.

### **Sanctions**

The Drug-Free Schools and Campuses Act, enacted August 16, 1990, mandates that all institutions of higher education which receive Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program. LSTC has therefore adopted the following policies:

1. The unlawful possession, use, or distribution of alcohol or illicit drugs by students or employees on our property, or as a part of our activities, is prohibited and will constitute grounds for possible dismissal.
2. Any student, staff, or faculty member under the influence of drugs or alcohol which impairs judgment, performance, or behavior while on LSTC's premises will be subject to discipline, including possible dismissal.
3. Each student, staff, and faculty member, as a condition of employment, will agree to abide by the terms of this statement. Further, as required by the Drug-Free Schools and Campuses Act, LSTC agrees to impose disciplinary sanctions upon students and employees, which may include expulsion or termination of employment, and referral for prosecution for violation of the standards of conduct.
4. As required by this law, LSTC will annually distribute to students and employees a description of the applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol as well as a description of health risks associated with the use of illicit drugs and abuse of alcohol.

The school retains full and final discretion on whether, when, and under what conditions a student may be reinstated or re-employed after an instance of alcohol abuse and/or improper drug use. Particular sanctions in a given case will depend on the nature of the violation, the seriousness of the offense, prior record, and may include the successful completion of an approved rehabilitation or chemical dependency program.

In order for the school to comply with federal law, student employees who are convicted of any violation of any criminal drug statutes (including misdemeanors for a violation occurring either on school property or during working time) must notify the Dean of Student Services within five (5) days of the date of the conviction. A conviction includes any plea or finding of guilty, any plea of "nolo contendere" (no contest), and/or any imposition of a fine, jail sentence, or other penalty. Pursuant to federal law, if the convicted individual is working on a project funded through a federal grant or contract, the school is required to notify the federal contracting or granting agency within ten (10) days of receiving such notice of conviction.

### **Preventive Education, Counseling, Treatment and Referrals**

LSTC offers community education regarding drug and alcohol concerns. The school networks with other educational institutions in its area in prevention education.

LSTC recognizes that there are numerous illnesses including alcoholism and other chemical dependencies in our society and our community. It is LSTC's policy to provide the earliest possible identification, intervention, and appropriate help for anyone suffering from these harmful dependencies.

These illnesses manifest themselves in impairments of one's bodily, mental, social, and spiritual capacities, and can lead to irreparable damage unless ended and treated. Extensive experience indicates that persons afflicted with these illnesses are usually blind to developing symptoms in themselves and are rarely capable of effective self-help. Hence, the LSTC community considers it obligatory to establish a procedure to facilitate proper education, intervention, diagnosis, treatment, and recovery.

### **Procedure for Preventive Services**

Preventive services at LSTC take a two-pronged approach:

1. Any student who becomes aware of their own need in terms of potential drug/alcohol abuse or addiction is encouraged to seek advice and/or assistance from the Dean of Student Services. All inquiries are kept confidential. The Dean of Student Services, along with a professional consultant, will diagnose the dependency, evaluate its seriousness to the individual, and provide appropriate recommendation and referrals for help. Anyone who is referred or who seeks assistance will naturally be a part of the

evaluation procedure in determining what course of action is best suited for that individual. Every effort will be made by the school to cooperate with any student undergoing treatment and to minimize disruption of studies during treatment. To further guarantee confidentiality, only the Pastor to the Community and the President, if necessary, will know the reasons for such a leave.

2. Any student, staff or faculty who becomes aware of someone who is suffering from abuse of drugs /alcohol or addiction to those substances is encouraged (in keeping with the focus on Christian community here at LSTC) to first go to that person with love and concern and to encourage the student to seek help from the Dean of Student Services. If this is not effective, the second strategy would be to meet with the Pastor to the Community with the goal of meeting with the two students to encourage appropriate recommendations and referrals with the help of a professional consultant. If this is not possible, the student who is concerned about another student is encouraged to speak with the Dean of Student Services who will investigate the situation and make appropriate recommendations and referrals with the help of a professional consultant.

Anyone who is referred or who seeks assistance for themselves will naturally be a part of the evaluation procedure in determining what course of action is best suited for that individual. Every effort will be made by the school to cooperate with any student undergoing treatment and to minimize disruption of studies during treatment. To further guarantee confidentiality, only the Dean of Student Services, and the President, if necessary, will know the reasons for such a leave.

If the person is in candidacy, the student is encouraged to share with the Director of Contextual Education, their candidacy committee or an appropriate synod representative. Candidacy committees have worked with and do work with students, providing the person is in treatment. For that reason openness is encouraged.

## **K. Policy for the Responsible Use of Email**

The Lutheran School of Theology reserves the right to monitor the e-mail system, including a user's mailbox and log files, at their discretion in the ordinary course of business. The existence of passwords and "message delete" functions do not restrict or eliminate the ability or right of the seminary to access electronic communications. Please note that in certain situations, LSTC may be compelled to access and disclose messages that were sent over its electronic communications system.

Electronic communications should conform to the same standards of propriety and respect as any other verbal or written communication at LSTC. Offensive, demeaning, harassing, defamatory, or disruptive messages are prohibited. Users who become aware of or receive prohibited messages should notify the Director of Information Services.

## **L. Responsible Use of the Internet**

The LSTC connection to the Internet is principally for teaching, learning, research, administrative, and other mission-related purposes. Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or soliciting offensive, defamatory, pornographic or sexually explicit material; engaging in computer “hacking” or other related activities; or attempting to disable or compromise the security of information on any computer. LSTC reserves the right to monitor Internet usage at its discretion. Questions or concerns regarding improper use of the internet should be brought to the attention of the Director of Information Services.

## **M. Inclusive Language**

As a diverse community preparing for Christian leadership, LSTC acknowledges that language has the power to convey facts, attitudes, and values. Recognizing that we all suffer when exclusive, prejudicial, and/or ethnocentric language is used, LSTC calls on its faculty, staff, and students, in written and spoken communication, to use inclusive language that affirms the full humanity of all people. Resources to assist the LSTC community are available from the Pastor to the Community and the library. For questions related to inclusive language in academic writing students are encouraged to consult with their academic advisor or may all access resources through the LRWC.

## **N. File-Format and Software Standards**

In an effort to reduce the use of paper by facilitating the electronic sharing of documents between faculty and students, LSTC has adopted Fonts, File-Format and Software Standards. Limited Mac OSX and GNU/Linux assistance is available upon request.

### **i. Font Standard 1**

All syllabi, assignments, quizzes, exams, final papers and other shared documents are to be written in Times New Roman or Arial fonts. These are free fonts that come pre-installed in Mac OSX and Microsoft Windows. Most GNU/Linux users can access these fonts by installing the package “msttcorefonts.”

### **ii. Font Standard 2**

The Society for Biblical Literature (SBL) freely provides use of their Unicode Biblical Languages fonts for academic use. Unicode fonts have the advantage over legacy fonts in that they can be viewed (in most modern software) without the reader requiring the fonts to be installed on their own system. Please install the SBL Hebrew and Greek fonts (and Hebrew keyboard) on your computer. Use them in all documents and webpages that require biblical texts.

### **iii. File Format Standard**

All documents are to be converted to PDF (Portable Document Format) before being shared between students and faculty. Use any writing software you like to create your documents (whether it be the free open-source OpenOffice.org, the costly but common Microsoft Word, Apple’s Pages, or less-well-known alternatives such as AbiWord, OmmWriter, or Scrivener). Then, when your project is complete and ready to be shared, print/export a copy to PDF (through CutePDF Writer, Adobe Acrobat or a built-in “Export to PDF” function in your writing software). Share your PDF copy by email just as you would have traditionally turned in a hard-copy on paper. This is easy, free and ensures that everyone can view one another’s documents.

### **iv. Software Standard**

Adobe Reader XI will be the software used to engage and view PDF documents. Reader XI will run on Windows, OSX and Linux and can be downloaded here:

<http://get.adobe.com/reader/>.

Teaching and Learning Technology can be reached with questions and comments via email at [tltech@lstc.edu](mailto:tltech@lstc.edu)

## Section 8– Institutional Resources

### A. Housing

Resident students enjoy the advantages of being on campus and the proximity to the library and others living in LSTC housing. Students with families find good public schools nearby. The LSTC courtyard, nearby Nichols Park, the University of Chicago campus, and the lakefront offer green space for recreation, walks and picnics. Swings and other playground equipment in the backyards of the apartments are a natural gathering place for children in the community.

The seminary offers students affordable and spacious one-, two-, and three- bedroom apartments for private rental and two- or three- person shared apartments for individuals who would like roommates. These vintage Chicago apartments are located across from the seminary and create a space for community, study, and relaxation. Dogs and cats are welcome in family apartments and are subject to Pet Fee.

#### Individual Students

Individual students may share an apartment with one or two roommates. Apartments are arranged as suites and each student has their own bedroom. Common space includes the kitchen, living room, and bathroom.

Depending on availability, individual students may choose to live alone in a one-bedroom apartment or studio at the housing rate for private rental.

#### Students with Live-In Family Members

Individual students or families may rent one-, two-, or three-bedroom apartments. The apartments have a kitchen, living room, dining room, bathroom, and bedroom(s). The larger two- and three-bedroom apartments are first made available to students with families.

#### Commuter Life

LSTC's sizable commuter population meets the challenge of balancing classes, studying, work and/or family life and commuting in many ways. Students often schedule classes for one or two days a week and stay on campus in guest housing. Others share the commute with students from the same area or form study groups near their homes. The JKM Library, the Shelf Lounge and guest housing are places commuter students use throughout the day for study and socializing.

#### Commuter Lodgings

Commuters may book the Commuter Apartment in LSTC Guest Housing located at 1118 E 54th Place #1. It is a hotel room with one or two single beds and the rooms can be divided into single-gender or gender-neutral spaces. There is basic cable TV and internet service.

Students may stay one or two nights per week. Students needing more than two nights are encouraged to apply for shared student housing. Applications and information is available through the LSTC Housing Office.

Costs for 2022-2023: 1 night per week per semester is \$450; 2 nights per week per semester is \$550; single night or nights during J-Term or Maymester is \$45 per night.

### Housing Fees

Individual students may share an apartment with one or two roommates. Shared apartments are arranged as suites and each student has his or her own bedroom. Common space includes the kitchen, living room, and bathroom. 2022-23 rents per person for apartments shared by individual students are:

- 2 bedrooms (2 students sharing) \$572/month (large room); \$529/month (standard room)
- 3 bedrooms (3 students sharing) \$453/month (large room); \$411/month (standard room); \$375/month (economy room)

Family or private apartments have a kitchen, living room, dining room, bathroom, and bedroom(s). The larger 2- and 3-bedroom apartments are first made available to students with children. 2021-22 rents for family/private apartments are:

- \$805/month for Studio
- \$1,001/month for 1 bedroom
- \$1,102/month for 2 bedrooms
- \$1,195/month for 3 bedrooms
- \$1,428/month for 3 bedroom, 2 bath

All leases are supported by a written agreement executed by the Housing Office. Lease terms are up to one year and end on June 30. The following housing fees also apply:

- A \$100 non-refundable housing application fee must be paid with the housing application
- A onetime \$300 move-in fee must be paid before obtaining keys

The \$200 annual per-pet fee is non-refundable and not prorated. It must be paid before occupancy or before a pet is housed in the apartment (whether or not it is owned by the renter). If an undisclosed pet is discovered in an apartment, a \$400 fee will be assessed covering the remaining lease term. Fish and other caged pets are excluded from the pet fee. All pets must be reported via the Pet Agreement and submitted to the Housing Office with proof of vaccination for dogs and cats. Pet fees are charged annually September 15th.

## B. Library Services

Students and faculty are strongly encouraged to avail themselves of the services and resources of the JKM Library. Physically located on the 2nd and 3rd floors of the west wing and on the web at [www.jkmlibrary.org](http://www.jkmlibrary.org), the JKM Library is more than just a physical collection of shelves of hundreds of thousands of books, periodicals, and other resources. Rather, it is a group of individuals committed to making those materials accessible, and assisting students and faculty discover and interpret those resources according to their research needs. The library is governed by a board comprising the presidents and deans of LSTC and McCormick, two faculty representatives, two board representatives, along with the director of the library.

### [www.jkmlibrary.org](http://www.jkmlibrary.org)

From the library's website, you can:

- search [Primo](#) (the JKM/I-Share online catalog) to discover what resources are available at JKM and the other 88 I-Share libraries (see below for more information about I-Share).
- log into your JKM/I-Share account for due dates, fines/fees, status of requests, etc., using your OpenAthens credentials.
- access the databases and e-resources to which JKM subscribes using your OpenAthens credentials
- request a book from another I-Share library
- learn how to perform basic library functions such as how to place an I-Share request, renew an item, access the e-resources via OpenAthens, etc.
- answer basic questions about library services and policies regarding overdue materials, recalls, fines/fees, etc.
- contact library staff by using the 'Ask a question' function.

### OpenAthens

OpenAthens is JKM's access management platform which you use to:

- access your JKM/I-Share Primo account, which allows you to request hardcopy materials from the JKM Library, check due dates, renew materials, etc.; and,
- access e-resources such as the Atla Religion Database with AtlaSerials PLUS, Old and New Testament Abstracts, Academic Search Complete, JSTOR, Ministry Matters™, as well as the thousands of e-books to which we provide access.

OpenAthens credentials for new students are set up early in the semester. If your credentials aren't working, contact the OpenAthens administrator at [ask@jkmlibrary.org](mailto:ask@jkmlibrary.org)



## Library services

In addition to providing traditional library services (borrowing, research assistance, computer technology, photocopying/scanning/printing, public computers, wireless access, etc.) the JKM Library staff seeks to meet the information needs of LSTC faculty and students by:

- providing virtual research assistance during the day and evenings
- enabling faculty and students to place retrieval requests for materials from the stacks and from the other 88 libraries in the I-Share consortium
- enabling faculty and students to place document delivery requests for scanned materials from books and periodicals (within the guidelines of fair use of copyrighted materials)
- purchasing hardcopy and e-resources to support teaching and learning (within the constraints of budget and availability)
- providing access to robust relevant online resources that support teaching and learning.

## Contacting library staff

For questions regarding library privileges, fines/fees, and access to other libraries, write to [circ@jkmlibrary.org](mailto:circ@jkmlibrary.org) or call 773.256.0739 or 773.256.0732

For research assistance, document delivery questions, and problems with access to e-resources via OpenAthens, write to [ask@jkmlibrary.org](mailto:ask@jkmlibrary.org) or call 773.256.0734

A list of library staff is available [here](#).

## Library hours

Library hours are posted on the JKM homepage.

## Borrowing privileges

Apply for a JKM borrower's card and ACTS borrower's card at the JKM circulation desk (contingent upon COVID protocols).

## I-Share consortium

The JKM Library is a member of [I-Share](#), a consortium of 89 academic and research libraries in Illinois. I-Share libraries offer universal borrowing, which allows LSTC students, faculty and staff to borrow items from any of the I-Share libraries by either

- visiting in person (contingent upon COVID protocols);
- requesting them through the JKM/I-Share catalog. Requested items are sent via ILDS from the lending library to JKM (or any other I-Share library of the user's choosing). Upon notification, users can pick up materials at the JKM circulation desk (or designated location).

Every I-Share library determines its own policies regarding fees, non-circulating materials, etc. Because of licensing restrictions set by publishers and vendors, e-resources (e.g.: ebooks, databases) owned by one I-Share library cannot be shared with the users

associated with any of the other 88 I-Share libraries. Contacting a library before visiting to confirm access is always recommended.

### **Association of Chicago Theological Schools (ACTS) libraries**

LSTC students and faculty may also borrow materials in person (contingent upon COVID protocols) from all of the [member libraries of the Association of Chicago Theological Schools](#) (ACTS). Most ACTS libraries are also members of the I-Share consortium:

- American Islamic College\*
- Catholic Theological Union
- Chicago Theological Seminary\*
- Garrett Evangelical Theological Seminary\*
- Loyola University Chicago\*
- Meadville Lombard Theological School
- Moody Bible Institute
- North Park University
- Northern Seminary
- Spertus Institute for Jewish Learning and Leadership
- Trinity International University
- University of St. Mary of the Lake

\*designates those libraries that are not members of I-Share. When applying for privileges at the above 4 libraries, LSTC students must present:

- a valid LSTC i.d.
- a current ACTS borrower identification card issued by the JKM circulation desk (good for one year from date of issue).

Contacting a library before visiting to confirm access is always recommended.

### **University of Chicago libraries**

LSTC students also enjoy in-person borrowing privileges (contingent upon COVID protocols) at the University of Chicago libraries, with their rich resources in the humanities, social sciences, law, medicine, and sciences. E-resources are accessible to LSTC users only on the premises of the Regenstein Library. Apply for borrowing privileges at the ID and Privileges office at the Joseph Regenstein library (check <https://ipo.uchicago.edu/> for hours), and present

- a valid LSTC i.d.
- a current ACTS borrower identification card issued by the JKM circulation desk (good for one year from date of issue).

The library will issue you a library card and credentials to access the library's networks and your library account. Note: the ACTS borrower identification is intended as proof as current enrollment; the University's libraries, however, are not part of I-Share or ACTS.

As always, policies for borrowing, fines and fees, etc. differ from library to library, and users are expected to abide by the lending library's policies.

### **Atla Reciprocal Borrowing Program**

JKM participates in the Atla Reciprocal Borrowing program, which is an arrangement among participating Atla members to grant borrowing privileges to each other's users for a limited duration. When applying for privileges at a participating library, the LSTC-affiliated user must present proof of current enrollment (consult the registrar), and abide by the library's local lending policies. Individuals interested in applying for borrowing privileges at a participating library are urged to contact that library's circulation department *before* visiting. An up-to-date list of participating libraries is available [here](#).

## C. Worship

Worship is a central element of our life together at LSTC. We claim our identity as the church of Jesus Christ, sustained by the Word and sacraments, through the power of the Holy Spirit. LSTC's worship strives to be catholic, contextual, inclusive, and confessionally Lutheran. The seminary treasures the variety of gifts brought by individuals and communities of shared culture and heritage and works to incorporate them for the building up of the Body of Christ. Planned by the community itself, our worship celebrates the diversity of people and gifts that make up LSTC.

Chapel services are held daily, Monday through Thursday, beginning at 11:15 a.m. Services are normally 40 minutes, except on Wednesday. Wednesday services typically include holy communion and, therefore, last a full hour.

These services incorporate a variety of liturgical forms, musical traditions, and cultural heritages. Daily worship takes many forms, including services of preaching, prayer, word and sacrament, and testimony. These varied patterns for worship, along with other spiritual disciplines, form a foundation for the spiritual growth and nourishment of the entire LSTC community.

### Oversight of Worship Life

The Pastor to the Community oversees and coordinates worship in partnership with the Cantor to the Seminary Community and a team of student Assistants for Worship.

Music plays a significant role in the community's worship. The Cantor works with various vocal and instrumental musicians to provide music for the seminary's worship. Opportunities to offer one's musical gifts are available in a variety of ways.

The weekly chapel schedule offers many opportunities throughout the week for the community to gather. In addition to the opportunities listed below, other possibilities can be brought to the chapel staff.

## ii. [Worship Planning](#)

Worship is planned in small groups comprised of students, staff, and faculty recruited and organized by the chapel staff. Worship planning includes thoughtful engagement with music, art, texts, and ritual. All members of the LSTC community are encouraged and invited to help plan and lead worship.

All students, staff, faculty, and family members are invited and encouraged to provide leadership in the assembly whether or not they serve on a planning team. The chapel staff regularly recruits assisting ministers, lectors, communion assistants, intercessors, song leaders, greeters, bakers, etc. The chapel strives to be a place where people can both offer their most practiced gifts as well as learning new ways of leading and serving the assembly's worship.

## **D. Spiritual Life**

Each student, faculty, and staff member is encouraged to develop a discipline of personal Bible study, spiritual practice and prayer. Students also have the opportunity to connect with trained spiritual directors as part of their spiritual formation at LSTC. Spiritual directors are clergy and lay persons trained to help a person attend to God's presence in daily life. There are a number of spiritual directors who have an association with the LSTC community. They come from a variety of Christian traditions, usually from outside the LSTC community, and provide a confidential mentor relationship with students to have a place to talk and discern. Many of them will come to the LSTC campus to meet with students.

To get connected with a local spiritual director, go to MyLSTC and click on the Student Services group, and then the "Spiritual Directors" topic, and you will find profiles of local spiritual directors. If you have additional questions about how to start this process, please contact our Pastor to the Community Erik Christensen.

LSTC is able to subsidize the first \$70 of each session for up to six sessions. Providers can bill the seminary directly or students can get reimbursed with receipts. If you have questions about the payment process, be in touch with Dean of Student Services Scott Chalmers.

## **E. Pastoral Care and Counseling Support**

The Pastor to the Community provides pastoral care to members of the LSTC community, working collaboratively with members of the LSTC staff and faculty to provide community building opportunities and resources for conflict negotiation. The Dean of Student Services maintains a list of professionals outside the seminary community who can provide

consultation, counseling, advocacy, or mediation for students on MyLSTC under Student Services. LSTC is able to subsidize a total of \$200/student for these services.

### **i. Confidentiality**

Clinical evaluations and counseling are governed by ethical principles pertaining to privileged communication. Reports of counseling evaluations/sessions or psychological/educational testing are confidential and require consent of the counselee/examinee in order to be released to anyone.

The Pastor to the Community is a confidential employee of LSTC for the purposes of reporting instances of harassment and abuse. Reports made to the Pastor to the Community can be held in confidence, unless the keeping of that confidence would jeopardize the health and well-being of a person, including the person making the report.

The Pastor to the Community does not hold an evaluative role in relationship to students, in either an academic or a professional capacity. This means that students can share questions, concerns and doubts with the Pastor to the Community, and that these conversations will not impact academic or candidacy assessments.

## **F. A Community That Cares**

Sometimes we are confronted with life's unexpected challenges and obstacles. Navigating seminary while grappling with personal tragedy, sudden grief, or even world events can be daunting for even the most resilient among us. The LSTC Care Team is here to help. The Care Team provides the following resources, all of which may be held on campus or virtually:

### **[A Community that Cares Monthly Conversations: Brown Bag Lunch Series](#)**

These regularly scheduled sessions are facilitated by a trained staff member who will guide a thoughtful conversation on broad issues of concern that may be prompted by current events and critical issues. It's designed to be a safe space for us to converse as a faith community and attempt to process and cope with what's going on in the world around us. Notification of these monthly sessions will be sent out to the community via email.

### **[Small Group Sessions](#)**

These are impromptu check-in sessions facilitated by a trained staff member; usually over the lunch hour. The purpose of these sessions is to address urgent needs or concerns that may arise in the community. Notification of a small group session will be sent out to the community via email.

## Special Prayer Services

Prayer provides a sense of comfort and solace in our time of need. When life events happen, joining with the community in prayer is a powerful thing. Depending on the need, we may occasionally hold special prayer services or vigils in Augustana chapel, or smaller impromptu services in the Roby chapel. Notification of special prayer services will be sent out to the community via email.

## Bereavement Support

Whether your loved one is 5 miles away or 5,000 miles away, coping with grief is never easy. If we are notified of a death in your family, we will personally reach out to you to offer our condolences and discuss ways that we can support you. We strive to be sensitive to personal and cultural preferences and will do our best to support everyone in the way that is most helpful to them. Please notify someone from the Care Team if you or a student that you know could possibly benefit from bereavement support.

## Pastoral Counseling & Referrals

Our Pastor to the Community is Erik Christensen. He provides pastoral counseling for all students and also provides referrals for spiritual direction services and resources. Please contact him directly to schedule an appointment.

## Contact Us:

### Care Team

Erik Christensen, Pastor to the Community Erik.Christensen@LSTC.EDU

Abbie Brown, Registrar abbie.brown@LSTC.EDU

Bianca Leoni, Housing Manager bianca.leoni@LSTC.EDU

Bob Berridge, Senior Project Manager bberridg@LSTC.EDU

Esther Menn, Academic Dean Menn emenn@LSTC.EDU

Scott Chalmers, Dean of Student Services schalmers@lstc.edu

## G. Campus Calendars

The Community Events Calendar is kept by the Assistant to the Academic Dean. Anyone wanting to place a community wide event at LSTC (involving students and/or faculty

and/or staff) on the calendar must get approval from the Assistant to the Academic Dean. After the event is approved for the calendar, room reservations and chapel reservations are made through contacting Abimbola (Abbie) Brown at [abbie.brown@lstc.edu](mailto:abbie.brown@lstc.edu).

## **H. LSTC Internal Communications**

See this link for new and updated LSTC policies on Internal Communications:

<https://lstc0.sharepoint.com/:w:/s/LSTCCommunicationsandMarketing/Ed2zXxyDASBNhJayXOeN2tgBig6LC2QIwJrbcJ3xqqb56g?e=eeFBHX&CID=15f4354c-80aa-754d-feeaf0ed5d6bb563>

## **I. Community Bulletin Boards**

Postings must be stamped by a member of the student services team. Bring no more than nine copies of a notice to the student services office. The postings will be posted on bulletin boards after being approved and stamped.

## **J. The Door**

*The Door* is the student campus publication. It is published once a week during the fall and spring semester and once during J Term. *The Door* solicits articles, opinion pieces, reports of campus events, calendar items, and pictures from the LSTC community. The editor of *The Door* is a student, hired by the Dean of Student Services. Editorial oversight and assistance is given to the editor of *The Door* by the Community Life Committee. *The Door* is issued by email; a few hard copies are made available outside the mailroom and on the third floor in the open hallway.

## **K. The Dean's Report**

The Dean's Report is the major source of weekly activities and happenings at LSTC. It is distributed each Monday during the fall and spring semesters and twice during J-term and publishes the weekly LSTC community calendar, announcements about events and activities, news about faculty, staff, and student accomplishments, prayer requests, and more. The Dean's Report is posted on MyLSTC to make it available for the entire LSTC community.

## **L. Duty Free Shop and Katie's Closet**

Katie's Closet is the food closet on campus that is available to all students. On a regular basis the student coordinator of Katie's Closet will share with the student community updates and processes on what is available and how to access these resources.

The Duty Free Shop offers student, staff and their families an opportunity to obtain used household items and clothing at no cost. Preference is given to new international students, but all students are welcome if supplies permit. The items found in the Duty Free Shop are

donated by students, staff and congregations, the Village-International Support group , and others. Please email Duty Free Shop to make arrangements to drop off goods.

Katie's Closet and the Duty Free Shop are located at 1156 E. 54<sup>th</sup> Place (first floor). For current hours of operation, email [dutyfree@lstc.edu](mailto:dutyfree@lstc.edu) or [katiescloset@lstc.edu](mailto:katiescloset@lstc.edu) or contact Scott Chalmers at [schalmers@lstc.edu](mailto:schalmers@lstc.edu) (773-256-0685).

## **M. Parking**

Parking is available in the shared LSTC/McCormick underground parking garage (fee for usage). Applications are available online at MyLSTC. They can be found by clicking the RESOURCES tab then choosing LSTC FORMS. Contact Monica Williams at McCormick Seminary for more information([mwilliams@mccormick.edu](mailto:mwilliams@mccormick.edu))

Parking on public streets throughout the area is free to the public. Free parking is also available along both sides of 55th street and the surrounding area of the school. Please be mindful of parking restrictions which are posted along the sides of the streets. Parking is at the sole discretion of the driver and LSTC holds no responsibility or liability for any loss or damage incurred.



## **N. Recreational Activities**

Many LSTC students have found friends to partner with them in walking or jogging by Lake Michigan, swimming, or engaging in other recreation. Reasonably-priced classes in Zumba, martial arts, and yoga may be offered on campus, at the University of Chicago, or in Hyde Park. These will be publicized through emails and The Door. Various wellness programs are organized through the Office of Student Services.

In the fall semester a team of flag football players travels, after weeks of grueling practice, to compete in an inter-seminary flag football tournament. There also are plans to play intramural flag football with the University of Chicago.

### **i. University of Chicago Athletic Facilities**

Students wanting to join the University of Chicago Gym should send their request to the Office for Student Services via [schalmers@lstc.edu](mailto:schalmers@lstc.edu) and, in turn, a letter will be sent them through campus mail which authorizes the U of C's Ratner Athletics Center (5530 S. Ellis Ave.) to charge the seminary rate.

### **LSTC Free Bike Sharing Program**

Would you like a bike to ride occasionally but don't want to purchase and maintain a bike? LSTC has begun its very own bike sharing program by fixing up abandoned bikes. We are enjoying hitting the roads around Chicago together for transportation, exercise and pure bike riding pleasure and we want more people to join in! E-mail Scott Chalmers at [schalmers@lstc.edu](mailto:schalmers@lstc.edu) for more details.

## **O. Spouses/Partners, Parents and Children at LSTC**

At LSTC, there is a long history of strong relationships of mutual support between spouses, parents and children. Eating, playing, singing and praying together is valuable part of our life together in seminary and as such families are always welcome in the courtyards, chapel and in the community lounge. Although there are very few formal group meetings or events specifically for spouses, parents and children, the LSTC community is rich with opportunities for involvement. If spouses, parents or children are looking for resources and support that can't be found on Google or social media, be in touch with Dean of Student Services Scott Chalmers at [schalmers@lstc.edu](mailto:schalmers@lstc.edu).

## **P. Student Employment Opportunities**

The seminary assumes that a normal load of courses requires full-time study. However it recognizes that many students find it necessary to seek part-time employment.

Job openings for both on-campus and off-campus employment are posted on the bulletin board in the Student Services wing, located on the second floor of the east wing of LSTC. The Office for Student Services provides information for both students and spouses seeking employment. See the Student Services section of MyLSTC for updated job postings.

LSTC employs many students as members of the maintenance crew, library staff, food service, mailroom, faculty assistants and part-time clerical positions. See the Director of Human Resources for information on how to apply; jobs information is also available in the JKM Library and the Language Resource and Writing Center (LRWC). Please go to the Library (in the West Wing) and LRWC to apply for those positions. Many of the available off-campus jobs are within walking distance of the campus.

For the sake of the integrity of the academic program, a student should not work more than 20 hours per week while carrying a full course load. A student who must work more than this should expect to spend more than the normal number of years in completing degree requirements.

## **Q. Security Services and COVID-19 Policies**

### **Mission**

The LSTC Safety and Security department develops policy for the campus-wide safety/security program. The committee evaluates and assesses existing fire safety and security systems, electronic access and security systems, and security information systems including the operations protocols related to corona virus.

### **Services**

#### **Emergency Call Boxes**

There are emergency call boxes that have been installed on the around the LSTC /McCormick campus for your safety and convenience. There are several in the underground parking lot and near the underground entrances of the main building to LSTC and McCormick. There are also emergency boxes in the residential area of LSTC housing. All boxes connect the caller directly with the 911 dispatcher. Pushing the button on the speakerphone activates this emergency call box. The 911 dispatcher can immediately identify the location of the caller even if the caller is unable to verbally communicate with the dispatcher.

## Night Security Personnel

The seminary contracts with local security protection services to provide security personnel to regularly patrol the LSTC/McCormick campuses during the afternoon and at night during regular semester periods. This includes regular patrols of the housing areas. Campus security personnel work directly with the safety and security departments and has a protective relationship with University of Chicago campus police. There are regular units patrolling our campus areas, as well as the Chicago Police Department to ensure the safety of our students.

## Electronic Surveillance Monitoring

Various locations throughout the campus are monitored with electronic surveillance equipment on a 24-hour basis.

## Crime Prevention Presentations

Presentations on various crime prevention topics are made annually to students. Additional presentations are made to students and employee organizations upon request and need. Information on safety and security is also provided to the campus community through crime alerts, posters, brochures, employee bulletins, and the information desk.

## See Something? Please Say Something: Anonymous Crime Tips and Comments

Anonymous tips on possible crimes can be submitted via the front desk at 773-256-0700. General comments and suggestions are also welcomed by contacting James Foster, Director of Safety, Security and Visitor Services at james.foster@lstc.edu

Students, faculty, and staff are encouraged to report all suspicious activities and/or persons observed on campus. Such calls should be made promptly to improve an officer's ability to apprehend suspects and/or prevent potential crimes. Upon receipt of a call, officers are dispatched immediately to the site of the emergency. All incidents are investigated, and the investigating officer files a report.

## VORT (Virus Outbreak Response Team)

LSTC has a dedicated VORT leadership team that is focusing on community safety in conjunction with operational and business continuity during this unprecedented epidemic. We continue to follow the strategies and measures recommended by the Centers for Disease Control and Prevention (CDC) and public health departments.

At the beginning of each semester, VORT will share with the LSTC community a **Return to Campus Communication** that lays out instructions pertaining to topics like vaccination

requirements, mask requirements, building access regulations and other ways we can make sure to keep one another safe as we continue to live with the reality of COVID.

## **R. Emergency Contact Policy**

### **Emergency Response Protocol**

In case of the following emergency scenarios on our campus or at a seminary sponsored event, call 911 and then contact the LSTC front desk at 773-256-0700:

- A critical medical situation where a person's wellbeing is at risk
- A serious or life threatening injury, car accident or a serious illness
- A serious or threatening situation on our campus

After the front desk has been contacted, the appropriate LSTC staff will be notified. After the emergency contact has been reached, LSTC will interact with and support any medical personnel that come to the scene, based on what information is passed on by the emergency contact. The Office of Student Services will follow up with the student and make sure appropriate faculty and staff are informed, according to the wishes of the student.

If a student is at the scene of an emergency, it is essential that student information remains private. Do not share information with coworkers, friends, family, staff, faculty, etc. Provide information to emergency response personnel and designated seminary officials only.

### **Student Emergency Contact Information**

For the protection of LSTC students it is vital that LSTC has a functioning and clear medical emergency policy. LSTC will collect emergency contact information from all students and make sure it is available to appropriate staff members on campus so they can respond quickly in an emergency.

It is essential that if there is important medical information students may need in an emergency, they need to make sure that their emergency contact has this information. It is important that students keep this information up to date and make sure their emergency contacts know both the student information as well as any specific needs/restrictions. LSTC will make decisions based on what they hear from these emergency contacts.

LSTC is able to provide these services while the building is open.

## **S. LSTC as a Green Zone**

The Green Zone at LSTC is the creation care team of the Lutheran School of Theology at Chicago. In collaboration with the Environmental Ministry Study Emphasis at LSTC, it works to raise environmental awareness, promote sustainable practices, and support theological and spiritual engagement with our natural and built environments. All LSTC students, staff, faculty, and families are invited to care for creation by conserving energy, saving water, reusing, recycling, composting, choosing green products, and enjoying local and organic foods.

For more information on current programs and initiatives, please email [greenzone@lstc.edu](mailto:greenzone@lstc.edu), visit <http://www.lstc.edu/life/green-seminary.php>, or follow on Facebook at "Green Zone at LSTC."

Founded in 1988 by Dr. David Rhoads, the Green Zone has helped LSTC to become a leader in eco-theology and seminary education for environmental ministry. Several LSTC faculty members now teach courses, conduct research, and do public outreach on these topics. Through the Environmental Ministry Study Emphasis, LSTC offers master's level students the opportunity to pursue coursework, field work, and ministry projects to develop the knowledge and experience to address environmental concerns in their ministry and scholarship.

## **T. Public Church Fellows**

LSTC Public Church Fellows is a program that engages in meaningful service with non-profit partners in the community and intentional small group reflection/faith formation. Public Church Fellows are expected to support the broader community conversation concerning public church through integration of their academic work and their service experiences. This program is administered through the Admissions Office and the Student Services office and is coordinated by a staff or faculty advisor.

## Section 9– Student Involvement

### A. Student Government

#### i. MSA, Masters Student Association

MSA is the student government organization that represents MAM, MA and MDiv students at LSTC. It is a vehicle for expression of community opinion and for action on behalf of community interests. In relation to the administration and the faculty, MSA advocates on behalf of the needs of all students and their spouses or partners and is accountable to them. MSA administers the student activity fees of its members. Each class elects class conveners who conduct regular class meetings and serve with other MSA representatives on the MSA. The MSA further elects or appoints members to LSTC committees (see below) and advisory members to the Board of Directors. (*MSA Constitution and Bylaws are printed in the Masters Programs Manual for MAM, MA and MDiv Students, supplementary to this All-Students Handbook.*)

#### ii. GSA, Graduate Student Association

GSA represents the needs and interests of students in the ThM and PhD programs at LSTC. GSA elects three officers: President, Secretary and Treasurer. The Executive Committee shall be composed of the Officers of the association. The work of the GSA shall be facilitated by the six coordinators, appointed by the Executive Committee: Coordinator for Graduate Studies Committee, Coordinator for the JKM Library, Coordinator for International Students, Internet Coordinator, Newsletter Editor and Publicity Coordinator. In addition, GSA is asked to provide two students (one International and one North American) to serve on LSTC committees, such as the Community Life Committee and the ThM/PhD Studies Committee. They also elect advisory members to the Board of Directors. GSA has selected officers and representatives for the following school year at a spring meeting.

The purpose of the GSA is defined as follows: “The objective of the GSA shall be to encourage cooperation among graduate students at LSTC, and cooperation with graduate students and their respective organizations at other Association of Chicago Theological Schools (ACTS), and the University of Chicago in particular and all other similar student bodies in this country and around the world in general; to elevate the visibility of the graduate program at The Lutheran School of Theology at Chicago; to raise the level and the scope of the graduate program” (GSA Bylaws, Article II). (*GSA Constitution and Bylaws are printed in the ThM and PhD Programs Manual, supplementary to this All-Students Handbook.*)

### iii. **ISA, International Student Association**

ISA is the body of all the international students registered with LSTC. It is the aim of ISA to bring together the international community at LSTC, to support international causes, and to add international awareness and understanding on campus. ISA also engages in advocating for international students with any grievance they might have at LSTC.

ISA works in cooperation with the International Student Association Office to represent the needs of LSTC's international students.

*(ISA Constitution and Bylaws are printed in the International Student Supplement to this All-Students Handbook.)*

### iv. **Student Government Representation at the Board of Directors Meetings**

Three persons selected by the students from among their numbers, one from first level masters students, one from advanced studies students, and one from the international students.

- Students will identify a backup person in the event the designated student is unable to attend the Board of Directors meeting.
- Advisory members will serve for a two-year term beginning on October 1 and ending on September 30.
- Advisory members shall attend all regularly and specially called meetings of the Board of Directors.

## **B. Student Organizations**

**i. Global Conversations** occur every Monday from 12:00 to 1:00 in the Language Resource and Writing Center located on the 3<sup>rd</sup> Floor. The table talks are led by various speakers who focus on international events and relevant topics.

**ii. Green Zone** seeks to help our community conserve our resources and respect our environment. The Green Zone helps maintain the Web of Creation at <http://www.lstc.edu/life/green-seminary.php>.

**iii. The Faith and Justice Collective** is a powerful coalition of individuals who enact God's love by organizing for social justice in Chicago as part of The People's Lobby/Reclaim Chicago/People's Action and SOUL (Southsiders Organized for Unity and Liberation). The community of FJC consists of LSTC seminarians, spouses, partners, children, friends, faculty, and staff as well as University of Chicago students and various community partners. Our objective is to mobilize students to become more active in the fight for justice and to empower each other as leaders. Through this work, we will be able to effectively enact our faith and self interest collectively in our community. As members of

Faith and Justice Collective, we believe that the justice work we do as disciples of Jesus Christ is ongoing. It is our hope that FJC, as a power organization, will fulfill a need at LSTC to go beyond theoretical classroom reflection by intentionally working for God's radical vision of justice in our world right now. Membership is open to all. If you would like more information, please contact Pastor to the Community Erik Christensen (erik.christensen@lstc.edu)

**iv. Thesis 96** is a student-formed group that shares a common belief that Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual and other sexuality and gender minorities have the right to full participation in church, particularly the ELCA, including ordination. The group provides a safe space for sharing with and educating our LSTC community about LGBTQIA+ issues and participates in public advocacy events that promote the human rights of LGBTQIA+ people in church and society.

### **C. Student Representation on Committees**

Student leadership is valued at LSTC. Through the work of student government and the various standing committees of the school, as well as through advocacy groups and task forces, students bring their leadership experience, creative energies, and vision for community life to expression, as well as gain valuable experience in leadership. There are several positions for which students are elected by their peers through MSA and GSA. Whether as an elected or appointed leader, students chosen for positions are entrusted with important roles in the academic, spiritual, and social arenas of community life.

#### **i. Faculty Search Committees**

Student members of faculty search committees are appointed through a process that starts with the nomination of several candidates by the MSA and GSA for each faculty search. The Dean of Academic Affairs interviews the candidates and selects one of the MSA and one of the GSA candidates to serve on each faculty search committee. Student representatives are full members of the faculty search committee with voice and vote.

#### **ii. Program Review Committees**

On a regular four-year cycle the LSTC faculty conduct comprehensive reviews of LSTC degree programs. Students from the different degree programs are consulted in this process as an important source of information and ideas for improvement.

#### **iii. Contextual Education Committee**

Recommends to the faculty policies and assignments in Contextual Education. 2 seniors who have returned from internship are elected; membership of this committee is specified as the Director of Contextual Education, Director of Candidacy, the Director of the MDIV and MA programs, and a faculty representative.



#### **iv. Antiracism Transformation Team**

The Antiracism Transformation Team, commissioned in the fall of 2021, is charged with moving the seminary forward in dismantling racism. Students interested in joining the ATT should speak with Dr. Linda Thomas.

### **D. Teaching Assistantships and Research Assistantships**

Students are encouraged to seek positions as a Teaching Assistant (TA) or a Research Assistant (RA), in order to develop their pedagogical and scholarly skills under the mentorship of an LSTC faculty member. Here are some related principles and processes:

#### **A. Principles for TAs and RAs:**

The relationship between TAs and RAs and faculty members is, ideally, a mutually beneficial one. Faculty members expect real assistance from students for their teaching or research projects, assistance that enables them to flourish in their teaching and scholarly ministries. Students expect mentoring and support as teachers and scholars, and opportunities to learn through observation, practice and feedback, and conversation with faculty members. Faculty choice remains among the most important considerations in the assignment of TAs and RAs, due the close working relationship between these parties. There is, however, a need to promote transparency about the filling of TA and RA positions and to broaden the pool from which TAs and RAs are selected. To further these goals, TA and RA positions will be advertised through e-mail to all students. Students interested in applying for a TA or RA position should write an e-mail letter of application directly to the supervising faculty member, who will make the final choice to fill the position. T.A. positions remain subject to cancellation through the end of the first week of classes (the Add Period), due to low course enrollment.

1. Insofar as possible and the conditions of #1 above concerning the mutually beneficial nature of the relationship between a TA or RA and the supervising faculty member can be met, faculty members are expected to offer opportunities to more than one student over the course of several semesters, so that the benefits of teaching and research experience may be as widely available as possible.
2. TAs and RAs are invited to undertake specific tasks set forth in the position description for a given course or research agenda. Faculty members should remain faithful to the position description they created, so that expectations are clear from the beginning to all parties. Activities may be added or subtracted by mutual consent but, in principle, there should be the utmost clarity at the outset about mutual expectations and accountability.

3. There should also be utmost clarity as to the expectations of the number of hours per week the TA/RA will work and whether the position is fulltime (roughly 8 hours of work per week) or part time (roughly 4 hours of work per week)
4. Because the nature of the TA/RA assistant program is different from other contractual arrangements with students for office work, etc., students receive stipends for their work rather than fill out timesheets.
5. The amount of work that reasonably can be expected from a TA or RA includes direct service in the classroom, library, tutorials, reading assignments and papers, preparing materials, editorial duties, internet work, etc.
6. Courses that exceed 25 students may require more than one assistant to assist with tutoring. Faculty members may apply for an additional assistant, though the decision to grant one or more assistant is made by the Academic Dean.
7. Although the goal is to accommodate all needs for assistants, the Dean's Office may receive more requests for positions than funding will allow. In these cases, the Academic Dean will weigh a number of factors in choosing among faculty requests. These may include considerations such as the following: (1) the size of the class being taught (in the case of TA requests); (2) the workload of particular faculty members due to extraordinary administrative or other duties; (3) the curricular and other needs of the institution; and (4) the principle of fairness in granting TA and RA requests across the faculty. Generally, one TA or RA per academic year is the limit for individual faculty members, although the hours may be spread half-time across both semesters.

## **B. Process for TAs and RAs:**

1. Faculty members submit position descriptions for the courses/research agendas for which they are requesting a TA or RA to the Dean's Office. The Academic Dean will review all faculty requests for TAs and RAs and approve the list for each semester based on the criteria listed above under Principles #7 and on budgetary considerations. Advertisement from the Dean's Office of all positions will be sent out by e-mail to all students. Faculty members may invite particular students to apply for a TA or RA position. Interested students will write letters of application describing their qualifications for a TA or RA position and submit these directly to the supervising faculty member, who makes the final determination. The supervising faculty is responsible for notifying the TA or RA selected to the Assistant to the Dean, and the other applicants, to thank them for their application and to inform them that the position has been filled.
2. Once a TA or RA has been selected by the supervising faculty member and the Dean's Office has been informed, the Assistant to the Dean will contact the Director of

Human Resources who will contact the student if income and tax forms need to be filled out in order to receive the stipend. The Director of Human Resources will then place the TA/RA on the payroll so that they receive their stipend over the course of the semester on the regular payroll of LSTC (payments come on the 15th and last day of each month). Separate student evaluation forms for TAs will be distributed by the assistant to the dean toward the end of the semester.