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A Word About Bethany

Founded in 1905 with a vision for spiritual empowerment, sound biblical scholarship and instruction rooted in practical experience, Bethany Theological Seminary offers men and women an education rich in thoughtful reflection, deep learning, and everyday experience for ministries in the church and the world. Bethany is accredited by the Association of Theological Schools in the United States and Canada and by the Higher Learning Commission. As an institution related to the Church of the Brethren, we affirm the importance of community as we study and engage scripture, theology, history, and spiritual formation. With an academic program that is rigorous in thought and deep with meaning, we seek to bear witness to God’s work in the world through our commitments to justice and simplicity in the manner of our living, in peacemaking and reconciliation, and in service, care for creation, and holistic mission.

Welcoming all qualified students, Bethany Seminary prohibits discrimination on the basis of race, gender, age, disability, marital status, sexual orientation, national or ethnic origin or religion. Bethany’s student body includes creative and imaginative individuals from many Christian denominations and geographical locations both in the United States and abroad. You will study with women and men, single and married, older and younger, distance and local students in a number of course formats to include weekly classes, weekend intensives, online courses, and two-week intensives. Bethany’s educational community extends beyond its own student body, faculty, and staff to include our partner seminary, the Earlham School of Religion and other nearby seminaries as well as congregations and service agencies. In this educational context you will find challenging diversity in theological perspective, academic interest, and vocational direction. We look forward to what you bring to the classroom and to worship, to what we will provide you, and to how together our understanding and faith in Jesus Christ will contribute to the vision and reality of God’s Kingdom.

Purpose of Handbook

This handbook is designed to help you understand how Bethany functions as a community of scholars and Christians and to direct you to activities and resources available to you. Other students, faculty and staff will be glad to provide information about topics not included in the handbook. Use this handbook as a reference for answers as questions arise. Do not hesitate to ask for help. Receptionists at both Bethany and the Earlham School of Religion (ESR) are very helpful.

Please familiarize yourself with the various school policies found in this handbook at the beginning of the year. Also note Seminary governance organization with the descriptions of the committee functions. Use this handbook as a reference for answers as questions arise.

The content of this publication is for informational purposes only and is not intended to be used as a contract between Bethany Theological Seminary and any other party. Bethany Theological Seminary reserves the right to change, eliminate, and add to any existing (and to introduce additional) rules, regulations, policies, fees and other charges, courses of study and academic requirements. Whenever it does so, the Seminary will give as much advanced notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice. This handbook is reviewed and updated annually, typically during the summer, with the new version available prior to the start of the fall semester.

Student Release for Photographs, Recordings, and Broadcasts
From time to time Bethany Theological Seminary may take photographs, recordings, videos, or broadcasts of class sessions, chapel, or other events, both for educational and promotional purposes.

With respect to any photographs, sound or video recordings, or quotes taken directly or from you or in which you may be included with others in a group, by virtue of your enrollment at Bethany Theological Seminary, you grant Bethany the right and permission:

1. to use, publish, broadcast, republish in whole or in part, individually or in conjunction with other media, in any form of media currently known or developed in the future;

2. to copyright resulting media in Bethany's name or otherwise;

3. to make such use for any purpose whatever, be it for education, illustration, promotion, art, advertising and trade, or any other purpose reasonably consistent with Bethany's mission;

4. to use your name in connection with the media if Bethany so chooses; and you hereby release and discharge Bethany Theological Seminary from any and all claims and demands arising out of or in connection with the use of these materials.

You may request to opt out of this release by contacting the director of communications in writing.

**Accreditation Information**

Bethany Theological Seminary is accredited by the following accrediting agencies, both of which are recognized by the U.S. Department of Education:

**The Association of Theological Schools in the United States and Canada**

10 Summit Park Drive
Pittsburgh, PA 15275-1103
www.ats.edu (412) 788-6505

**Higher Learning Commission**

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
www.hlcommission.org (800) 621-7440
Stating our Mission

So that the world will flourish!

BETHANY THEOLOGICAL SEMINARY has a history of adapting its program to meet the changing needs of the church and society. Now, in a religious and spiritual landscape characterized by uncertainty, Bethany will uphold its mission by embracing and articulating its Anabaptist-Pietist identity and reaching both within and beyond the church to serve a broader, more diverse constituency. Hallmarks of Bethany’s education will be (1) an interdisciplinary approach to learning, (2) integration of theory and practice, and (3) increasingly diverse programs of study.

- **OUR VISION**
  Anchored in its commitment to academic freedom, Bethany expresses a prophetic witness rooted in a deep theological understanding of scripture and the Anabaptist-Pietist traditions of disciple making, peace building, and advocacy for justice.
- Bethany claims a position as a center for the study and practice of emerging areas of religious interest across faith traditions.
- Blending academics with application and spiritual formation, Bethany exemplifies impactful learning, developing servant leaders with theological understanding, sensitivity, and skill to forge genuine change in church and community.
- Engaging people of diverse religious, geographic, and social backgrounds, the Bethany community nurtures respect for differences and sustains spiritual empowerment for students and alumni.

*(working encapsulation of Bethany’s strategic vision)*
Susquehanna Valley Ministry Center (SVMC) is a Church of the Brethren educational partnership of the Atlantic Northeast District, Middle Pennsylvania District, Mid-Atlantic District, Southern Pennsylvania District, Western Pennsylvania District, the Brethren Academy for Ministerial Leadership, and Bethany Theological Seminary. Bethany Theological Seminary offers graduate-level courses at SVMC that can be applied to a Master of Divinity degree, Master of Arts degree, or any of Bethany’s graduate certificates. Students taking graduate courses at SVMC are Bethany students and must meet Bethany admissions requirements, with the exception of auditors. This vehicle for ministry education equips leaders for ministry in a regionally based setting.

Susquehanna Valley Ministry Center is located on the Elizabethtown College campus in Elizabethtown, PA. Courses are held on the Elizabethtown campus and the campus of Juniata College in Huntingdon, PA. Bethany Theological Seminary and the Susquehanna Valley Ministry Center have developed a working relationship with Lancaster Theological Seminary, Evangelical School of Theology at Myerstown, and the Lutheran Theological Seminary at Gettysburg. Students of these Seminaries wishing to take Bethany graduate courses may apply for admission as Occasional Students at Bethany Theological Seminary. Rather than submitting an undergraduate transcript, these occasional students may submit a letter from their registrar with their current standing, admission date, and the confirmation of having obtained an undergraduate degree.

Staff at the Susquehanna Valley Ministry Center work side-by-side with both the Student Services, Business Office, and the Academic Services Office at Bethany Theological Seminary. Those interested in applying as Occasional Students may begin with a call to the Susquehanna Valley Ministry Center office, or by contacting Bethany Theological Seminary directly. Appropriate application materials and instructions will then be forwarded to the student. Once Bethany Theological Seminary has granted admission, the student may request to register for any graduate-level course offerings whether offered off-site, e.g. at Susquehanna Valley Ministry Center, online, or at Bethany Theological Seminary’s main campus in Richmond, Indiana.

The Director of Student Development will serve as the Advisor/Facilitator for most Bethany Occasional Students taking graduate courses hosted by SVMC. If a student living far from Indiana is admitted into the MDiv or MA programs, they become a part of Connections, Bethany’s distance education program. The Joint Seminaries Registrar will arrange for an academic advisor for each student.

The financial aid programs offered by Bethany Theological Seminary also cover courses taken at SVMC for degree (MA and MDiv) and graduate certificate students. Occasional students do not receive financial aid.
Earlham College
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Carter, Jeff</td>
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</tr>
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<td>Ford, Mandy</td>
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<tr>
<td>Frame, Ryan</td>
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<tr>
<td>Garrett, Karen</td>
<td>(765) 983-1811</td>
<td><a href="mailto:garreka@bethanyseminary.edu">garreka@bethanyseminary.edu</a></td>
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<tr>
<td>Glenn, Tammy</td>
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<td><a href="mailto:glennta@bethanyseminary.edu">glennta@bethanyseminary.edu</a></td>
</tr>
<tr>
<td>Haitch, Russell</td>
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<td><a href="mailto:haitcru@bethanyseminary.edu">haitcru@bethanyseminary.edu</a></td>
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<td>Hess, Courtney</td>
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<td>Higginbotham, Jim</td>
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<td><a href="mailto:higgija@earlham.edu">higgija@earlham.edu</a></td>
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<td>Hisrich, Matt</td>
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<td>Inglis, Nate</td>
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</tr>
<tr>
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<td>Kim, Grace Ji-Sun</td>
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</tr>
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</tr>
<tr>
<td>Ober Lambert, Janet</td>
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<td>Lang, Esther</td>
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</tr>
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<td>Massie, Francine</td>
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</tr>
<tr>
<td>McDonough, Terri</td>
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</tr>
<tr>
<td>Ottoni-Wilhelm, Dawn</td>
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<td><a href="mailto:wilheda@bethanyseminary.edu">wilheda@bethanyseminary.edu</a></td>
</tr>
<tr>
<td>Poole, Dan</td>
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<td><a href="mailto:pooleda@bethanyseminary.edu">pooleda@bethanyseminary.edu</a></td>
</tr>
<tr>
<td>Rhodes, Donna</td>
<td>(717) 361-1450</td>
<td><a href="mailto:dmrhodes.svmc@verizon.net">dmrhodes.svmc@verizon.net</a></td>
</tr>
</tbody>
</table>
As a general rule, if you are making an on-campus call, use the last 4 digits of the phone number. If you are calling locally, use the number listed above for the person you’re calling. If you are off campus calling in by long-distance, use 1-800-287-8822 and ask for the extension of the person you’re calling (the last 4 digits of the phone number).

<table>
<thead>
<tr>
<th>Contact Numbers for Various Offices</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Academic Services/Joint Seminaries Registrar</td>
<td>(765) 983-1821</td>
</tr>
<tr>
<td>Bethany Adjunct Faculty</td>
<td>(765) 983-1807</td>
</tr>
<tr>
<td>Bethany Admissions Office</td>
<td>(765) 983-1832</td>
</tr>
<tr>
<td>Bethany Gathering Area</td>
<td>(765) 983-1826</td>
</tr>
<tr>
<td>Bethany Main Number</td>
<td>(765) 983-1800</td>
</tr>
<tr>
<td>Bethany Student Development</td>
<td>(765) 983-1806</td>
</tr>
<tr>
<td>Bookstore</td>
<td>(765) 983-1310</td>
</tr>
<tr>
<td>Brethren Life &amp; Thought</td>
<td>(765) 983-1811</td>
</tr>
<tr>
<td>Computer Tech Office</td>
<td>(765) 983-1262</td>
</tr>
<tr>
<td>ESR Commuter Lounge</td>
<td>(765) 983-1567</td>
</tr>
<tr>
<td>ESR Gathering Area</td>
<td>(765) 983-1570</td>
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<tr>
<td>ESR Main Number</td>
<td>(765) 983-1423</td>
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<tr>
<td>Health Services</td>
<td>(765) 983-1328</td>
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<tr>
<td><strong>Earlham Campus Security</strong></td>
<td>(765) 983-1400</td>
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<tr>
<td>Susquehanna Valley Ministry Center (SVMC)</td>
<td>(717) 361-1450</td>
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</table>
Note: Academic Calendar changes will be reflected on the copy found at the Academic Services Moodle site.

<table>
<thead>
<tr>
<th>July</th>
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<tbody>
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<td></td>
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<tr>
<td>4</td>
<td></td>
<td>INDEPENDENCE DAY (Offices Closed)</td>
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<tr>
<td>12</td>
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<td>Syllabi Deadline (BTS Adjuncts Only) Fall Semester</td>
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<tr>
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<td>Syllabi Deadline - Fall Semester</td>
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<tr>
<td>23</td>
<td></td>
<td>New Student Admission and Financial Aid Deadline (Bethany Only)</td>
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<table>
<thead>
<tr>
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<td></td>
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<td>6-17</td>
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<td>August Intensives</td>
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<tr>
<td>7</td>
<td></td>
<td>Drop/Full Tuition Refund (August Intensives)</td>
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<td>8</td>
<td></td>
<td>Drop/50% Tuition Refund (August Intensives)</td>
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<td>10</td>
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<td>Drop/No NC on Transcript (August Intensives)</td>
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<td>28</td>
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<td>First Day of Classes (Fall Semester)</td>
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<td>30</td>
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<td>Opening Convocation</td>
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<td>August Intensive Course Work Due</td>
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<tr>
<td>3</td>
<td></td>
<td>LABOR DAY (Offices Closed)</td>
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<tr>
<td>5</td>
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<td>Add deadline Fall Semester</td>
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<td>Drop/Full Tuition Refund (Fall Semester)</td>
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<td>14</td>
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<td>Grades and Course Rubrics Due (August Intensives)</td>
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<td>25</td>
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<td>Drop/50% Tuition Refund (Fall Semester)</td>
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<tr>
<td>29-30</td>
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<td>ESR Board of Advisors</td>
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<tr>
<td>1</td>
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<td>First Complete Draft of MA Thesis Due for Dec. 2016 Completion (ESR Only)</td>
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<td>10</td>
<td></td>
<td>Drop/No NC on Transcript (Fall Semester)</td>
</tr>
<tr>
<td>11, 12</td>
<td></td>
<td>FALL BREAK</td>
</tr>
<tr>
<td>12-13</td>
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<td>Earlham Board of Trustees Meeting</td>
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<td>25-27</td>
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<td>Bethany Board of Trustees Meeting</td>
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<td>5</td>
<td></td>
<td>Revised MA Thesis Due to Thesis Cmte. for Dec. 2016 Completion (ESR Only)</td>
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<td>5-9</td>
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<td>Advising and Registration (Spring Semester)</td>
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<td>Intent to Graduate Form Due</td>
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<td>Grade Conversion Request Due (Graduating Seniors Only)</td>
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<td>MA Oral Defense for Dec. Graduation</td>
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<td>Syllabi Deadline (BTS Adjuncts Only) January Intensives</td>
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<td>Syllabi Deadline - January Intensives</td>
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<td>19-23</td>
<td>THANKSGIVING BREAK (No Classes)</td>
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<td>22-23</td>
<td>Offices closed</td>
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<td>26</td>
<td>Syllabi Deadline- January Intensives</td>
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<td>30</td>
<td>Classes End (Fall Semester)</td>
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<td>30</td>
<td>Incomplete Petition Deadline (ESR only)</td>
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<tr>
<td>December</td>
<td>3 Final MA Thesis Due (2 copies) to Academic Services (ESR only)</td>
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<td>3-7 Final Exam Week</td>
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<td>10 Syllabi Deadline (BTS Adjunct Only) Spring Semester</td>
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<td>15 New Student Admissions and Financial Aid Deadline - Spring Sem (Bethany only)</td>
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<td>17 Syllabi Deadline - Spring Semester</td>
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<td>21 Grades and Rubrics Due (Fall Semester)</td>
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<td>24 Add Deadline (January Intensives)</td>
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<td></td>
<td>24-25 CHRISTMAS HOLIDAY (offices closed)</td>
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<td>January</td>
<td>1 NEW YEAR'S HOLIDAY (offices closed)</td>
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<td>7-18 January Intensives</td>
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<td>8 Drop/Full Tuition Refund/Add Deadline (January Intensives)</td>
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<td>9 Drop/50% Tuition Refund (January Intensives)</td>
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<td>11 Drop/No NC on Transcript Deadline (January Intensives)</td>
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<td>14 Add Deadline (Spring Semester)</td>
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<td>18 Incomplete Petition Deadline (ESR only) (January Intensives)</td>
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<td>18 Session 2 Begins</td>
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<td></td>
<td>21 MARTIN LUTHER KING JR HOLIDAY (offices closed)</td>
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<td>28 First Day of Classes (Spring Semester)</td>
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<td>January Intensive Coursework Due</td>
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<td>February</td>
<td>1 Session 1 Ends</td>
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<td>1 January Intensive Coursework Due</td>
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<td>2 Session 2 Begins</td>
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<td>4 Add Deadline Spring Semester</td>
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<td>4 First Complete Draft of MA Thesis Due</td>
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<td>8-9 Earlham Board of Trustees Meeting</td>
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<td>11 Drop/Full Tuition Refund (Spring Semester)</td>
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<td>15 Grades and Course Rubrics Due (January Intensives)</td>
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<td>25 Drop/50% Tuition Refund (Spring Semester)</td>
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<td>March</td>
<td>4 Revised MA Thesis Due to Thesis Committee</td>
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<td>11 Drop/No NC on Transcript (Spring Semester)</td>
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<td>15 New Student Admission and Financial Aid Deadline -May Intensives (Bethany only)</td>
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<td>25 Syllabi Deadline (BTS Adjuncts Only) May Intensives</td>
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<td>11-15 SPRING BREAK (No Classes)</td>
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<td>21 - 23 Bethany Board of Trustees Meeting</td>
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<tr>
<td>April</td>
<td>1 MA Oral Exam Completion Deadline</td>
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<td>1 Syllabi Deadline - May Intensive</td>
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<td></td>
<td>8-12 Advising and Registration for Fall 2014</td>
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### May

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>19</td>
<td>GOOD FRIDAY HOLIDAY (offices closed)</td>
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<tr>
<td>26</td>
<td>Incomplete Petition Deadline (ESR only) (Spring Semester)</td>
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<tr>
<td>29</td>
<td>2 copies of Final MA Thesis Due to Academic Services</td>
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<tr>
<td>29</td>
<td>Add Deadline (May Intensives)</td>
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### June

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 31 - June 1</td>
<td>Earham Board of Trustees Meeting</td>
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<tr>
<td>14</td>
<td>May Intensive Coursework Due</td>
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<tr>
<td>14</td>
<td>Syllabus Deadline (Bethany adjuncts only)</td>
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<tr>
<td>15</td>
<td>Deadline for all Financial Aid Materials - Current Students (Bethany Only)</td>
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<tr>
<td>21</td>
<td>Syllabi Deadline - August Intensive</td>
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<tr>
<td>28</td>
<td>Grades and Course Rubrics Due (May Intensives)</td>
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<tr>
<td>30</td>
<td>Session 2 Ends</td>
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Community Life and Worship

Access to Bethany Center

The Bethany Center is located on the Earlham College campus in Richmond, IN. During normal office hours, **8:00 a.m. to 5:00 p.m. Monday through Friday**, the doors to both the Commons and National Road entrances to the Center are unlocked. The Center is only accessible through the Commons (east) entrance at other designated times, including the following:

- Evenings when a class is in session, TBD
- Weekend Intensives: Saturdays, 8:00 a.m. - 1:00 p.m.
- Special events, as scheduled

During these designated times, the receptionist's desk will normally be staffed by Federal Work-Study students or by volunteers. Students needing access to the building at other times will use their student ID cards to gain access.

During two-week intensives, the building will not be open after 5:00pm. Students who need to have after hours access should see the Financial Aid and Enrollment Assistant.

Access to Computers and Networks

The use of the seminary computers and network is subject to the guidelines published on the SCS Moodle site. Students are responsible for being familiar with these guidelines. SCS may be contacted via phone (765-983-1568), email (support@bethanyseminary.edu), or in person (Room 209 in the ESR Center).

While using the seminary computer systems and resources, you must:

- Obey all federal and state laws, as well as seminary policies and procedures.
- Protect your user accounts from unauthorized use (do not share your password).
- Report attempted breaches of IT security systems to your immediate supervisor, the seminary dean, or SCS.
- Use your seminary-issued email address for seminary-related email communication.
- Log off your computer account prior to leaving a computer unattended.

And you must not:

- Use another person’s system or data without authorization.
- Use another person’s username and/or password.
- Attempt to bypass security software or settings in place, or otherwise gain access to resources or data to which you have no legitimate rights.
- Leave a seminary-owned portable device unattended or unsecured.
- Do anything to negatively affect the equipment’s performance capabilities.
- Install software onto seminary-owned equipment; if you need an application installed for the performance of your duties, send an email to SCS (support@bethanyseminary.edu).
- Use seminary systems for commercial or political purposes.
- Store personal documents on seminary servers.
Though the seminary and SCS do not actively monitor behavior, we do reserve the right to inspect and log running processes and files saved on seminary-owned equipment. Backup copies of all documents are regularly made, so any personal documents saved to a seminary-owned device may have copies on our backup servers. By using seminary-owned equipment, you are providing the seminary permission to copy and view any such personal documents.

The seminary is not responsible for the security and preservation of personal data or possessions. We do not insure your personal possessions, and no support for personal equipment will be given except at the request of the seminary dean or the generous benevolence of SCS.

Personal computers must have a functioning and up-to-date antivirus software installed prior to connecting to the seminary network.

**Internet Access**

Bethany Seminary provides students with wireless Internet access on the seminary campus. Any use of Bethany’s Internet connection should comply with all current seminary policies. Any illegal activity performed using seminary-owned equipment or using the seminary Internet connection is likely to result in separation from the seminary and criminal prosecution. This includes criminal mischief performed with noble intent.

**Computer Labs**

Students have access to the seminary computer lab in Room 210 in the ESR Center and a laptop lab in Room 209. The labs are maintained by both Bethany and ESR and serve both communities. At this time there are no fees for printing.

The lab is unlocked during normal building hours (7:30 a.m. to 4:30 p.m. Monday through Friday, excluding school holidays). During other hours students may gain access to the building and the labs using their Bethany ID card. If your card does not work, contact Student Services.

Bethany students may also use the provided printers in the study room of the Bethany building. Students with printer problems should contact SCS for assistance.

**Earlham College Labs**

Bethany students are welcome at any of the computer labs located on the Earlham College campus. These labs are governed by Earlham College’s Information Technology Services (ITS) and are not under the control of Seminary Computer Services (SCS).

**Student-Owned Computers**

SCS is not responsible for the support of personal equipment, short of providing assistance in connecting to the seminary network and printers. Students may wish to check with their retailer before buying any software as significant academic discounts are often available.

**Computer Requirements for Students**
Certain minimum requirements are necessary to ensure that your computer is capable of utilizing the various educational systems utilized by the seminary. Students must either own or have access to equipment with these minimum requirements. These requirements will be reviewed annually and updated as needed. Students with questions about whether their equipment meets these requirements should contact SCS for assistance. Links to relevant free software will be maintained at the SCS Moodle site.

Laptops may be loaned to students on a temporary basis, subject to availability, and at the discretion of SCS.

**Minimum Requirements for Personal Computers**

- **Computer:** desktop or laptop (not a tablet or other device as primary equipment)
  - Processor: 1.8 GHz, minimum; Dual-core or better, recommended
  - RAM: 2 GB minimum; 4 GB or more is recommended
  - Operating System: Windows 7 or newer; or macOS 10.12 or newer; or Linux

- **Internet-access:** DSL, cable, or other high-speed service

- **Software:**
  - A word processor capable of saving DOCX or PDF files, such as Microsoft Office, LibreOffice, or iWork
  - A PDF reader such as Adobe Reader
  - A web browser: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, or Apple Safari (some services may not be compatible with Safari)

- **Requirements for Connections students:**
  - Webcam
  - Headphones with a microphone
    - In many cases, using headphones and an external microphone provides a better experience for all participants rather than using a laptop’s internal microphone and speakers
  - Some classes may require other software, including:
    - Zoom or Skype

Students may use the PCs located in the computer lab, which will meet or exceed these same requirements.

**Use of Office Computers**

Students serving as assistants to faculty and staff members may have access to seminary-owned computers if necessary for their responsibilities. Such use should be limited to work-related tasks; coursework should be confined to lab or personal computers. Use of a faculty or staff computer is at the invitation and discretion of the faculty or staff member for whom the student is working. Front desk workers are not allowed to use the computer or copier in that location when they are not working.

**Advising/Personal Counseling**
The faculty at Bethany is interested in your well-being. Every faculty member is available for a limited amount of advising not only on academic matters, and as an initial contact for personal concerns. Faculty advisors are assigned to each student upon entrance to Bethany. These assignments may change from year to year due to sabbatical accommodations or other administrative reasons. For specific concerns, you are referred to the following for special counseling advice. All individuals listed are available to students through email or by telephone, regardless of your location.

**Members of the Pastoral Care Team:** prayer and ministry concerns; concerns linked to Brethren faith and practice, national and global concerns and pastoral care. Prayer concerns are shared online for persons connected directly with Bethany: students, employees, trustees, emeriti faculty and staff, and their immediate families.

**Coordinator of Student Financial Services:** concerns about finances and financial aid.

**Academic Dean/Faculty Advisors:** issues related to academic life or vocational identity.

**Director of Student Development:** support regarding spiritual formation, personal issues, vocational/educational discernment, academic issues, interpersonal conflicts, student success coaching, housing and employment. This office oversees several funds to assist students in times of emergency or counseling needs.

**Student Employment: Work Study**

Bethany has a limited number of openings for student employment both on and off campus. Students must qualify by meeting federal guidelines and demonstrating financial need. For information regarding Work-Study employment and job availability, go to [https://bethanyseminary.edu/admissions/financial-aid/](https://bethanyseminary.edu/admissions/financial-aid/) or contact the Financial Aid and Enrollment Assistant.

Bethany Theological Seminary’s policy prohibits discrimination in employment opportunities or practices with regard to race, gender, age, disability, marital status, sexual orientation, national or ethnic origin, or religion.

**Chapel**

Chapel services are held at Bethany’s Nicarry Chapel most Wednesdays at 11:20 a.m. Providing worshipful and educational opportunities for Bethany students, these services are coordinated by class members of each year’s "Patterns of Worship" class (M220) under the supervision of the teaching faculty member responsible for that course and with the assistance of a Student Chapel Coordinator (SCC). Faculty, staff, and students are invited to preach sermons, design and lead thoughtful and creative worship services as coordinated with the SCC and the faculty member.

For those who have not yet participated in the Patterns of worship course, please contact the faculty member and/or the SCC if you would like to help prepare, contribute to, and/or lead one of these services because all services are reviewed before presentation and/or bulletin preparation. Also, students must successfully complete an introductory-level preaching course before preaching in chapel.

On the first and third Thursdays of each month during the Fall and Spring semesters, Joint Services of Worship are held for the Bethany and ESR communities at 11:20 a.m. at either Nicarry Chapel in the Bethany Center or the Quigg Worship Room of ESR.
Joint Chapel and Other Worship Opportunities

Joint worship services are coordinated by the Joint Worship Committee of both seminaries. Persons interested in serving on this committee to help plan meaningful and creative worship services for both seminaries are encouraged to contact the Academic Dean or the Bethany faculty representative. Other worship opportunities include programmed and unprogrammed services of worship coordinated by ESR throughout the week. Locations and times of chapel events will be posted on the “weekly white board” in the Gathering Room and through email announcements from the SCC. All members of the Bethany and ESR communities are welcome to attend all worship events as members of the faculty, students, staff, and guests from various denominations lead worship and speak at these services. During January Intensives, chapel or morning devotional services are held as announced. While there are no regularly scheduled chapel services during May or August intensives, students are encouraged to organize their own worship gatherings.

Common Meal

Common meal is an important part of our community life together. We utilize local catering, pot lucks, brown bags and other simple meals. It is frequently held on Wednesdays at 12:10, at the rise of worship or after a program. Bethany holds our common meals in our own gathering room, with everyone pitching in for set up and clean up. Joint common meals are held in the ESR dining room and are catered, taking place on the second Thursday of each month, and on Wednesdays during August, January, and May intensives. An email will go out at the beginning of each week to let the community know the format and place of the week’s common meal.

Community Creation

Community Life at Bethany is dependent upon each person and their participation. In many cases, friendships, outings, and shared interests will arise out of the interaction on campus and through online course connections. We encourage each student, their families, faculty and staff members to be open to the possibilities of community as it takes shape each academic year, wherever the student may be located. If you want to see something happen, you can either lead out or contact the Student Leadership Team or the Director of Student Development.

Bethany Neighborhood

The Bethany Neighborhood is located on the corner of College Avenue and C Street. 4-5 houses join backyards to create a common area. Each house creates community within itself. The Neighborhood is part of Bethany’s commitment to reducing cost of seminary through the Pillars and Pathways Residency Scholarship program. Occasionally, a Bethany or ESR student may apply to live in the Neighborhood while not being part of the Pillars and Pathways Residency Scholarship.

Medical Insurance

Bethany Theological Seminary does not provide student insurance. Students are expected to participate in the current government structured health care bill. See Student Development for resources.
Earlham College Health Services

Earlham College Health Services is open Monday - Friday from 9:30 a.m. until 1:00 p.m. when classes are in session. There is a fee of $25 per visit to see an RN and $30 per visit to see a Doctor or Nurse Practitioner. Labs, medicines and supplies have an additional fee. Students will need to submit their own insurance claims. Health Services is closed during break periods, including the entire summer, from early May until late August. To contact Health Services, please telephone (765) 983-1346.

Music

Music in the Church of the Brethren is an art form, and we encourage small ensembles, individual musicians and others to coordinate special music for worship through the Ministry of Worship class. Your musical offerings are welcomed. Please contact the faculty representative to joint chapels if you would like to offer something for joint chapel or Dawn Ottoni-Wilhelm if you would like to prepare something for Bethany Chapel. Some years, there is a specially called choir for the Academic Ceremony at Commencement, determined year by year by the Commencement Events Committee.

Social, Recreational, and Outreach Activities

Activities are planned and coordinated through various Community Governance Committees and individual students. Announcements go out via the Bethany student Facebook page, student listserv and on the board in the gathering room. Bethany students also benefit from the numerous athletic events and cultural activities of Earlham College. Students should feel empowered to organize an activity, if none has been planned.

Sports and Outdoor Activities in Richmond, IN

All currently enrolled Bethany students may purchase a membership to the Earlham College Athletics & Wellness Center (AWC). The fee for the AWC will be collected at the time of enrollment or renewal of your membership. Obtain a receipt which may be brought to Bethany and a small subsidy of the membership cost may be available from the Seminary. Days and hours the Wellness Center is accessible will be announced on the Earlham website.

Outdoor sports facilities on the Earlham campus include several tennis courts, numerous athletic fields and greens. The woods on the southwest edge of the college campus provides hiking and riding trails. Bethany and ESR students are encouraged to participate in Earlham's intramural sports.

In the Richmond area, there are twenty local parks, one public golf courses (Highland) and one public pool. Hayes Regional Arboretum on Elks Road occupies over 400 acres of the city’s east side and features a nature center, and offers educational workshops and tours.

Local Cultural Activities

Various cultural and entertainment events are presented on the Earlham College campus each year. Theater productions, concerts, and convocations featuring noted speakers are among the offerings. A number of events are free of charge; others require an entrance fee. Check at the Runyan desk to see if student discounts apply to Bethany students.
Local year-round entertainment includes productions by the Richmond Civic Theater, and Richmond Symphony Orchestra.

For museum goers, the Joseph Moore Museum featuring natural history exhibits is on the college campus and the Wayne County Historical Museum is in the Starr Historical District at North 13th and “A” Streets downtown. The Morrison Reeves Library, located at 80 North Sixth Street, regularly sponsors monthly brown bag luncheons featuring local entertainment and regularly schedules children's programs and story hours.

For additional information about local attractions and activities contact the Wayne County Convention and Tourism Bureau at (765) 935-8687 or visit their website.

**Student Initiated Activities**

Student initiated activities are encouraged at Bethany. In recent years students have organized men and women's groups, worship, prayer and Bible study groups, and various support and interest groups. Your leadership will ensure that events happen. To organize an activity, outing, or group please contact the Student Leadership Team for coordination, and make your announcements through the student listserv, Facebook, and the board in the gathering room. As our student body expands to include individuals from many states, students are encouraged to be creative in how they initiate activities. Connection students can think creatively as to how they might form regional group or online spirituality groups. The Director of Student Development is able to assist with some monetary funds as well as other manners of support.

**Students with Disabilities/Special Needs**

Students with disabilities/special needs that require special accommodation should contact the Director of Student Development as soon as possible following the submission of the enrollment deposit. The Bethany Center is a fully accessible and user-friendly facility. See the Disability Policy in this handbook. Accommodation Plans must be written within the first two weeks of the start of semester classes in order to be submitted to professors in a timely manner.

**Worship in Churches**

All congregations welcome student members. There is no official Seminary church. You are encouraged to associate with a local church for worship, fellowship, and spiritual nurture. The Director of Student Development will be happy to help a student find a meaningful fit for church involvement. Bethany’s Pastoral Care Team strongly recommends being part of a faith community while in seminary.
Email

All seminary students, regardless of location, are issued usernames, passwords, and an email account by Seminary Computer Services. **All seminary-related emails will be sent to your seminary address.** Students may automatically forward their email to a third party address, but are still responsible for remembering their username and password, which also provide access to other services, including the library and other resources. *Many important reminders and policy updates are communicated via email and it is the responsibility of the student to remain informed.*

Email Lists

There are two electronic mailing lists (aka “listservs”) for seminary student use, students@bethanyseminary.edu, and one for both seminaries, students@sem.earlham.edu. Please use the appropriate list for your intended audience. Posts are moderated by Academic Services.

Students are automatically subscribed to the appropriate list when they matriculate. **Important information is distributed via the student list, so it is important that you remain subscribed.** We try to keep superfluous or undesirable posting off of the list, so please use discretion and follow the guidelines below when posting.

Weekly Announcements

Bethany informs its community of events through several means: The board in the gathering room, student listserv, the front page of the Bethany website, and the Academic Services Website. We share a Facebook page with ESR, called ESR/BTS Community Life Page that you are automatically added to, but may opt out at any time.
Principles

Communication

Of utmost importance in this plan of Community Governance is maximizing communication on a number of levels: between students and faculty; between students and their elected student representatives; between the various components of Community Governance; and between the Bethany and Earlham School of Religion communities.

Accountability

Maximizing communication in this manner will provide an arena for greater accountability among the levels listed above.

Needs

Recognizing the unique character of the Bethany community, including spouses, families, local and commuting students, faculty and staff, and the ways in which that character changes from year to year, this plan was developed to meet the needs of a changing, diverse student body.

Gifts

This plan was also developed to include a large number of persons in the process, utilizing their God-given gifts, as well as placing reasonable demands on individuals' time.

Participation

To fully participate in and utilize the Community Governance model, each person within the community must be actively involved. This may include:

1. Sharing your ideas, concerns, needs, and interests with any representative of the appropriate committee;

2. Participating in all elections and calling of leadership;

3. Volunteering to serve on a committee or other called/elected representative position;

4. Attending all appropriate meetings; and

5. Reading special bulletins, messages sent via listservs, and paying close attention to the Community Governance bulletin board (located in the second floor Study Room).

The Community you are now a member of, and the model of governance that manages it, are yours. How successful they are depends on you.

Components of Community Governance
Administrative Computer Committee

The Bethany Administrative Computer Committee is convened by the Director of Seminary Computer Services. It has two other members: the Academic Dean of Bethany and Executive Director of Finance and Administration. It is primarily concerned with the nuts and bolts decision-making regarding the acquisition and deployment of computers, software, and other information technology resources at Bethany. It is also the place where budget and policy recommendations regarding technology can be developed for presentation to the Bethany Administrative Team and the Bethany Board of Directors.

Admissions Committee

The Admissions Committee has responsibility for routine admissions of students for Bethany’s degree programs, for the graduate certificates, applications for change of program status, or for occasional student status. The Committee may decide to admit students on a provisional basis. The Committee reports its admissions decisions to faculty. In addition, the Committee makes recommendations to faculty concerning: (1) admissions decisions that raise issues the Committee deems worthy of faculty attention, (2) changes in admissions policies, or (3) changes in the catalog description of admissions standards.

The members of this Committee shall include two members of the admissions and student services team and two members of the teaching faculty. The Executive Director of Admissions and Student Services will convene the committee.

Board of Trustees

The Bethany Theological Seminary Board of Trustees is elected or confirmed by the Church of the Brethren Annual Conference. The Board of Trustees has three primary tasks:

1. Develop the mission, goals, and policies of the Seminary;
2. Provide for and monitor the necessary financial resources of the Seminary; and
3. Select and hold accountable leadership chosen to implement the mission of the Seminary.

Faculty and students send representatives to the meetings of the Board of Trustees, held once in the fall and spring of each year. Student representatives are called by the Student Leadership Team and shall include:
1. An appointee to the Academic Affairs Committee of the Board;
2. An appointee to the Institutional Advancement Committee of the Board;
3. An appointee to the Business Affairs Committee of the Board;
4. An appointee to the Student Affairs Committee of the Board.

On the occasion that a student from one of the above committees is unable to attend, the Student Leadership Team or the Director of Student Development will appoint an appropriate replacement.

Commencement Events Committee

This committee plans the events surrounding graduation exercises: the worship service, senior banquet, and assists in planning the Academic Ceremony.
Commencement is an official service of the Board of Trustees, in cooperation with the President's Office. Plans must be made within budget constraints and work with precedents set in the past. The Board of Trustees, in consultation with the President’s Office, appoints the commencement speaker.

Faculty representatives to this committee shall include the President (convener), Director of Communications, the Executive Assistant to the President, Director of Student Development, and someone representing music and worship.

Student representatives to this committee shall include one or two volunteer student representatives chosen from within the senior class. Selection of these representatives shall be completed by December 1.

**Computer Roundtable**

The Seminary Computer Roundtable is convened by the Director of Seminary Computer Services and is the primary means by which Bethany Theological Seminary (Bethany) and the Earlham School of Religion (ESR) can collaborate on issues of information technology and computer use. It is also one of the few avenues by which the Seminaries can share ideas regarding the development and use of information technology (IT) resources with Earlham College (EC).

The members of this committee shall include the convener (Director of Seminary Computer Services), the Director of Educational Technology, and the Academic Dean of each Seminary.

**Educational Policies and Advisory Committee (EPAC)**

Matters of academic concern are normally referred first to the Educational Policies and Advisory Committee for decision. The committee may in turn refer the matter to the faculty. The Educational Policies and Advisory Committee shall ordinarily consist of the Academic Dean (who convenes the committee and brings the agenda), one or two faculty members, the Joint Seminaries Registrar, the Coordinator of Assessment (non-voting member), and two students (one MDiv student and one MA student).

**This Committee:**

1. Operates within the framework of FERPA confidentiality standards and laws. Student members of EPAC are asked to recuse themselves voting on their own proposals to the committee.

2. Reviews assessment data, as requested and appropriate.

3. Makes recommendations to faculty concerning changes in the curricular program and academic policies.

4. Receives requests from faculty to work on particular educational issues.

5. Makes recommendations to faculty concerning issues brought by students to, or that arise during, this committee’s meetings, which require full faculty attention for discussion, adaptation, and/or approval.

6. Receives, responds to, and approves requests from students for independent studies, MA Thesis and Portfolio proposals, course extensions, course withdrawals, and exceptions to prescribed educational procedures or policies.
7. Receives, responds to, and approves drafts of new course descriptions from faculty, bringing those descriptions to faculty for final approval.

8. Assists the academic dean in preparing an annual report for the faculty and board that summarizes the data reviewed by the committee and by the faculty, outlining the changes in program and practice that these data have generated.

**Faculty Meeting (Bethany and Bethany/ESR)**
Bethany faculty meetings, including teaching and administrative faculty, are held regularly (generally one Monday in August, September, October, November, February, March, April, and May). Four times (twice a session) during the year, the Bethany Faculty meets jointly with Earlham School of Religion faculty to work at important issues of concern to both schools. Meetings of the joint faculty shall include two student liaisons from the Earlham School of Religion, and one or two members of the Bethany Student Leadership Team. The faculty convenes to:

1. Offer mutual support and mutual sharing;
2. Attend to business for which the entire faculty is responsible;
3. Provide oversight for academic programs; and
4. Discuss items under consideration by the Committees initiated by Bethany faculty.

The Student Leadership Team shall name one or two of its members as liaison to both the Bethany Faculty Meeting and the Joint Faculty Meeting.

**Joint Leadership Planning Committee**

Joint planning is encouraged between Bethany and ESR students for the coordination of campus events planned by student governmental bodies. The Moderator of the Student Leadership Team and the Clerk of the ESR Student Meeting for Business (SMB) call a semi-annual meeting for this purpose. Student government representatives to each of these teams/committees are invited to attend. The meetings are held prior to the session for which the committee is planning.

**Patterns of Worship Class**

The Patterns of Worship Class (M220), taught either as a single semester, year-long, or online course, works with the Student Chapel Coordinator to function as the Seminary's Worship Committee and is responsible for developing the public worship services of Bethany through regularly scheduled and specially arranged worship gatherings.

It also serves in conjunction with the Joint Worship Committee of Bethany and ESR, seeking to develop joint services of worship that encourage and develop a diversity of worship experiences and draw both seminary communities into meaningful and inspiring worship of God. If there is insufficient enrollment in M220, the responsibilities of coordinating worship will be covered by a designated member of the teaching faculty, the Student Chapel Coordinator/s (see below), and a group of students appointed by the designated teaching faculty. Otherwise, the Patterns of Worship class will work with the teaching faculty and the Student Chapel Coordinator/s to complete the following responsibilities:
1. Planning for and implementing regular Wednesday morning worship services in Nicarry Chapel, including:

   a. Preparing and leading worship;

   b. Working with members of the Student Leadership Team to select a fall preaching theme for worship services that are edifying and challenging to the life of the Seminary community/ties. (Usually, faculty members and guests preach in the fall; senior students and guests preach in the spring);

   c. Identifying and inviting preachers and worship leaders for each service, securing music leadership for each service; student preachers are required to have taken Introduction to Preaching before they may serve as a preacher in chapel;

   d. Coordinating worship centers and musicians;

   e. Coordinating the efforts of all leaders in each worship service;

   f. Facilitating the careful and deliberate communication of worship guidelines;

   g. Encouraging a spirit of hospitality as we invite all members of the seminary communities to contribute their gifts to corporate worship.

2. Planning for several special worship services during the year as requested by the Bethany community (and in cooperation with the ESR Worship Committee), which might include (but are not limited to) services centered around Thanksgiving, Love Feast, Advent, Christmas, Lent and/or Easter, and other holy days of justice (e.g., World AIDS Day, M. L. King Jr. Day, International Women's Day, International Day of Prayer and Witness for Peace).

3. Publicizing both regularly scheduled and specially scheduled worship events to members of the Bethany and ESR communities in a timely manner.

4. Maintaining an hospitable atmosphere for all visitors and guests who may wish to attend worship.

5. Raising questions and issues concerning the quality and diversity of worship practices experienced in all chapel services.

6. If possible, one representative from the class will meet regularly with the Joint Worship Committee of Bethany and ESR throughout the academic year to coordinate and prepare Thursday joint worship services. A member of the teaching or administrative faculty of Bethany will also serve on the Joint Worship Committee.
Each year a Student Chapel Coordinator (SCC) or two Student Chapels Coordinators (SCCs) will be appointed by the teaching faculty who is teaching the Patterns of Worship course and approved by the Academic Dean. Along with the teaching faculty member, the SCC/s will be responsible for finalizing all worship arrangements, integrating speakers and leaders from outside the Bethany community, and promoting theological integrity and the creative design of meaningful worship events.

**Orientation Committee**

The primary responsibility of the Orientation Committee (joint) shall be to facilitate the inclusion of new students into the Bethany and ESR communities. The committee’s work includes:

1. Participating in the planning process for Session One and Session Two orientation periods, in association with the members of the Orientation Committee, see page 11 for listing of members;

2. Planning and facilitating orientation activities which work at integrating new students, spouses, and families into the larger Bethany/ESR academic community;

3. Participating in Spring planning sessions;

4. Being available on the Bethany/ESR campus several days in advance of Fall orientation; and

5. Coordinating a presentation for Bethany students during Orientation that would include issues pertinent to Bethany and Brethren students (including, but not limited to, introduction to student community governance system, and Annual Conference statements).

**Communications Committee**

Responsibilities of this committee are to (a) create an institutional marketing and advertising strategy, (b) approve website style for graphics and text (c) provide guidance on marketing and publication pieces as requested or needed, (d) approve unexpected publication needs that may arise, (e) develop an annual budget for production and completion of the above responsibilities.

Committee composition: Director of Communications, Academic Dean, Executive Director of Institutional Advancement, President, Executive Director of Admissions and Student Services.

**Presidential Forum Committee**

This committee provides oversight for the scheduling of the Presidential Forum by (a) selecting a topic for the Presidential Forum (b) selecting and scheduling noted speakers for the event, as well as setting the overall schedule and (c) seeing that available funding from the various endowment funds established for programmatic purposes is used effectively and appropriately.

When a topic for the Forum or other special event is selected, this committee nominates and contacts potential members for a planning committee for the event, drawing upon faculty, staff, and student expertise and interest related to the topic. A liaison from this committee serves on each special event planning committee.
Committee composition:

1. President, who serves as chair
2. Director of Communications
3. Executive Assistant to the President
4. Two faculty representatives
5. Executive Director of Finance and Administration
6. An MDiv student and an MA student, selected by the other members of the committee

Student Leadership Team

Principles

The Student Leadership Team is designed to serve and minister with the community in unique ways. Primarily responsive to the needs of the students, the Student Leadership Team exists to discern needs of the community. All members of the community are invited to take issues and concerns to the team for conversation and the discernment of solutions. The Student Leadership Team keeps in mind the big picture and involves the entire community when responding to the issues and concerns raised by individual members of the Bethany community.

Function

The Student Leadership Team has these main functions:

1. To hear concerns and requests the students and/or faculty have expressed;
2. To discern and respond to the concerns and requests from the community;
3. To engage in conversation regarding the community of Bethany Theological Seminary;
4. To call out gifts in the individuals of the community to act on the discernment of concerns and requests;
5. To provide guidance and support for Worship Ministry, Common Meal, and other Ministry Teams; and
6. To be a sounding board and place of discernment, as needed, for the Educational Policies and Advisory Committee (EPAC).

Amending Community Leadership Structure

Initiatives to amend community leadership structure may originate from Bethany Student Community Meetings, from the Student Leadership Team, or from the Director of Student Development. All initiatives to amend the structure shall be affirmed within a Bethany Student Community Meeting. The Bethany Student Community Meeting shall be advertised at least one week prior to the meeting. Affirmation shall be obtained through consensus.

Composition
Six to eight students and the director of student development make up the Student Leadership Team. The director of student development also provides guidance and insight to the students on the Student Leadership Team through his/her experiences, knowledge and relationship with the faculty/staff. One student of the team is selected to serve the role of Moderator, or moderation and minute taking are shared.

All members of the Student Leadership Team are selected to serve one-year terms, unless otherwise stated. Terms of service will be from graduation to graduation. In some instances, when one-time student representation is necessary, the team, upon approval of the Bethany Community, will have the responsibility for appointing the appropriate representation.

Duties of the Student Leadership Team

The Student Leadership Team functions include:

1. Acting as a student liaison to Bethany Faculty and Joint Faculty Meeting;
2. Meeting with the President and Academic Dean as necessary;
3. Planning and facilitating one Bethany Community Common Meal program in September to explain student government;
4. Gathering for regular monthly or twice-monthly meetings;
5. Introducing proposals from the Bethany Faculty Meeting for Student Leadership Team feedback; and
6. Communicating with students and faculty/staff, distributing information from the Student Leadership Team meetings, and sharing information with the entire Bethany Community;

Facilitation and minute taking of the SLT meetings is shared among all members of the Student Leadership Team. Shared Duties include:

1. Serving as the coordinator during spring and fall calling out process of student leaders;
2. Convening the regular bi-monthly meetings of the team;
3. Coordinating new meetings for each session;
4. Facilitating the agenda for monthly meetings;
5. Communicating information with the team from various members of the community; and
6. Facilitating the planning of the Joint Planning Calendar, in cooperation with the SMB, Joint Worship Committee, and Student Development (Bethany/ESR). This happens in March. The deans of each school are invited to attend.

Process for Calling Out Student Leaders

The process for calling out student leaders from within the student government system shall be composed of three parts:
1. A calling out process where all members of the Bethany community may nominate a designated number of students for the Student Leadership Team;

2. A period of time for nominated students to reflect upon and accept the call; and

3. If necessary, a final affirmation/calling process in which the Bethany Student Community selects and confirms student members of the Student Leadership Team.

**Process of Calling Out Volunteers for Ministry Teams**

Ministry Teams initiated by Bethany students are assigned specific responsibilities with respect to the activities and quality of the Bethany community. Faculty/staff representatives to each ministry team shall be appointed by Bethany Faculty Meeting and included as active participants in each ministry team's work. The faculty/staff member is expected to attend the regular monthly meetings of the ministry team, offer counsel, provide encouragement, and inform ministry team members of precedents that might affect the team's work. Ministry Teams, consist of, but are not limited to:

**Common Meal Team(s)**

The primary responsibility of the Common Meal Team(s) shall be the planning of the Common Meal gatherings. The team is responsible for determining weekly meal formats, planning common meal programs, working with caterers, scheduling volunteers for cleanup, directing a time for announcements, and interfacing with program presenters regarding facility setup. In determining programs, the team should consider:

1. Interests of students, spouses, faculty, and staff;

2. Classes being offered by the two Seminaries during the term;

3. Other programs and speakers being offered at Bethany, ESR, or Earlham College the same week

The team(s) shall be composed of small groups of students planning and coordinating events with one appointed faculty/staff member and two Student Leadership Team liaisons. The Coordinator of Student Financial Services will communicate all dates for Earlham College catering (Metz).

No later than mid-September of each academic year, the Common Meal Team will have planned out, to the best of their ability, all dates and themes for Common Meal, and Joint Common Meal programs for the first session, and, if possible, the entire academic year. The Joint Planning Calendar will be used as a resource for such dates. The team will be in conversation with their counterparts at ESR for shared responsibilities, program planning and cleanup for Joint Common Meals.

**Community Life Team(s)**

The primary responsibility of the Community Life Team(s) shall be the planning of special events that bring the community together in fellowship and celebration. These events might include (but are not limited to):

1. Naming members as representatives to various faculty/staff/board committees;
2. Bethany Bash (beginning of the academic year celebration);

3. Formal Dinner (i.e. Mardi Gras or Christmas);

4. Baby and wedding showers;

5. Community potlucks and picnics; and

6. Empowering all students to plan community wide events, with financial support from SLT.

The Community Life Team(s) may also be responsible for issues related to pastoral care for students, referring students to the Director of Student Development and Pastoral Care Team for appropriate support and counseling resources. No SLT member is to serve as a counselor to peers. They also provide avenues for members of the Bethany Community to learn about and participate in witness and service to the surrounding Richmond community. Specific responsibilities of this team might include (but are not limited to):

1. Being in partnership with the Director of Student Development to secure emergency assistance for members of the Bethany community;

2. Providing opportunities for outreach through special events (such as a blood drive); and

3. Route 40 clean up day each April in concert with the City of Richmond.

4. The team(s) shall be composed of small groups of students planning and coordinating events with one appointed faculty/staff member and two Student Leadership Team liaisons.

**Process for Community Governance**

Members of the Student Leadership Team are encouraged to use the Worshipful Work method or another devotional style of business leadership approach to its work and meetings. Student Leadership Team meetings are open to the entire Bethany community, which includes the families of students. Meetings will be advertised at least one week prior to the meeting.

The Facilitator will facilitate the meeting. This is a shared responsibility among all the members taking turns. The member who serves as clerk for one meeting, will serve as the facilitator for the next meeting and prepare the agenda and devotions.

Students, faculty, and staff can share ideas or concerns with any member of the Student Leadership Team in order to bring insights, information and concerns, or requests to the team meetings. The concerns and requests of the community will be brought to the meetings. Concerns and requests can be made to the team via email, campus mail, Student Leadership Team Mailbox, or by word of mouth through individual conversations. The Moderator collects email, campus mail, concerns, and requests.

The Student Leadership Team enters into conversation and discernment regarding each concern or request. Through worshipful work and consensus, the team will come to an active response. “Consensus” shall be defined as having reached group solidarity in sentiment and belief. In the context of Student Leadership Team Meetings, consensus shall be reached when all present, though not unanimous, are in agreement to move forward.

Ministry Teams are designed to respond to concerns or requests of the community. There are two standing Ministry Teams: Common Meal Team and Community Life Team.
Additional Ministry Teams can be formed to address specific areas of community life not addressed through the two standing teams. Community members are encouraged to participate in community life through serving on a Ministry Team. Those who do not serve directly on a Ministry Team are encouraged to use the Ministry Teams as a forum for their ideas and contributions to the community.

With this in mind, the Student Leadership Team will regularly respond to the needs of Ministry Teams as well as the needs of the community in regards to their specific purpose and function.

The Student Leadership Team will also work with the student representation of faculty-initiated committees, such as EPAC, and others as necessary. The Student Leadership Team will call out students to serve as one-year appointees to these committees.

The Student Leadership Team may convene a Leadership Meeting at least once a session to:

1. Hear reports from Ministry Team(s) initiated by Bethany students;
2. Identify issues in the community, discuss issues and if appropriate, refer the issue to an existing or newly formed Ministry Team to address the issue;
3. Make decisions concerning changes in the plan of Community Governance;
4. Envision year-long and long-term goals for the Bethany community.

**Process Post-Selection**

1. Before graduation the newly selected Student Leadership Team shall have met to discuss the Student Leadership Team's plans for summer and early fall. It is suggested that newly selected Student Leadership Team meet with current academic year Student Leadership Team for information sharing and continuity.

2. Following graduation, the new Student Leadership Team members officially take office.

3. New Student Leadership Team will meet in early August. The Director of Student Development will lead an orientation to their work, facilitate designation of roles, and provide a group building atmosphere.

4. Planning for three (3) immediate events takes place in August: 1) Bethany Bash; 2) First Wednesday Worship of the session; and 3) First Common Meal program to introduce student government and to call out leadership from the student body for year long participation.
Lifestyle

Students admitted to Bethany Theological Seminary understand that their life-style should be guided by the ethos of the Church of the Brethren as specified by official statements of its Annual Conference. That ethos emphasizes equal support for individual conscience and the willingness to submit one's lifestyle to the support and approval of the Seminary community. Like the Church of the Brethren, the Bethany community uses the New Testament as a guide for determining how persons should relate to each other in love and concern. (Adopted by the Board of Directors, March 31, 1978, and the Joint Faculty/Student Meeting, May 10, 1978.)

Disciplinary Action

In the event of disciplinary action, the routing shall be as follows:

1. The decision of the President and the Academic Dean may be appealed to the Faculty;
2. The decision of the Faculty may be appealed to the Board of Trustees.

It is understood that attempts to resolve conflicts within the community will be referred to formal procedures only after all informal attempts at reconciliation have failed. (Adopted by the Joint Faculty/Student Meeting, May 10, 1978.)

Annual Conference Statements

For the Church of the Brethren, Annual Conference is the highest legislative authority of the Church “in all matters of procedure, program, polity, and discipline.” Bethany supports all Annual Conference Statements and Policies, particularly those that pertain to those in ministry, and ministry settings. Most Annual Conference Statements, in order of date, can be found online at http://www.brethren.org/ac/statements/ It is recommended and expected that Bethany Seminary students will read the following Annual Conference statements. They can be found at the link above.

Drug Abuse Prevention Policy

All schools, which receive Federal Financial Aid funds (Title IV), are required to have in place a plan to prevent and treat drug abuse among students, faculty, and staff. These requirements are contained in two separate, but related laws:

- The Drug-Free Workplace Act of 1988 (Public Law 100 - 690).

Bethany Theological Seminary is concerned about the use of drugs by members of the community. A “Statement on the use of Alcohol and Tobacco on the Bethany Campus” was adopted by the faculty and board in 1969.
All employees of the Seminary (including student employees) can expect a “drug-free work place.” That is, employees will not be offered drugs or expected to work with fellow employees whose jobs are affected by substance abuse.

While few members of the Bethany community have experienced problems with substance abuse, the Seminary stands ready to help anyone who experiences problems in this regard.

Our Policy

1. Members of the community are expected to refrain from the use of alcohol, tobacco, and drugs. In our time the use of beverage alcohol and the consequences of its use have become one of the greatest social problems. Because it impairs mental and physical acuity, drinking is the cause of a large share of the injuries and fatalities that occur on the highways. Because it is a depressant drug, alcohol dulls sensibilities, releases inhibitions and causes [people] to be unable to respond to the love of God or neighbor. Because it is a habit-forming drug to many people, alcohol has resulted in the disease of alcoholism, the incidence of which is exceeded only by heart disease and cancer in the United States. It is urgent that Christians use every opportunity to point up the need for greater attention to and care for those who are subject to alcoholism. In his/her care for the neighbor, the Christian is called to witness in his/her personal life against the evils of beverage alcohol and to oppose the massive social and economic pressures that promote its use.¹

2. Students or employees who experience difficulty with substance abuse can expect some help from the Seminary:
   a. Students or employees who need such therapeutic intervention.
   b. Any student or employee who experiences trouble with substance abuse is encouraged to apply for financial support toward participation in one of the many drug treatment programs in our geographic area. The amount of support will be dependent on the person’s financial position. The primary financial responsibility rests with the substance abuser, but the support is made available both to encourage use of a treatment program and to encourage the abuser not to hide his/her problem. The Seminary sets aside a sum of money each year to subsidize counseling.

Harassment Policy

Bethany Theological Seminary is committed to developing a work environment free of unlawful discrimination and harassment. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Bethany Theological Seminary expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

It is the policy of Bethany Theological Seminary to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, age, disability, marital status, citizenship, or any other characteristic protected by law. Bethany Theological Seminary prohibits any such discrimination or harassment.

Individuals and Conduct Covered
These policies apply to all employees, students and applicants, whether related to conduct engaged in by fellow employees or someone not directly connected to Bethany Theological Seminary (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during seminary trips, seminary meetings and seminary related social events.

**Sexual Harassment**

**A. Introductions**

Bethany Theological Seminary is committed by Christian faith to justice for all persons and will not tolerate any behavior, verbal or physical, by any person associated with the Seminary, which constitutes sexual harassment against any other person associated with the Seminary.

Sexual harassment is an intimate assault on another's personhood, is unacceptable to the Bethany community, and is prohibited by Equal Employment Opportunity Commission (EEOC) regulations (Section 703, Title VII).

In this section we address the very serious issue of unethical sexual behavior. Our purposes are: 1) to name the issue, quite simply, we want to break the conspiracy of silence surrounding sexual abuse in the academic setting; 2) to suggest strategies for education and prevention of sexual abuse and misconduct; 3) to identify areas in which healing and reconciliation can be supported within the Bethany community.

In the religious community committed to reverence toward all life and respect for each individual's dignity, we consider it a sin for any person in a position of authority and trust to become inappropriately involved with those over whom he or she holds power. Violation of this proscription increases the likelihood that persons will be harmed and not helped by the professional relationship.

Bethany Community members are informed that inappropriate sexual conduct does sometimes happen and that this situation constitutes a violation of Bethany Community ethical standards.

**B. Definition of Sexual Harassment**

The Equal Employment Opportunity Commission has established the following criteria for determining what constitutes unlawful sexual harassment:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) either explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**Expanded Definition for an Academic Institution**

An academic institution comprises a unique “workplace” in which students must also be accorded all of the protection provided for those employed by the institution. Therefore, the Seminary interprets the language of the EEOC document in the following way: “employment” shall be read
as “employment or academic standing;” “work” shall be read as “work or study;” “working” shall be read as “working or studying.”

With this adaptation for an academic institution, Bethany uses the definition of the EEOC quoted above as the definition of sexual harassment in this policy statement.

C. Effects of Sexual Harassment

Sexual harassment undermines the integrity of the employment and/or learning relationship. Sexual harassment can result in devastation to persons, excessive absenteeism and turnover, loss of students, loss of morale, polarization of staff and a decrease in credibility of individual professionals, students and the institution.

It is an attack upon the spirit of the person and is immoral. Sexual harassment can cause psychological, physical, and economic problems for its victims. In addition to the anxiety that the expectation for sexual favors may cause, there may be an underlying message that non-compliance may lead to reprisals. These reprisals can include escalation of the harassment, poor work assignments, sabotaging work, sarcasm, unsatisfactory evaluations, threatened demotions, transfers, poor job references, slander, gossip, blackmail, poor grades and other forms of retribution.

There has been a longstanding tradition in our society of concealing the facts of such events, as well as a reticence to discuss the problem. Often this is done in the interest of confidentiality for the victims, or to protect a professional image, however, because of this conspiracy of silence, the victims may not be protected or helped, the accused may not be respectfully and adequately dealt with, and the community trust is violated.

The effect of silence is devastating. The personal lives of those involved are shattered and the ongoing mission of the Seminary could be severely curtailed. Silence could prevent any movement toward forgiveness, reconciliation, and healing.

D. Preventative Strategies

It is recommended that:

1. Early in each academic year the policy on Sexual Harassment and this paper be circulated to all students and employees and that an open meeting regarding the policy and related matters be held.

2. The Seminary President or designee, at the time of the calling or appointment of a new staff person discusses this policy with that new person.

3. From time-to-time appropriate workshops and courses on this topic be made available on campus.

E. Guidelines for Making and Responding to Allegations

We assume that members of the Bethany community are competent and ethical and do not engage in unethical sexual conduct. But if such coercive and exploitive conduct does occur, the Seminary will address the problem immediately.
Consultation
A survivor may seek information and support from anyone in the community without automatic commencement of a judicial process or formal complaint process. The highest degree of confidentiality will be used in such a conversation. The faculty members of the Pastoral Care Team and the President are specific persons who are available on an individual basis to consult with employees and students and otherwise assist with sexual harassment problems. Specific problems will not be discussed in such a form as to enable individual complainants or persons involved in a complaint to be identified. All such conferences are in confidence. After consultation, a person may decide to make a formal complaint.

Formal Complaint
A survivor may seek to initiate a formal complaint and judicial process through a conversation with any person in the Bethany Community. At that time, the President, the Academic Dean and a third party selected annually by the faculty will hear formal complaints, investigate such complaints and resolve the issues. The third member shall be chosen to ensure persons of both sexes on the Sexual Harassment Committee. Usually this group will work together in these matters. At this stage, the investigation becomes formal and may need to become public. Every possible step will be taken to protect the individuals involved while at the same time fully implementing this policy.

F. The Community Members’ Responsibilities
Any person who witnesses this type of behavior has a responsibility to report it to the President or the Academic Dean. If the harasser is an employee's immediate supervisor or a faculty member, the witness should support the harassed person in reporting the incident.

If the harasser is from off-campus, the harassed employee or student and any person witnessing the incident have the responsibility to report the incident so that the matter can be taken up with the appropriate business, agency, etc. It is the duty of all persons to report any acts of sexual harassment toward employees or students to the President or the Academic Dean, who will take appropriate action.
An employee, student or guest who perceives the comments, gestures or actions of another person to be sexually harassing should communicate to that person that such behavior is unwelcome; however, failure to express unwelcomeness does not prevent that person from filing a complaint nor does it in any way exonerate the harasser.

Any employee or student who believes he/she has been sexually harassed or asked to perform a sexual favor should immediately report the incident to a supervisor or advisor. If the harasser is the employee's supervisor or a student's advisor or teacher, or if the employee or student does not feel that the situation was adequately resolved, he/she should report the incident(s) to the Academic Dean or the President.

G. Ministry Formation
If a student in the context of a Ministry Formation placement feels he/she is being sexually harassed in the placement, the student must document in writing the behavior in as much detail as possible and send a report to the supervisor and the seminary (Ministry Formation faculty).

In like manner, a Ministry Formation supervisor must record, document, and report to the Ministry Formation Faculty any incident observed or reported, in agreement with the student. The Ministry Formation faculty will attend to the student or supervisor’s statement and together with the student and/or supervisor, will consider the most appropriate course of action in consultation with the academic dean.
Included among the options are: investigation of the complaint; immediate termination of the placement; confrontation of the supervisor if that person is involved in the abuse; consultation with the supervisor if abuse is coming from another source; discontinuation of this site as a placement; informing the abusing person’s superior. If the student is removed from the setting, there will be no adverse effect upon the student’s standing and accumulated hours would be applied to a subsequent ministry formation setting. Ministry Formation faculty will work with the student to process this experience and to offer support.

If the issue is not resolved to the satisfaction of the parties involved, the student, supervisor, or Ministry Formation faculty may refer the matter to the Harassment Committee for the seminary.

**Statistical Crime Report: Clery Act**

All institutions of higher learning are required to submit crime statistics. Bethany Theological Seminary participates with Earlham College Campus Safety and Security in such reporting. A survivor may seek a supportive consultation which is confidential, but a crime statistic report must be filed. This is a form which notes date, time, location, type of crime. No name of survivor or perpetrator is required. Any faculty member may complete a form, sending it to Campus Safety and Security.

**Supervisors and Advisors Responsibilities**

**Confidentiality**

Bethany Theological Seminary will make all reasonable efforts to maintain the confidentiality of all parties involved in a harassment investigation. For example, some details or identities may need to be revealed in order to fully investigate the harassment complaint.

An individual reporting harassment, discrimination or retaliation should be aware however, that Bethany Theological Seminary may find it necessary to take action to address such conduct beyond an informal discussion. This decision will be discussed with the individual. A supervisor or advisor must listen to a complaint and regard it seriously. A supervisor or advisor must not shrug off the complaint, minimize it or otherwise discourage persons from reporting such complaints. The supervisor or advisor shall record and document the complaint, inform the President in writing that a complaint has been made, initiate an immediate preliminary investigation to determine the validity of the complaint, and provide a copy of the final report to the President regardless of the findings.

**H. Disciplinary Guidelines**

The Seminary will impose penalties for sexual harassment, as follows:

1. For verbal comments or assaults, gestures, sexually graphic materials, offensive sexual jokes, the Seminary will impose a range of penalties from an informal reprimand to dismissal.

2. For indecent exposure or for touching in areas other than those described in category 3 below, the Seminary will impose a range of penalties, from a formal reprimand to dismissal.

3. For physical assaults, touching of breasts, buttocks or genital areas, the Seminary will impose a range of penalties from suspension to dismissal and criminal prosecution. In the case of
employees, such suspension shall be without pay.

I. Healing and Reconciliation

The purpose of the community in implementing the policy is to discern the truth in the spirit of Matthew 18, and to give the opportunity for confession, forgiveness and reconciliation. Both the consultation approach and the complaint approach in the policy will focus upon these goals. Professional counseling may be a part of the process.

Other Unlawful Harassment

A. Definition

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that derogates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that derogates or shows hostility or aversion toward an individual or group or that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Individuals found to be performing such harassing conduct will be subject to disciplinary action, up to and including termination.

B. Reporting an Incident of Harassment or Discrimination

Bethany Theological Seminary encourages prompt reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position so that rapid and corrective action can be taken before relationships become irreparably damaged. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

In addition, Bethany Theological Seminary encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Bethany Theological Seminary recognizes, however, that an individual may prefer to pursue the matter through informal or formal complaint procedures.

C. Complaint Procedures

If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor or a member of the Bethany Theological Seminary Human Resources Department.
Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

If a party to a complaint does not agree with its resolution, that party may appeal to the President of Bethany Theological Seminary. The President of Bethany Theological Seminary will make the final determination.

Retaliation & False Claims

A. Retaliation Is Prohibited

Bethany Theological Seminary prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participation in an investigation of a claim of harassment or discrimination is a serious violation of this policy and like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include, retraining, referral to counseling and / or disciplinary action up to and including termination, withholding of a promotion or pay increase, reassignment, or temporary suspension without pay as deemed appropriate under the circumstances.

B. False Claims of Sexual Harassment, Retaliation, and/or Discrimination

In order to cover all possibilities of misconduct, Bethany Theological Seminary reserves the right to discipline employees who have falsely accused another of sexual harassment, retaliation, and/or discrimination. This does not mean that a complaint will be considered "false" solely because it cannot be corroborated.

Conclusion

Bethany Theological Seminary has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination and retaliation. Bethany Theological Seminary will make every reasonable effort to ensure that all necessary persons are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Bethany Theological Seminary prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.
Smoking Policy

Earlham College is committed to providing a safe and healthy working and learning environment for the students, faculty, staff and visitors on its campus. As of July 1, 2016, Earlham College will be a smoke and tobacco-free campus. The policy applies to all faculty, staff, students and visitors on our campus. Smoking and/or tobacco use is prohibited within the boundaries of College property including all buildings, facilities, indoor and outdoor spaces, and grounds owned, rented, operated, and/or licensed by the College, parking lots, walkways, sidewalks, college vehicles, private vehicles parked or operated on College property.

For the purpose of this policy, smoking and tobacco use include but are not limited to cigarettes, cigars, cigarillos, electronic smoking devices, hookah, pipes, smoking apparatuses, spice, cloves, all smokeless tobacco products, and all illegal substances.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by Bethany Theological Seminary may not solicit or distribute literature in the workplace at any time for any purpose. Bethany Theological Seminary recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Some bulletin boards are maintained by the student leadership team. However other bulletin boards are reserved for official organization communications. Examples of official organization communications includes:

• Employee announcements
• Internal memoranda
• Job openings
• Organization announcements
• Payday notice
• Workers’ compensation insurance information
• State disability insurance/unemployment insurance information

Earlham College Public Safety

Because Bethany is located on the grounds and property of Earlham College, we include these statements from Earlham College Public Safety as applying to the Bethany community.

The mission of the Earlham College Department of Public Safety is to provide a reasonably safe campus environment to further the educational goals of the College and its students. Only through collective community efforts can our mission be accomplished.
The Department of Public Safety is committed to courtesy and excellence and is primarily a service-oriented department that protects lives, rights and property under the laws of the State of Indiana and Earlham College Community Principles and Practices.

The Earlham College Department of Public Safety maintains a cooperative relationship with local and state law enforcement agencies. An excellent working relationship exists between the Earlham College Department of Campus Safety and Security and the Richmond Police Department. Crimes involving major property loss or a felony are reported to the Richmond Police Department.

The Department of Public Safety is located in the Public Safety house at the east end of the seminary parking lot. Officers are on duty 24 hours a day, 365 days a year. The phone number from campus is x1400 and from off-campus we may be reached by dialing (765) 983-1400. You may also locate important information about the Department of Public Safety at the Earlham College website located at: [http://www.earlham.edu/security/](http://www.earlham.edu/security/).

Select members of the Department of Public Safety have full arrest powers on the Earlham College campus. All officers have training in areas such as patrol procedures, emergency response, CPR/AED, first aid, investigation techniques, public relations and other skills.

**Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act**

Campus security and safety are important issues in postsecondary education today. Providing students nationwide with a safe environment in which to learn and keeping students, parents and employees well informed about campus security are goals that have been voiced by many groups. These goals were advanced by the *Crime Awareness and Campus Security Act of 1990*. The U.S. Department of Education (ED) is committed to ensuring that postsecondary institutions are in full compliance with this act, and that the enforcement of the act remains a priority.

Compliance with this act, now known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or *Clery Act*, provides students and families, as higher education consumers, with the information they need to make informed decisions.

To be in compliance with *Clery Act* regulations, Earlham College has several obligations. These fall into three main categories: 1) policy disclosure; 2) records collection and retention; and 3) information dissemination.

**Policy Disclosure**

Earlham College must provide the campus community and the public with accurate statements of our current policies and practices regarding:

- Procedures for students and others to report criminal actions or other emergencies occurring on campus;
- Security of and access to campus facilities; and
- Campus law enforcement.
Records Collection and Retention

Earlham College is required to keep some campus records and to request records from law enforcement agencies.

- The Department of Campus Safety and Security must keep records of crimes reported to campus security authorities.
- The Department of Campus Safety and Security must also make a reasonable good-faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in an annual security report and the Web-based report to ED.
- The Department of Campus Safety and Security must keep a daily crime log that **must** be open to public inspection.

Information Dissemination

To provide campus community members with information necessary to make informed decisions about their safety, the Department of Campus Safety and Security **must** disseminate information in several ways. We must:

- Provide a “timely warning” of any Clery Act crime that might represent an ongoing threat to the safety of students or employees;
- Provide access to our crime log during normal business hours;
- Publish an annual security report and distribute it to all current students and employees, and inform prospective students and employees about the content and availability of the report;
- Inform the campus community where to obtain information about registered sex offenders; and
- Submit our institution’s crime statistics to ED through a Web-based data collection system.

All postsecondary institutions, both public and private, that participate in federal Title IV student aid programs are required to comply with the Clery Act regulations.

Although Clery Act compliance is an **institutional** responsibility, full compliance is a campus-wide effort, and concerns all members of the campus community. Policy statements must be developed and crime reports must be collected from a wide variety of campus security authorities. These include:

- Campus police;
- Non-police security staff responsible for monitoring campus property
- Individuals and offices designated by the campus security policies as those to whom crimes should be reported; and
- Officials of the institution with significant responsibility for student and campus activities.

The following crimes, along with their definitions, are those crimes that must be reported to ED for the Department of Public Safety to be in compliance with the Clery Act:
Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapons is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intention to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding in this category.

Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter

The killing of another person through gross negligence.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses (Forcible)

Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent:

- Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

- Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
• Sexual Assault With an Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses (Non-Forcible)**

Unlawful, non-forcible sexual intercourse.

**Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

The Department of Public Safety complies strictly with the rules and regulations that are set forth by the *Clery Act*. Annual reporting statistics may be located on the department website located at [http://www.earlham.edu/public-safety/crime-statistics/](http://www.earlham.edu/public-safety/crime-statistics/)
Buildings

Bethany Center

Bethany Center is located just west of the Earlham School of Religion Center on National Road West in Richmond, IN. The building, completed in August 1994, includes classrooms; offices and workrooms for faculty, administration and support staff; Nicarry Chapel; a resource room for congregational life; and areas for informal gatherings, group meetings and study. To schedule use 25Live. Bethany Front Desk will assist you.

Kitchen, Snack Area - At the far end of the gathering room on the first floor is a kitchen with a microwave oven, refrigerator and coffee supplies. Students, faculty, and staff are welcome to use this facility. If you use the kitchen, please be sure to clean up after yourself, as there is no one designated to clean up after each user. Mark your food/drink items with your name. Anything left or without a name can be eaten by others or cleared out at anytime.

Day Lockers - Lockers are also located in the gathering room. These are for students for short term use. You may provide your own lock. Lockers are cleaned out several times a year, with all contents removed. Any locks left in place at the time of graduation will be removed by staff. Do not leave food items in lockers. Bethany is not responsible for the security of items in lockers.

Mailboxes - Student mailboxes are located in the gathering room. Students, who have indicated their mail is to be delivered on campus, will be assigned a box. Mail for faculty and staff is distributed to their boxes near the front desk.

Telephone - To reach faculty or staff by phone, call 765-983-1800. A menu of extension numbers is listed on the recording.

Brethren House and the Bethany Neighborhood

Brethren House serves as a hospitality center and guest house for adjunct faculty, potential students, and other guests of the school. At the time the house was gifted, Women's Fellowship Groups and individual members of area congregations in Ohio and Indiana worked to renovate the house. It has been renovated most recently in the summer of 2015. It is located on the corner of College Avenue and SW “C” Street. The Neighborhood is made up of Mullen House, Brethren House, Patterson House, Carver House.

See the Bethany website for the reservation form and rates.

ESR Center

Located on the corner of National Road West and College Avenue, this is the main classroom building for Earlham School of Religion. It houses four classrooms, the Quigg Worship Room, a dining room, reference library, a computer lab, a meditation room, a conference room and commuter lounge (with a shower) and telephones for student use. Bethany and ESR students share these facilities. The ESR Center is also the home of the Computer Services Office and the Joint Seminaries Registrar, which serves both communities.
High/Beeghly Library/Elizabethtown College Agreement

Bethany, through SVMC, has a special relationship with High Library on the campus of Elizabethtown College and Beeghly Library on the campus of Juniata College. Bethany students taking courses at the SVMC site may check out materials and resources from either High Library or Beeghly Library, abiding by the specific policies of those libraries. It is the responsibility of the student to inquire of the policies and procedures of the High or Beeghly Library prior to use of materials and resources. The contact person is the Circulation Supervisor. Students are requested to honor the special provisions that have been made. Use and return of materials should be done with integrity, respect, and in a timely fashion.

Lilly Library

Lilly Library serves Bethany Theological Seminary, Earlham School of Religion, and Earlham College. Built in 1962 and expanded in 1992, the Library houses over 407,000 volumes, including a substantial theological collection. The Library also provides access to a wide range of bibliographic databases, online scholarly resources, electronic books, and more than 24,000 periodicals. Connections students and those who live far from Richmond have access to these collections electronically or through Document Delivery. Nationally recognized as a teaching library, the Earlham Libraries were awarded the 2001 Excellence in Academic Libraries award by the Association of College & Research Libraries.

Bethany's holdings incorporated into the Lilly Library include several thousand works related to the Church of the Brethren and its heritage, plus portions of the Ora I. Huston English Bible collection and the library of Abraham H. Cassel. In 2002, the Eberly Hymnal Collection was added.

Robert Barclay Center

Robert Barclay Center is Earlham School of Religion’s administration building. All faculty and staff offices for ESR, with the exception of the Joint Seminaries Registrar’s Office and Computer Services, are located there. Office hours are 8:00am – 4:30pm, although the building closes during worship services and on weekends. To reach faculty and staff at ESR call 765-983-1423. Individuals can be reached by dialing 983- and the extension number listed for that person, see page 8.

Runyan Center

The student union building of Earlham College, the Runyan Center, houses
- Campus bookstore serving Bethany, ESR and Earlham students
- Post office
- Recreation facilities
- Coffee shop,
- Fine arts center and theater

Services
Office Equipment and Services

Office equipment at Bethany Center is for use of faculty and staff. Computers and printers available for student use are found in the ESR Center student lab, room 210. Copy machines available to students are located in the Lilly Library, and Runyan Center[RF16].

Parking

Parking for Bethany is provided in the lot southwest of campus. Enter the Earlham College campus by way of the “D” Street entrance. Turn right and the lot will be the first one on the right. If these spaces are filled, additional parking may be available elsewhere on the Earlham College campus. Please be considerate parking on College Avenue so that space will be available for residents of the neighborhood. Bethany’s visitor parking lot on National Road West is for visitors only. Students, faculty and staff are not to park in this lot at any time unless they qualify for disabled parking spaces.

During orientation parking permits are available from the Department of Campus Safety and Security. The permit fee is $40.00 per car per year and must be renewed each year. If you are parked on campus[RF17] without a parking permit and are ticketed, the fine is $75.00. If you are parked on campus in a handicap space, without a handicap sticker, the fine is $100.00 whether or not you have a campus parking permit. If you have a campus parking permit and are ticketed for any other parking offense, you will be ticketed $10.00 for each offense.

Post Office

A U.S. Post Office is located on the lower level of the Runyan Center. A full range of postal services is available. This post office does not take checks or credit cards for payment of stamps, mailings, etc.

Student Employment

Assistance is offered in finding employment. The Director of Student Development is available to counsel students on employment options. Postings of employment opportunities will come through student listserv, individual emails and postings in the Student Development Office. For employment options that might also serve as ministry formation placements, contact the faculty member responsible for ministry formation.

For Federal Work-Study positions refer to the Bethany website.

Student Housing

Assistance is offered to students who need to secure housing. The Director of Student Development is available to counsel students on such matters. Housing opportunities will be posted in a file on the gathering room bulletin board. In addition, the receptionist at RBC has a file listing local housing possibilities and there is an ESR/BTS Housing group on Facebook.

Bethany owns several houses within walking distance of the Seminary. For information contact the Student Development Office. These houses are part of the Bethany Neighborhood and the Pillars and Pathways Residency Scholarship, and living there assumes full participation in intentional community.
For information about the availability of apartments at Campus Village, (a.k.a. "Brick City"), located just south to southeast of Earlham’s back campus, contact Earlham Campus Services.

**Student Identification Cards**

Student identification cards are issued from the Department of Campus Safety and Security, which is located in the Public Safety building, on the east end of the seminary parking lot. Student I.D. cards are necessary to check books out of Lilly Library and enter the Bethany building and Student Computer Labs in the ESR Center after regular business hours. The first student I.D. Card is issued to you at no cost, any replacement cards will cost $25.00, which will be charged to your student account. Please make an appointment with the Department of Campus Safety and Security, if you are obtaining your ID at some time other than orientation. Contact Campus Safety and Security for a link to submit your photo and information online so your ID can be ready for an easy pick up. [http://earlham.edu/public-safety/](http://earlham.edu/public-safety/)

**Transportation**

Bus service, through Roseview Transit, is available throughout Richmond Monday through Friday 6:15 a.m. to 5:45 p.m., under 5 ride free. Call Rose View Transit at 765-983-7227 for schedules and routes.

**Volunteering**

Bethany values the hours gifted by individuals volunteering their services. In addition to assisting with routine office work and airport transportation, local volunteers have agreed to serve as Brethren House Hosts and Maintenance and Grounds support, among other things.
Tuition

MDiv, MA (standard year - 24hours) $12,000
Cost per 3 hour course $1,500
Cost per hour $500

All students will be required to pay a $1,100 base tuition amount per session if they apply for and are eligible for Bethany Scholarships or Need-Based aid.

Fees

Application Fee $50
Enrollment Deposit $150
Late Registration Fee $50
Late Drop Fee $50
Cross-Cultural Bank deposit - MDiv (per session) $100
Cross-Cultural Bank deposit – MA & MATW (per session, optional) $150
Audit Fee (per course) $350
Graduation Fee $120
Program Extension Fee - (per session) $350
Transcript of Credits (per copy - first one is free) $7
Replacement Diploma Fee $50
Occasional Student Continuation Fee $35

Base Tuition Amount

All degree and certificate students will pay a base tuition amount per session of $1,100 for the 2019-2020 academic year. This will be paid regardless of how many classes are being taken. Students must apply for financial aid which may cover remaining tuition costs after the base amount has been paid. This amount will be reviewed annually and is subject to change. Occasional students will pay full tuition, $1,500 per class in 2019-2020.

Audit Fees
Those auditing a course pay an audit fee, included above. Students enrolled for six or more credit hours in a given session may audit an additional Richmond campus course without being charged the audit fee. Audit costs are not waived for online or hybrid classes. Auditing privileges are subject to the approval of the Academic Dean and the course instructor.

Clinical Pastoral Education Fees

Students wishing to receive academic credit for their participation in a Clinical Pastoral Education program will be charged the regular tuition rates for the number of credits received. Church of the Brethren students may fill out the form on the reverse side of this document to request a grant funded by the General Board Endowment for Bethany Students to cover the costs of the CPE program itself. The form should be directed to the financial aid office. A copy of the acceptance letter to the CPE program should accompany the request for grant funding. Bethany will reimburse the CPE program for educational fees, not to exceed 90% of the Bethany tuition for the related credits for COB students.

Fees for Bethany Alumni

We encourage Bethany alumni to take classes at Bethany for continuing education credits. In order to make this as easy and cost effective as possible some of the fees are waived. For alumni enrolled as occasional students, the application fee is waived. The enrollment deposit is required and applied to the tuition cost. Alumni use the occasional student application form and transcripts are not needed. Alums will pay the occasional student continuation fee annually if they desire to remain on active status.

Payment

All students taking Bethany classes at the Richmond campus, online, at SVMC or other regional sites make account payments to Bethany as outlined in the Student Account Policy below.

Program Extension Fee

Students in the MA program have five calendar years from the date of matriculation to complete their course work.

A program extension fee will be assessed for each semester beyond this. Students may apply to the Educational Policies and Advisory Committee for program extension if the course work and/or thesis are not completed within the times indicated. Students pay for courses at the rate set for each academic year.

Refunds

For dropping individual courses, an official add/drop form must be completed in Banner Self Service. The tuition refund schedule is found on the Academic Calendar and by course on the Course Schedule. Both are available on the Bethany website or the Registrar's Moodle page.

Student Account Policy
Receipt of the enrollment deposit activates an individual's student account. Once the account is active, the student holds the responsibility to make payments in a timely manner. In return, the Seminary offers the opportunity for the student to attend classes and activities at the Seminary.

**Statement Delivery**

The Financial Aid and Enrollment Assistant maintains student accounts. At or near the beginning of each month, all charges and payments for the previous month are posted to individual student accounts. Account statements are printed by the end of the first week of the month. If the last add or drop date falls within the first week of the month the statement may be delayed a few days. The first account statement of each semester will be distributed in two formats: one copy will be emailed as a PDF file to your Seminary email, another copy will be placed in your campus mailbox or, in the case that you do not have a campus mailbox, sent via US mail. It is the student’s responsibility to ensure the Seminary has an updated contact address. All subsequent account statements will only be emailed as a PDF file to your Seminary email account. For the sake of receiving documents in a timely manner, please check your Seminary email account on a regular basis. If you would like all your statements sent via US mail instead of by email, it is your responsibility to notify the Financial Aid and Enrollment Assistant. Similarly, it is your responsibility to notify the Financial Aid and Enrollment Assistant if you have a student mailbox but want your statement delivered via US mail.

**Payment Due Dates**

The session's initial account balances are due before the first day of classes. Any adjustments made to accounts after the session's initial statements have been received are due the last business day of the month in which they are billed. Students are responsible to pay their account in full even if they are expecting payment from an outside source. **If a student is unable to pay their account balance in full within the due date, they must make arrangements with the Financial Aid and Enrollment Assistant for payment or their account will be considered past due.**

**Payment Arrangements**

Payments are accepted by cash, check, or online using a credit card. Any payment made by credit card will be assessed a service fee of 3.0%. Students who are unable to pay the account in full by the payment deadline may wish to apply for federal loans. Students must be US citizens and enrolled at least half-time (6 credit hours per session) to be eligible for federal loans. Students expecting support from another source may receive an extended payment deadline if they provide a written commitment from the source. Details such as who will be making the payment, when the payment will be made and the responsible individual’s signature should be included in the statement from the source. The Financial Aid and Enrollment Assistant, in consultation with the Executive Director of Finance and Administration, will consider requests on a case-by-case basis.

If a student is unable to pay their account balance by the due date they may make arrangements with the Coordinator of Student Financial Services to make three equal **monthly installment payments** to pay their account in full by the end of the session. Students will be required to complete a promissory note with the Seminary, within the initial due date, in order to be allowed this option.
The payment plan is only available to domestic students. International students must pay in full by the deadline or keep a $1,500 deposit in their student account.

The first payment must be received within the initial due date with the remaining payments due one each in the following two months for the account to be considered current. The account of a student who defaults on their promissory note will be considered past due at that point and subject to the same result as any other past due account. Students who default on their promissory note payment schedule will normally restrict their ability to have this option in the future.

Definition of Past Due Accounts

Student accounts will be considered past due and placed on financial hold under the following circumstances:

- The account balance was not paid by the due date and other payment arrangements were not made.
- The student defaulted on the promissory note payment schedule.
- Any extended deadline was not met.
- International students who have not paid in full by initial due date

Results of Past Due Accounts

- A financial hold will prevent registration. (If a student has already registered for future classes, the registration will be revoked.) In order to remove the financial hold to register or to re-register (in the case of revocation), the account must be paid in full. All appropriate late registration charges will apply.

- A financial hold will prevent participation in graduation events and ceremonies. In order to remove the financial hold, the account must be paid in full by April 30.

- A financial hold will prevent releasing of diplomas and transcripts. In order to remove the financial hold, the account must be paid in full.

- Every month, a finance charge of 1% will be applied to any outstanding account balance. Only students who have signed a promissory note or who have made other arrangements (see Payment Arrangements) with the Coordinator of Student Financial Services will be exempt from this charge.

Yearlong Course Billing Policy

Students enrolled in a yearlong course will be billed for one-half of the tuition charges in the fall semester and the second half in the spring semester. These will occur with the regular semester billing cycles at the beginning of each term. Student account balances must be paid in full after the first half of the course, according to the deadlines in the student account policy, in order to continue with the second half of the course. If a student has an outstanding balance the student
account will be placed on financial hold and registration for the second portion of the course will be revoked unless the balance is paid by the day before the second semester begins.

If the balance is not paid by this date, the student will not be permitted to continue with the course, and a grade of W will be given for the class if the instructor determines the student’s work was acceptable, or NC if determined to be unacceptable.

**Earlham College Charges**

Students are billed directly by Earlham College for health services provided, for parking tickets, for replacement IDs and by Lilly Library for books returned late or lost. Timely payment of Earlham College statements is required for a student to maintain a clear financial account at Bethany. Past due accounts, with a balance of $50 or more, result in the financial holds noted above.

**Collections**

The Financial Aid and Enrollment Assistant will work with the student and/or the Executive Director of Finance and Administration to collect past due accounts. All reasonable payment arrangements will be considered. One of the resources available to Bethany, in their attempts to collect on past due accounts, is the use of a Collection Agency. This is not a resource we wish to use, especially with current students; however, it is an option that will be considered.

**Cross-Cultural Bank**

All Bethany MDiv students are required to take a cross-cultural course that provides direct experience of a culture other than their own. Certificate students have an interdisciplinary requirement that may be fulfilled through a cross-cultural course. The Seminary recognizes that the cost of financing a cross-cultural experience can be prohibitive, especially if the experience involves international travel.

To assist in the funding of cross-cultural courses, Bethany has established a Cross-Cultural Bank. The basic provisions of the Bank are as follows:

1. All degree students at Bethany who are United States citizens will make payments into the Cross-Cultural Bank at the time of registration. MDiv students will make payments of $100 per session for six (6) successive sessions. MA students will make payments of $150 per session for four (4) successive sessions. In each case, the student will contribute a total of $600 into the Bank.

2. Bethany will match student contributions by making payments of $100 or $150 per student per session, for a total of $600. The combined contributions of the student and the Seminary will create a total of $1,200 available to fund a cross-cultural course. Although this amount may cover the expenses of some cross-cultural courses in their entirety, many other courses may require additional funding.

3. The student may request up to the total amount of $1,200 at any time during his or her curricular program to fund a cross-cultural course. See instructions in #11 below.

4. The Seminary encourages degree students to choose cross-cultural options that maximize the educational possibilities, and that will thus typically require the full $1,200 or more. If the student chooses a cross-cultural course that costs more than $1,200, the student may request an additional grant of up to $500 to fund a Bethany travel seminar course (I203), an AMERC course (I205), or one of the ESR-sponsored Contextual Theology travel courses. Such grants
will depend on the availability of funding in a given budget year, and will be awarded on a first-come basis.

5. If the student chooses a cross-cultural course that costs less than $1,200, the student and the Seminary will share the actual cost equally.

6. Student financial accounts must be in good standing in order to receive their Cross Cultural bank funds.

7. Unspent or under spent student contributions to the Cross-Cultural Bank will remain on deposit until the student completes, withdraws from, is administratively withdrawn, or is dismissed from his or her program of study. At that time, the student may request a refund of any unspent or under spent contributions. Any existing student account balance will be paid before a refund is made. Deposits unclaimed within one year will be transferred to the Hersch International Ministry restricted account and therefore unavailable for refund.

8. In the event that a student draws on the Cross-Cultural Bank and subsequently leaves the Seminary before completing their required contribution to the Bank, the balance due will be payable at the time of the student’s departure. See the Student Account Policy for further details.

9. Certificate students will not participate directly in the Cross-Cultural Bank. If, however, a certificate student decides to fulfill their interdisciplinary requirement through a cross-cultural course, the Seminary will provide a matching funds grant of up to $600 to assist with the cost of the course.

10. Occasional students [i.e., students not enrolled in a degree or certificate program] are not eligible to participate in the Cross-Cultural Bank, or to receive special grants for cross-cultural courses.

11. The Seminary may, at its discretion and with sufficient advance notice, modify the terms of the Cross-Cultural Bank. Any increases in the amounts of student and Seminary contributions and in the funding to be provided through those contributions will be determined at the same time that tuition and other fees are set for the forthcoming year.

11. To request a grant from the Cross-Cultural Bank, complete forms CC1 or CC2, seek appropriate approval and submit it to the Business office. Forms are available on the Academic Services website or from the Academic Services Office (forms tree in the workroom).

Financial Aid

Bethany’s financial aid program is designed to assist students who have limited resources to meet their educational expenses. It is Bethany’s hope that each student will be able to avoid undue financial pressure, excessive employment or unmanageable indebtedness through the establishment of a workable financial plan. Contact the Financial Aid and Enrollment Assistant for questions not answered in this section.

Definition of Financial Aid
Bethany follows the standard definition of financial aid set by the Association of Theological Schools:

1. Financial need is defined as the difference between the total cost of attending a particular institution and the amount of the resources available to the student.

2. Financial aid consists of grants (which may include scholarships, grant-in-aid, field education grants, and prices), loans, and employment.

3. A need analysis system is a consistently applied method for determining financial need as the basis for allocating aid.

**Principles of Financial Aid**

Bethany follows the standard principals of financial aid of Seminaries as a member of the Association of Theological Schools:

1. The total amount of financial aid offered should not exceed the amount of the student's need. (See above “Definitions,” number 1.)

2. The student has the major responsibility for his or her educational and living expenses. The Seminary's aid will augment the student's efforts.

3. Financial aid is not an end in itself but should be administered in such a way as to affirm financial responsibility and integrity of both student and Seminary.

4. The administration of financial aid should be individual, personal, pastoral, and confidential.

**Components of Financial Aid**

Bethany's financial aid program has the following major components:

1. A 50% covenant grant program for degree and certificate-seeking students based on their vocational goals

2. A 40% or 50% tuition scholarship program for degree and certificate-seeking students based on student's academic performance

3. A need-based grant program for degree and certificate-seeking students who demonstrate financial need


**Application Procedures**

Financial aid interpretive materials and application forms are available and may be completed on the Financial Aid page of the Bethany website. Aid applications from new students will be received at any time during the application process for admission to Bethany up until the
deadline. The application deadline for continuing students is June 15. After the deadline there will be no scholarships or grants issued that academic year. All students in need of financial aid must complete the financial aid application process annually based on an academic year. Students must be in good academic and financial standing to receive aid.

IMPORTANT DATES (mark your calendars)
May 15 Church Service Covenant for continuing students
June 15 FAFSA and Bethany Financial Aid Application for federal funds/need-based aid

No financial aid is assumed without application, nor is it automatic.

Limitations of Bethany Financial Aid Programs (excluding Federal Loan Programs)

1. The scholarship and grant will not cover the following, except as noted in item two below:
online or on campus audit fees, tuition for a class where a non-credit is received, any late drop tuition charged. Financial aid will be forfeited for classes dropped after the drop deadlines.

2. Degree and certificate students may petition (see appeal process outlined below) for applicable scholarship and/or grant funds to cover tuition of up to six additional credit hours beyond those required for a degree. This may include two additional classes a student is interested in, tuition for two non-credited class or four late drop tuition charges, not to exceed six credit hours.

3. Enrollment in schools other than Bethany will not be funded by the program. Cross-registrations with Earlham School of Religion, and/or other schools with which Bethany has a cross-registration agreement are considered Bethany enrollment and are fully funded by the program.

Church Service Covenant

After the base amount has been paid students are eligible to receive a 50% tuition scholarship based on their vocational calling. Examples of vocations that fulfill the Church Service Covenant requirements include:

- Pastor of a congregation (full-time or bi vocational)
- Person serving a congregation in self-supporting ministry
- Administrator or teacher in a theological seminary
- Staff persons with districts, the denomination, and other Annual Conference agencies
- Missionary assigned to pastoral or evangelistic duties
- Chaplain (e.g., chaplaincy in a hospital, hospice, long-term care facility, campus, prison, or industrial setting)
- Person serving in a specialized ministry under the auspices of a congregation or other institutional entity (e.g., youth ministry, Christian education, camp administrator, ecumenical ministries, spiritual direction, pastoral counselor, or church planter)
- Ministers retired from their area of service
To receive this scholarship, students must demonstrate appropriate academic progress by crediting courses at a pace to complete their program in the allotted time frame and in the appropriate sequence, including a ministry formation placement consistent with their calling to church service, or the approval of their MA thesis/portfolio project.

**Academic Excellence Scholarship**

After the base amount has been paid, students who demonstrate academic excellence are eligible to receive a scholarship in the amount of 40%-50% of the remaining tuition cost for incoming students. Returning students will be evaluated for the Academic Excellence Scholarship at the completion of the academic year. The academic dean will assess student performance, with particular focus on the final rubrics from all courses. An award in the amount of 50% tuition will be granted depending on the level of the student's academic performance.

**Funds for International Students**

Bethany has available limited tuition grant funds for students who are not citizens of the United States. International students may apply for a need-based grant of up to 100% of tuition after the base amount is paid, not to exceed the demonstrated need. All course limitations listed above apply.

International students who are legal residents of another country and members of the global Church of the Brethren (EYN, CNI, Church of the Brethren India, Igreja da Irmandade, Igelsia de los Hermanos) in their home country may apply for a full tuition scholarship. Contact the Financial Aid and Enrollment Assistant for more information.

**Federal Student Loans**

Bethany participates in the Federal Stafford Loan program. Through this program students are able to secure low interest loans when funds are available. Students must be enrolled at least half time or taking six credit hours per semester to be eligible for student loan funds. If a student receives federal loan funds and withdraws, drops out, is dismissed or takes a leave of absence before completing 60% of the semester these funds must be returned. This policy can be found on page 62. If a student receives loan funds and falls below half time status their loan grace period will begin for repayment. Any student wishing to apply for federal student loans must fill out a FAFSA (Free Application for Federal Student Aid) and a separate Bethany application. These forms and more information can be obtained on the Financial Aid page of the Bethany website or from the Financial Aid and Enrollment Assistant.

**Federal Work-Study Program**

Bethany participates in the Federal Work-Study program, which provides limited employment positions both on and off campus. Students must demonstrate financial need and meet federal eligibility requirements to participate. Students do not need to be at least half time to be eligible for a work study position but must be currently enrolled.
Exit Interviews for Students with Federal Loan Funds

Students who borrow federal funds while a student at Bethany must complete an exit interview at the completion of their studies at Bethany. During the interview the student is reminded of their financial obligation and the school learns of the student's permanent address.

Eligibility Requirements

To determine eligibility for financial aid, Bethany analyzes the student's financial need, determines levels of access to financial aid, and monitors the student's academic progress.

1. Determination of Need
   Need is measured through the financial aid application process. Each student assumes major responsibility in meeting the costs of his or her theological education through savings and other assets; summer and part-time school year employment; family assistance; grants and scholarships from churches; loans and work opportunities.

2. Guidelines Providing for Levels of Access to Financial Aid
   (Levels include: access to all financial aid programs, or no access to institutional funds, or no access to any form of aid except designated gifts and Stafford loans.)
   a. Any student admitted to Bethany without any conditions placed on his/her admission shall be considered eligible for all financial aid for which he/she meets the requirements.
   b. When a student is admitted to Bethany with conditions (a warning, on probation, as a special student or as a certificate student), the Educational Policies and Advisory Committee shall inform the financial aid officer of these conditions to determine whether or not it impacts their financial aid.
   c. If there is a change in a student's academic status, the Educational Policies and Advisory Committee shall inform the financial aid office of the level at which he/she is eligible for aid.

3. Satisfactory Academic Progress

Federal regulations require Bethany Theological Seminary to establish a policy to monitor the academic progress of students who apply for and/or receive financial assistance. A student must be admitted to the Seminary and enrolled in an eligible program (MDiv, MA, certificate) to be eligible for financial assistance. All students, whether receiving aid or not, must meet Bethany Seminary academic standards.

- Successfully complete at least 75% of total attempted coursework
- Graduate students enrolled in the MDiv program must complete their degree in no more than 100 credit hours attempted
- Graduate students enrolled in the MA program must complete their degree in no more than 73 credit hours attempted
- Graduate students enrolled in the CATS program must complete their degree in no more than 27 credit hours attempted
- Graduate students enrolled in any other Certificate program must complete their degree in no more than 24 credit hours attempted
• Cannot remain on academic probation for three consecutive semesters without the faculty lifting that status

Attempted coursework includes courses that are repeated of NC’d. Courses dropped on or before the 50% drop deadline, are not counted as attempted courses. Attempted coursework includes all accepted transfer credit hours. Grades of W and NC are not considered successful completion of a course.

What happens if you repeat a course?
All attempts for a course count for completion rate monitoring as well as maximum time frame.

What happens if I fail to meet the SAP requirements?
You will be notified through both your Bethany email account and through US mail. Your financial aid will be suspended until you meet SAP standards or have an appeal approved by the Financial Aid Committee.

What if I have extenuating circumstances?
Inability to attend classes due to lack of financial aid is not an extenuating circumstance. Students who fail to meet these standards and have mitigating circumstances may appeal to the Financial Aid Committee by completing the SAP Appeal form.

Appeals Process
The Financial Aid Committee will review each appeal within 15 business days of receipt. No deferments of your Bethany Seminary charges will be granted during the review time frame.
If your appeal is approved your progress and compliance with terms of your approval will be monitored. Your course selection, completion and grade performance will be monitored to make sure that you are compliant with your contract on a semester by semester basis.

Failure to make SAP
Students who fail to make SAP and who have had an appeal denied can regain eligibility by meeting the criteria established above. A student cannot become eligible simply by being out of school for a set amount of time or by paying for courses out-of-pocket.

A student’s academic progress is reviewed by the Financial Aid and Enrollment Assistant.

Return of Title IV Funds
Federal law states how Bethany must handle the disbursement or refund of Title IV funds (federal financial aid) if a student withdraws, drops out, is dismissed or takes a leave of absence before completing 60% of a semester. This policy applies to all federal loan programs available to Bethany students.

If a student leaves Bethany prior to completing 60% of a semester, Title IV fund eligibility is recalculated based on the percent of the semester they completed. The percentage of eligible payment period completed equals the number of days completed up to the withdrawal date divided by the total number of days in the payment period. Any break of five or more days is not considered as part of the days in the period.
The withdrawal date will be considered the date a student officially withdraws, per Bethany withdrawal guidelines. If the resulting percentage is greater than 60%, the student is eligible to receive all possible Title IV funds for the period. This percentage will be considered the amount of earned aid.
If a student was disbursed more funds than were earned, Bethany is required to return a portion of these funds and the student is required to return a portion. The amount of unearned aid to be returned will be determined by multiplying the total amount of aid disbursed by the percentage of time completed, then subtracting this number from the total aid disbursed. Bethany must return its portion of these funds within 30 days of the student’s withdrawal date. Students who owe a repayment of funds must repay these funds before again becoming eligible for future financial aid. Bethany may also reapply charges and fees no longer covered by financial aid and the student becomes responsible for these charges and any other outstanding balance on their student account.

If a student earned more aid than was disbursed to them, Bethany would owe the student a post-withdrawal payment which must be paid within 120 days of the student withdrawal. If these funds include loans the student can choose to decline these funds to avoid incurring further debt. Bethany reserves the right to use some/all post-withdrawal funds for payment of outstanding tuition, fees or other charges.

Appeals
Related to Financial Matters (tuition, fees, accounts and financial aid)

If a student feels the need for an exception to matters regarding tuition and fees, the student account policy and/or financial aid for any reason they may appeal using the following steps:

1. Submit the financial aid appeal form with an explanation of the circumstances and future plan to avoid similar situations. The Executive Director of Finance and Administration will initiate a conversation with the student if necessary, and follow up with a written response. If the student accepts the response he/she will indicate by signing and returning a copy of the response, and the matter is resolved.

2. If the student disagrees with the response of the Executive Director of Finance and Administration, he/she may appeal to the Financial Aid Committee in writing, attaching all previous communications on the matter. The Committee will initiate a conversation with the student, if necessary, and make a written response. If the student accepts the response he/she will indicate by signing and returning a copy of the response, and the matter is resolved.

3. If the student disagrees with the response of the Financial Aid Committee, he/she may appeal to the President in writing, attaching all previous communications on the matter. The President will initiate a conversation with the student if necessary, and make a written response. The President’s decision shall be final.
Registration Policies

Please note: All communication from the Academic Services Department will be sent to your seminary email account.

Auditing a Course

Current Students

1. Students are to contact the instructor for permission to audit the course, and if permission is granted, request that the instructor send an email to the Joint Seminaries Registrar. The Registrar will then register the student in the course for an audit.

2. The Professor of a course is responsible for establishing the requirements for auditors and must give written approval of an audit to the Joint Seminaries Registrar by email.

3. Students who do not meet these requirements will be administratively withdrawn from the course and, thus, no record of the course will be recorded on the student's transcript.

4. Students who are administratively withdrawn from a course as result of not fulfilling the requirements are still responsible for the audit fees associated with that course.

5. Bethany financial aid does not cover the fees for audited classes for any students whether or not they are administratively withdrawn.

Seminary Spouses

Seminary Spouses may audit one course a semester, if their spouse is not also auditing a course that semester. The only cost to the spouse is the application fee. This is a gift from the seminary to the supportive partners of our students. Please see the director of student development to apply.

Continuing Occasional and Audit Students

Continuing occasional and audit students renew their status once per year, typically in February. They will receive a notification from the Business Office with a renewal form. This form and the yearly payment are to be returned to Business Office in order to remain on active status.

Continuing Certificate and Degree Students

Session One contains two parts: August Intensives and Semester-long courses.

Session Two contains three parts: January Intensives, Semester-long courses, and May Intensives.

Advising days will be concurrent with the registration period. Students should plan to meet with their advisors during these days to assist them in choosing courses and registering. If advisees are not local, advising sessions can be accomplished on the telephone or by email. If a degree or certificate program student fails to register by the end of the registration period designated on the Academic Calendar, they must contact the Director of Student Development regarding a Leave of Absence. Please see Leave of Absence Policy for details.
Late Registration

A late registration fee will be charged when initial registration (not drop/add activity) for a session is not completed until after the registration period has ended. This late fee will also be charged for students who have a financial hold on their account, which prevents their registration until after the registration period has ended.

If arrangements have been made by a student to meet their financial obligation by the beginning of the new session, the financial hold will be removed to allow registration. If the student does not meet their financial obligation as agreed, their registration will be revoked and they will be unable to begin classes. (See student account policy, pages 53-55). Courses may be dropped and added between the registration period and the add/drop deadlines found on the Academic Calendar. This is accomplished through Banner Self-Service. The Academic Calendar and instructions for the use of Banner Self-Service can be found on the Academic Services website: http://sas.earlham.edu

Full time

Bethany considers registration for 12 credit hours per session a full-time academic load. Students typically accomplish this by taking four semester-long classes per session or three semester-long classes and one two-week intensive in either August, January or May intensive periods. International Students must take at least 9 credit hours per session.

New Student Registration

Orientation is required for all degree and certificate students, who will choose between two 1-day events. New Students will have the opportunity to register with their advisor and Joint Seminaries Registrar prior to orientation. The registration deadline for new students is posted on the Academic Calendar. Anyone who fails to meet this deadline will be subject to late fees. All registration activity is done in close consultation with your academic advisor. During orientation, students will meet with his/her academic advisor. New students will be given access to the Orientation Moodle Site for paperwork, student handbook, surveys and other informative pieces. They are expected to read through everything, and provide completed paperwork at orientation.

Provisional Admission Policy

Applicants with deficiencies in their previous academic record or application materials may be admitted on a provisional basis. Such students will consult their advisor at the beginning of their coursework to review these concerns. The student will create a written plan to address them. The written plan will be presented by the advisor to faculty in executive session.

Provisional admission status will be lifted when the student has successfully completed 9 consecutive credit hours and the student has fulfilled the stipulations of the approved plan. The Academic Probation Policy will be followed if the student earns more than one NC while on provisional admission.

Registration Waiting Lists

1. Courses with enrollment limits: Each course with a limit will be filled on a first come, first serve basis by students who need the course for their program or emphasis. All other students will be placed on a
waiting list in the order that their registration materials are received.

2. The waiting list will be evaluated and any open spots offered to those students on the waiting list beginning eight weeks before the course begins and will continue until the course is full.

3. These offers will be made by email to the seminary email account of the students. In the event that the student declines the seat or does not respond, the next student on the waiting list will be contacted each day.

Registration for CPE or Cross Cultural Trips

Clinical Pastoral Education (CPE), or other programs such as AMERC should be registered for in the session in which it will be COMPLETED. Please note the different course numbers and instructors for ESR & Bethany students to take CPE.
Academic Policies

The Bethany Catalog is the primary source of information on academic policies. The following policies supplement those described in the catalog, often with more detail:

**Academic Credit Hour and Course Workload**

Bethany offers courses with academic credit in terms of semester credit hours. The amount of credit hours assigned is determined by a combination of the number of hours per week in class (i.e. “direct faculty instruction”) and the amount of time spent in preparation outside of class by the student.

Bethany offers courses in a variety of formats: weekly (twice-a-week and block), weekend intensives, two-week intensives, online, hybrid, and independent study.

**Definition of academic credit hour:**

- One unit of academic credit is assigned for each hour of “lecture” (contact with instructor that is content-oriented as “direct faculty instruction”) for 14 to 16 one-hour sessions.
- For each hour of “lecture”, it is expected that an additional 2-3 hours per session would be spent outside of class time in reading, writing, research, and preparation. It is expected that a student would read approximately 500 pages per credit hour [understanding that the difficulty of the reading should be taken into account in determining what and how much is assigned].
- Therefore, a 3-credit hour course would meet for the equivalent of 14 to 16 three-hour sessions, with 6 to 9 hours per session of outside reading, writing, research, and preparation. Students would read approximately 1500 pages for a 3-credit hour course [understanding that the difficulty of the reading should be taken into account in determining what and how much is assigned].
- Courses assigned with fewer than 3-credit hours will base “contact” time and workload as the appropriate percentage of a 3-credit hour course. For example, using the standard for a 3-credit course, 1-credit would be 1/3; 1.5-credit would be 1/2; 2-credit would be 2/3.
- These guidelines for offering academic credit are consistent with the credit hour definition found in the Department of Education regulation 34 CFR § 600.2.

In course formats that incorporate or use distance education models (online, hybrid), contact hours are defined according to the same Department of Education standard which notes that academic engagement for a course includes such thing as “submitting an academic assignment; taking an exam; an interactive tutorial, or computer-assisted instruction; attending a study group that was assigned by the institution; contributing on an academic online discussion; and initiating contact with a faculty member to ask a question about the academic subject studies in the course” (34 CFR § 600.2). Courses in these formats will contain assignments (both online and reading) so that a hybrid or online course will be consistent with the workload expected in a course in one of the other formats. This may be done by adjusting student assignments, such as more reading, more discussion online, more postings, and other means of academic engagement in comparison to courses in other formats.

**Assignment Deadlines**

Assignment deadlines are to be adhered to, unless a request for extension has been made ahead of time to the instructor and permission is given. Normally an assignment turned in late without an extension or an incomplete will receive no credit.

Except for emergencies, extensions for assignments must be requested by email or in writing 24 hours / at least one day before the deadline. Not all requests for extensions will be granted depending on the nature or timing of the assignment.
If a student has an accommodation plan that allows for a greater time to complete assignments, when possible, the deadline for each assignment must be discussed with the instructor at least one week prior to the due date in a regular semester or by the first day of a two-week intensive. Having an accommodation plan does not exempt a student from requesting an incomplete (ESR) or a course extension (Bethany) as described below.

For a regular semester course, no assignment may be extended beyond the end of exam week unless an incomplete or a course extension has been requested and approved.

For a two-week intensive, a weekend intensive, or an independent study, unless an incomplete or a course extension has been requested and approved, no assignment may be extended beyond the deadline for all coursework in that session.

Incomplete forms and course extension forms must be submitted by the deadline posted in the academic calendar.

Cancellation of Course Due to Enrollment

The cancellation of a course is a difficult decision that will always disappoint some constituency of Bethany. In certain circumstances however, it is a decision that the Academic Dean is charged with making in the best interests of the institution. The faculty offers this set of guidelines to assist the Dean in these decisions:

1. We are committed to providing the courses our students need and that we have promised to offer via the course schedule. In the event that a course is seriously under enrolled, the Dean will review the matter weighing our commitment to offer the course and the costs to the institution and to the students. When fewer than five students register for a course taught by a regular member of the Bethany faculty, the Dean will consult with the instructor to determine whether to offer the course with a small number of students.

2. When fewer than five students register for a course taught by an adjunct faculty member, the Dean will determine whether or not there is likely to be additional registrations from incoming new students or returning students in consultation with Admissions personnel and advisors. The Dean will also determine the long-term impact on students who have included the course as a key component of their graduation plan in consultation with advisors and program directors. A decision to cancel or not cancel will take both of these considerations into account.

3. The decision to cancel a course will normally be made four weeks ahead of the first day of the term. That decision may be delayed if there is potential for additional enrollment sufficient to meet guideline #2.

4. If a course has been cancelled due to low enrollment but one or more students are still interested in developing an individual or group independent study on the topic, the instructor or the interested students may develop an independent study proposal for review by EPAC. An independent study of this type may carry three semester hours of credit. In comparison with the cancelled course, the independent study would require more initiative from the student(s) and less involvement by the instructor, who would take the role of an advisor.

Certificate at Partner School (Bethany and ESR) [SS19]Students enrolled in a degree program at one school (Bethany or ESR) may earn a certificate at the partner school (Bethany or ESR) without going through the
Winter Weather Campus Closure Policy
Bethany Theological Seminary and Earlham School of Religion jointly adopted the following policy regarding winter weather campus closure.

1. The schools will close campus, cancel or delay classes in accordance with Earlham College closure, cancellations or delays.

2. The schools will also cancel classes in the event of a declared "snow emergency" by the City of Richmond, even if Earlham College classes are not canceled. Classes will remain canceled until the snow emergency is lifted.

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

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

5. On occasions of campus closure, individual faculty members may choose to hold classes by video conference with the understanding that IT support will not be available. Notification of persons involved in these classes will be the responsibility of the faculty member. Students, faculty, and staff shall not travel to campus and students who elect not to attend will not be penalized if class is held during a campus closure.

6. Individual faculty members may adjust their course calendars to account for class cancellations due to campus
7. Graduate courses taught at SVMC are canceled no later than 2:00 p.m. on the day of the course (Friday). The SVMC Program Coordinator then contacts all students who are affected by the cancellation. Students should always be aware of weather conditions before they set out for a lengthy drive to attend class. [SS20]

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

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

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

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

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

4. As a part of the application process, the student must prepare a written statement outlining the ways in which he or she believes that a program of study at the partner school will better serve their particular educational and/or vocational goals. Assessment of that statement is part of the admission decision by the partner school.

In the case of a student who has previously enrolled at and withdrawn from one of the schools, and who subsequently seeks admission to the partner school, the application process proceeds as described in (3) and (4) above, and also includes consultation with appropriate staff at the school of prior enrollment.

The Academic Deans of the two schools monitor this process and keep each other apprised of developments by admissions staff.

Change in Status from Occasional to Degree/Certificate Student
An occasional student who wishes to enter a degree or certificate program needs to take the following steps:

1. Complete the longer Degree Application;

2. Secure forms from the Admissions Office to be given to 3 references that will provide academic, church, and personal references for admission;

3. Submit to the Admissions Office a 2-3 page typewritten essay describing personal and professional goals; how these relate to one’s faith perspective, understandings of the church, and sense of calling or vocation; how a Seminary education at Bethany can help fulfill these goals;

4. Submission of new transcripts is not required provided there have been no changes, degrees earned, etc.; and

5. Campus visit and interviews are required in addition to the written materials listed above.

The Admissions Committee acts on requests for change of status when the steps indicated have been taken and all materials have been received and reviewed.

Change of Program for Degree or Certificate Student

MDiv, MA or Certificate students wishing to change their program of study, must submit a Change of Program form to the admissions committee, following all of the steps outlined on the form.

Shared Credit in Two Degrees

Students who wish complete both the MDiv and the MA (or the MATW) through Bethany are able to count a limited number of credits toward both degrees, thereby reducing the total time needed to finish the two graduate programs. Accreditation standards permit students to use up to “half of the smaller degree” toward the other one. For Bethany, this means that up to 21 credits, half of the required credits for the MA,(or up to 18 credits, half of the required credits for the MATW) may be counted toward the completion of the both the MDiv and MA (or the MATW). Students are encouraged to take coursework toward both degrees simultaneously. Students must have conversations with both the director of student development and the academic dean in order to begin this process of shared credit in two degrees and to plan appropriately.

Attendance Policy

Regular attendance in courses that meet face-to-face and equivalent participation in online activities are essential for successful learning and teaching at Bethany. Students need to be present in class or online, both for their own learning and for the contributions they can make to
the learning of others. Consequently, Bethany’s policy on attendance places limits on allowable absences, giving consideration to the format of the course and (in some cases) to the reasons for an absence.

**Weekly, Semiweekly, Two-Week Intensives**

In a course that meets weekly, semiweekly, or as a two-week intensive, students who miss more than 20% of the scheduled face-to-face meetings for any reason will not receive credit.

Instructors may set a more stringent standard for attendance when warranted in a particular course, and absences totaling less than 20% of the total class time may still be a factor in the instructor's evaluation of whether a student has earned credit.

**Weekend Intensives**

Weekend intensives feature 3 weekend meetings on the Bethany campus or at off-site locations. It is important that students attend all weekend sessions, especially since absence from an entire weekend would mean missing more than 20% of the face-to-face time.

Students who know by the start of a semester that they will be unable to attend an entire weekend session should plan to take a different course or take the same course when it is offered again. Missing a portion of a weekend session may be acceptable if the absence falls within the 20% limit and the instructor agrees.

In the event of certain unavoidable emergencies, a student who has the support of the instructor may petition EPAC to continue seeking credit in a weekend intensive despite missing one weekend session. Such an arrangement will normally involve additional work to make up for the missed class time and to facilitate equivalent learning. Some examples of unavoidable emergencies include the death of an immediate family member, the student being too ill to attend class, or the student being unable to travel due to hazardous weather. Pastoral emergencies or other demands by the student's congregation or employer are not acceptable reasons for missing a weekend session. Students serving as pastors are expected to arrange with their congregations to have a substitute available in case of an emergency. In addition, students are encouraged to arrange for others to help with family emergencies rather than to miss class.

EPAC will consider the particular circumstances surrounding a serious family emergency, such as an illness requiring a parent to be with a child. Even if a student receives permission from EPAC to continue in a weekend intensive, having missed a weekend is a major concern that the instructor will consider in assessing whether the student has earned credit for the course. A student who misses two weekends of a weekend intensive for any reason will not receive credit.

**Online**

Online courses do not require attendance at face-to-face meetings, but regular participation in online discussions becomes the equivalent of classroom attendance. Time spent interacting on Moodle is considered time the student would otherwise be spending in the classroom. **One should typically expect to spend at least three hours online each week, in addition to readings and other assignments.** In keeping with the above 20% standard, a student who misses **more than 20% of the posting deadlines (whether failing to post or posting late)** during a semester-long course will not receive credit for the course.
In order to maximize interaction among participants in the course, it is highly preferable that students participate in online discussions according to the schedule set by the instructor. It is essential that students keep up with online postings and other assignments, as this is a vital part of the context for online learning. Typically, late posts are not allowed. However, instructors have the freedom to make explicit exceptions to this, as stated in course syllabi.

Hybrids

Hybrid courses include 1-2 face-to-face sessions (usually on weekends) together with online teaching and learning at other times.

The faculty chooses a hybrid format when face-to-face sessions and online activities are both essential for the kinds of learning sought in the course, and students should plan to participate fully in both. In this format, the same 20% limit on total missed class time and postings applies.

Synchronous

Synchronous participation in courses involves students at a distance connecting into a campus course using live video technology. The use of this technology may be either the scheduled format for a course or implemented during weather emergencies (particularly for intensives), as determined by the Academic Dean and the instructor of the course. In such cases, the same 20% limit on total missed class time applies.

Adjustments/Exceptions

Because the relative weight given to face-to-face and online activities may vary from course to course, the instructor in consultation with the Academic Dean will establish a clear attendance policy for each course, taking into account the overall 20% limit on face-to-face and online absences. The instructor is free to establish a stricter limit than 20% and also to clarify expectations for participation and posting within each course syllabus, as best fits the pedagogy and structure of a course. As with a weekend intensive, a student who misses one face-to-face weekend due to an unavoidable emergency may petition EPAC to continue seeking credit in the course. Such a petition would require the support of the instructor and a plan to accomplish the objectives of the missed session in another way.

In such cases, it is especially important that the student participate actively in all online portions of the course. If a student becomes ineligible to earn credit for a course because of absence under this policy, the student will be subject to the Late Drop of Courses and Withdrawal Policy in this Handbook. Note: This policy applies to students in Bethany courses. Bethany students enrolled in ESR courses follow the ESR Attendance Policy for those courses.

Residency Requirement

In line with accreditation requirements, Bethany has a residential requirement for its MDiv program. See the Bethany catalog for details. The MA and MATW degrees and the certificates have no residential requirement. For a course to count toward the MDiv residential requirement, the professor and the student must be in the same location for the course on Bethany’s main campus for the majority (51%) of scheduled class time. If a student should use synchronous video (Zoom) to connect into a course, that time cannot exceed 40% of the scheduled course time. For ESR courses only, apart from an instructor’s policy regarding illness, a student registered
for residential credit may Zoom in at most 3 times (for a weekly block class) and still have it constitute a residential class.

Complaint Policy (Academic Course Work)

On the occasion that a Bethany student has done all the work for a Bethany course in a timely fashion and disagrees with the professor’s assessment of that work which has resulted in a non credit (NC), the following process should be followed: The student must first discuss the issues with the professor, arguing his or her case for credit based on the work they did and the requirements in the syllabus. If the conflict remains after this conversation and the student wishes to appeal further, he or she may appeal to the Academic Dean. The Academic Dean will consult with both the student and the professor about the matter and may request another professor’s assessment of the materials before deciding whether or not credit should be granted. The Dean’s decision may be appealed to the President.

On the occasion of any other academic complaint, the student must discuss the issue with the professor. If the concern cannot be resolved in this manner, the Dean can be brought in either to make a decision or to form a panel including the President, Academic Dean, and a third party selected annually by the faculty to hear formal complaints, investigate such complaints and resolve the issue.

Complaint Policy (Joint Policy Bethany and ESR)

On the occasion that a student from either partner Seminary needs an institutional process to appeal formally an action on the part of a professor, he or she shall use the process stated in the policies of the professor’s institution (ESR Student Complaint Policy page 37 ESR Student Handbook; Bethany Student Complaint Policy, above). A student filing a complaint will be accompanied through the process by his or her advisor/mentor or another faculty member from the student’s institution approved by the student.

In the case of jointly taught courses or other circumstances involving professors from both institutions, the Deans shall confer and decide how to proceed.”

Approved by the Joint Faculty Meeting April 5, 2004

Complaints Regarding Compliance with Accrediting Standards

In accordance with regulations adopted by the U.S. Department of Education, the Association of Theological Schools (ATS) requires that each member school “shall have a process for responding to complaints raised by students related to areas addressed by ATS accrediting standards and shall maintain a record of such formal student complaints for ATS review.” Bethany's process for dealing with such complaints is as follows:

1. Copies of the official ATS document describing ATS accrediting standards are kept in the offices of the Academic Dean and the President. They are available for review by faculty and students at any time.

2. In the event that a student judges that Bethany Theological Seminary is not complying with one or more ATS accrediting standards, he/she is encouraged to consult with the Academic Dean. If the issue is not resolved through clarification, the student may submit a formal written complaint to the Office of the Academic Dean, who shall respond to the complaint in writing. Copies of both the complaint and the response shall be placed in a formal complaint file in the Office of the President.
3. In the event that the student who brought the complaint does not regard the response as adequate, he/she may appeal in writing to the President to review the complaint and response and to ask for an additional response. In reviewing the appeal, the President may choose to consult with related individuals and/or groups, to bring the matter to an appropriate internal governance structure or to the Board of Trustees, or to convene a special committee to explore the matter and report its findings. After the review process, the President shall respond to the appeal in writing. Copies of both the appeal and the response shall be placed in the formal complaint file in the Office of the President.

4. The file of formal student complaints and responses to such complaints shall be open for ATS review at all times.

Independent Study Policy

- An Independent Study is a curricular option intended to augment regularly offered courses. Independent Studies may be used for a number of reasons: to pursue a topic of particular interest or importance to the student, to supplement an area or topic not explored within the curriculum, to provide focused research related to the MA/MATW Thesis/Portfolio/Project, and to make the content of regular courses accessible due to schedule conflicts or course availability. The Independent Study Form for the Cross-Cultural Course requirement is handled on a separate form.

- All requests for an Independent Study with a Bethany faculty member must be approved by the Educational Policies and Advisory Committee (EPAC). Bethany students desiring an Independent Study from ESR must follow the ESR Independent Study policy. ESR students desiring an Independent Study from Bethany must follow the Bethany Independent Study policy. The academic dean of ESR will be consulted by the academic dean of Bethany when such a request is made by any ESR student.

- Bethany students are eligible to undertake an Independent Study if they are enrolled in a degree program (MDiv and MA/MATW) after they have completed at least 12 semester hours of regular coursework, and if they have demonstrated ability to do independent research and writing.

- An Independent Study will not duplicate courses offered during a given year at Bethany or ESR, except in the case of students whose schedule and/or location makes it impossible to take advantage of such regularly offered courses.

- EPAC will track the frequency and topics of all Independent Studies with Bethany faculty members.

- Bethany degree students may register for up to 6 credit hours from Independent Studies in one academic year. The total number of credits gained for a degree program through Independent Study must be no more than approximately 15% of total degree credits (6 credits for MA and MATW; 12 credits for MDiv). Certificate students may take up to 3 credits (one course) as an independent study. Occasional Students may not register for Independent Studies.

- Bethany students may register for an Independent Study through Bethany for variable credit hours: 1.0, 1.5, 2.0, 3.0. The expected work will be appropriate to the number of credits.

- Appropriate reading for an Independent Study of 3 credits will normally consist of approximately 1500 pages. A lesser number of pages may be appropriate when the course includes some structured learning experience as well as reading.

- An Independent Study will typically include reading, a written project or other product that demonstrates the student’s learning, and scheduled meetings with the faculty instructor/supervisor.
Independent Studies may be structured either as a course by an individual student or as a group of students involving peer interaction. If a group of students wishes to do an Independent Study together, each student will submit a coordinated proposal and register separately, and the dean will discuss the group proposal with the intended faculty instructor/supervisor, especially in terms of teaching load.

A faculty instructor/supervisor supported by the dean and approved by EPAC will oversee an Independent Study. The instructor/supervisor may be either a regular member of the faculty or another qualified person approved by the Dean to serve in that role. In the latter case, a regular member of the faculty will be designated as the contact person for the outside instructor/supervisor.

Bethany faculty members carrying a regular teaching load may serve as instructor/supervisor for up to two Independent Studies (typically 6 credits total) each term. Exceptions will be negotiated with the dean.

Students will submit a proposal on the form found on the back of this sheet, including all required information, attachments, and signatures, to the dean who brings the request to EPAC.

The proposal must be approved by EPAC prior to the student beginning the work outlined in the proposal.

Course Extension Policy

- Students may not submit papers, examinations, or other required assignments as a part of course work after the final day of the term, as indicated by the date specified on the Academic Calendar.

- Bethany does not grant “incompletes.” However, students may request an extension by completing the “Course Extension Form” on the reverse side of this sheet, including all the required information, the reason for the request, and the signature of the instructor for the relevant course.

This form will be submitted to the dean, and must be received by the final day of the term, according to the Academic Calendar. All extension requests must be signed by the appropriate instructor, at the discretion of the instructor for the course.

- Extensions will only be given on the basis of extenuating circumstances. Extenuating circumstances are those that could not have been prevented or anticipated and were completely out of the student’s control, such as serious illness, death in the family, or other such emergency.

- Students may apply for one of two types of extensions:
  1. Extensions may be granted for one additional week after the final day of the term. The following signatures are necessary for approval: the instructor and the dean.
  2. Students may request a longer extension to complete coursework, typically two weeks but will not exceed four weeks, by submitting the Course Extension Form, appropriately completed and signed, to the dean, who brings the request for additional time to the Educational Policy and Advisory Committee (EPAC) for possible approval.

- Students may submit only one extension request per course: either the first option of one week or the second option for a longer period, as listed above, but not both. Students may not request an additional extension.

- Failure to complete the required work within the extension deadline will result in a “no-credit” (NC) for the course.

- The dean will inform the student’s advisor of the request for extension by the student.
• The dean will inform the student of the result of any extension request. The dean will also inform the Joint Seminaries Registrar of any approved extension request. The dean will inform Student Services, if the extension date goes beyond the end of the grading period.

• A pattern of requests for course extensions by the same student is a serious educational concern. In such cases, extensions may not be considered. EPAC will maintain records of all extension requests, especially to identify such patterns.

• If a student wishes to appeal the decision for an extension, the student will follow the Complaint Policy, as outlined in the Student Handbook.

• Students follow the policy of the school (Bethany or ESR) in which they are enrolled, regardless of which school offers the course for which they are seeking an extension.

Course Load/Overload Policy

A course load of 12 credit hours per semester is considered a full-time course load for each session. Any additional credits are considered an overload.

Permission to take a course overload of an additional 1-3 hours in a given session may be granted by the faculty advisor as an exception to normal policy if ALL of the following criteria are met:

1. The student is in good standing academically, and has successfully credited all of the courses for which he or she was enrolled in the most recently completed session;

2. The student is carrying no more than 20 hours of employment and/or volunteer assignments per week during the session in which the overload will be carried. The total of 20 hours includes Federal Work-Study and, for MDiv students in a ministry formation placement, hours committed to their field education assignment as ministers in training;

3. The student has not requested course extensions during the session most recently completed and does not anticipate requesting such an extension during the current session. If the student subsequently requests a course extension for a course taken during the current session, that will nullify the permission granted for an overload in the upcoming session; and

4. The faculty advisor deems that the student is capable of carrying the overload without jeopardizing health and/or the quality of the student's work.

A course overload is not permitted during the student's first year of study.

Students desiring to register for an overload need to obtain a form from the Academic Services website or workroom and give the completed form to their faculty advisor. The signed form will be submitted with the course registration form to the Academic Services office.

Students denied permission to take an overload may appeal the decision of their advisor to the Academic Dean. The Academic Dean's decision is final.

Course Load for Two-Week Intensives

The seminaries do not permit a student to be enrolled in two two-week Intensive courses concurrently. The concentration of material and the amount of time for critical reflection during a two-week Intensive require the full attention of the student.
It is possible, though not recommended, for a student to audit one two-week Intensive while taking another for credit concurrently. In this case, the student will seek the permission of the professor whose course will be audited, following the policy for audits, and will also inform both professors and the student’s advisor.

Cross Registration

Anabaptist Mennonite Biblical Seminary, Christian Theological Seminary, Payne Theological Seminary, United Theological Seminary

Students of Bethany and ESR can take courses at Anabaptist Mennonite Biblical Seminary (Elkhart, Indiana), Christian Theological Seminary (Indianapolis), Payne Theological Seminary (Wilberforce, Ohio) and United Theological Seminary (Trotwood, Ohio) through cross registration.

Fill out a cross registration form, found on the rack in the 2nd floor workroom, submit it to the registrar. We will be happy to assist you in any way to make this process smooth. Your tuition will be charged through your own Seminary and your registration and grades will be issued through Academic Services. We will work with the registrar’s offices of the Seminary offering the course to accomplish this.

Earlham College

Students may cross register at Earlham College for graduate level credit in upper level college courses that pertain to the student’s degree program. Frequent examples are languages, philosophy, religion, psychology, sociology/anthropology, music, and management courses. Students may be asked to do additional work in order to receive graduate level credit.

Procedure to register:

1. Get a “petition to register at Earlham College” form from the workroom;
2. Fill it out entirely and get the necessary signatures;
3. Attach the form to your registration or drop/add form; and
4. Turn it in to Academic Services.

NOTE: Do not assume that a course taken at another Seminary/institution can be used to meet a degree requirement. Check with the Academic Dean of your school BEFORE you take the course. There are some courses that cannot be taken at another school.

Deadlines for Submission of Coursework, Special Requests, Grades, Evaluations

The catalog describes the policies governing due dates for submitting various materials related to the curricular program. The academic calendar printed in the catalog and updated on the Academic Services website includes specific due dates for some of these items.

Change to a Newer Version of the MDiv, MA, or Certificate Requirements

When the faculty revises the curriculum, students can request to be held to the newer requirements rather than the requirements under which they began their program. This should be done by filling out the appropriate form with signatures after consultation with their advisor.

Delayed Completion of Degree Program
MDiv students have eight calendar years from the date of admission to complete their degree program under the graduation requirements in force when they were admitted. MA students have five calendar years from the date of admission to complete their degree program, including the thesis or portfolio, under the graduation requirements in force when they were admitted. If a degree program is not completed within the time indicated, a student may apply for readmission to the program in order to complete the degree. Upon readmission, a student is advised of new and/or outstanding graduation requirements, and of what courses previously completed will carry forward for credit.

When more than ten years have elapsed from the date of admission to a program, students applying for readmission must complete the usual application process required of new students, including a campus visit and interview, and may request that coursework previously completed receive credit in the new program of study.

Such students must complete a minimum of 24 additional credit hours, which is the equivalent of one additional year of full-time study. In addition, such students need to fulfill all of the degree requirements in effect at the time of readmission. They will be given a preliminary projection of credits to be granted and of requirements to be completed at the time of readmission. At the discretion of either the faculty advisor or the Academic Dean, they may be required to retake some courses taken previously and/or to demonstrate competency in particular areas of the curriculum.

**Probation and Dismissal Policy**

Any student earning a second NC (no-credit) in their career at Bethany will automatically be placed on academic probation. Probation will be lifted after:

- Initiated by the student in consultation with their advisor, the student analyzes what happened and makes a plan to prevent further NCs. The written plan is presented by the advisor to faculty in executive session.
- 9 consecutive credit hours have been completed with no further NCs (or, the number of credits needed to graduate, if less than 9) and the student has fulfilled the stipulations of the approved plan.

If another NC is earned while on probation (3 total), the student will be dismissed. If another NC is earned after probation is lifted (3 total), it will automatically result in probation again. Probation will be lifted after the above requirements have been completed. Another NC (4 total) will result in dismissal.

Any student who earns more than two NCs in the same session will follow the policy stated above, adjusting the total numbers of NCs up by one in each instance accordingly (that is, allowing for 4 instead of 3 and 5 instead of 4, respectively).

A student may appeal the action to dismiss by following the Complaint Policy (Academic Course Work) as outlined in the Student Handbook.

**Late Drop of Courses and Withdrawal Policy**

During the weeks between the first drop deadline and the final one, as listed on the Academic Calendar (which is also included as a timeline in this Handbook), a student may simply use Banner Self-Service to drop a course. In this case, a W (Withdrawal) will not appear on the transcript, as the course will not appear. When a student drops a course at any point during this drop period, the student will also notify the professor and Academic Services (vanloap@earlham.edu) via email of the decision to drop, so that a written record can be retained.
If an individual course is dropped after the date designated on the Academic Calendar for not receiving a NC, then this will result in a non-credit on one's academic transcript. Under extenuating circumstances, a student may appeal with a petition explaining the circumstances to EPAC (Educational Policies and Advisory Committee). First, the student will need to have a conversation with the professor. Second, the student will obtain written confirmation of the professor’s approval.

Third, the student will send this request via email to EPAC, including the written confirmation from the professor. If approved by EPAC, a W (withdrawal) will appear on the transcript.

Departure from school prior to the final class meeting of the session including final exams is permitted only in an emergency and only with the approval of EPAC in advance of departure. If the student does not appeal to EPAC for a W, then a NC will automatically result.

A Withdrawal (W) will only be granted on a transcript on the basis of extenuating circumstances. Examples of extenuating circumstances include: serious illness, death in the family, or other such emergency that was out of the student’s control. Students who wish to request a Withdrawal (W) may do so only between the final drop deadline on the Academic Calendar and an absolute deadline that is four weeks prior to the end of exam week. A request for a W in the last four weeks of the semester will not be granted by EPAC. Instead, during these last four weeks of the semester, the student may appeal to EPAC for a course extension, following the Course Extension Policy. If the student is unable to fulfill the stipulations of the Course Extension, then a NC will result, without the possibility of changing this to a W. This policy does not apply to Two-Week Intensives. For these intensives, see the dates on the Academic Calendar.

Leave of Absence Policy

In order to continue in active status, students in a degree or certificate program must register for at least one course each session. If they are unable to take courses during a given session they must consult with their advisor and communicate with the Director of Student Development for a leave of absence. Students may take a leave of absence for no more than two consecutive semesters at one time. However, students wishing to go on leave of absence must apply each semester in which they wish to be on leave. Leave of absence will not be granted retroactively during a term; the leave would start at the beginning of the following semester.

Leave of absence status may be granted for professional or personal reasons including, but not limited to: illness, caring for an ill family member, birth or adoption of a child, need to deal with changes or crises at workplace, or to study at another seminary and earn course credit that may be transferred into their Bethany program. It should be noted that leave of absence status does not extend the deadline for degree completion.

Leave of absence status includes the following arrangements, privileges, and fees:

1. library privileges continue,
2. student mailbox remains active
3. student email account remains active
4. student remains on student email listserv & thus receives newsletters and other communication
5. federal student loans not available for LOA period
6. federal student loan repayment grace period will begin six months after the start of a LOA. Loan repayment would then begin after the six month grace period ends, twelve months after going on LOA.
7. Bethany wellness center membership subsidy not available
8. Cross-cultural bank payments will be suspended during LOA period.

9. All Financial Aid deadlines must be met prior to the LOA period, in case the student wishes to return to coursework. There is no exception made for late Financial Aid materials. The Financial Aid process for the year after a LOA must be attended to by the normal deadlines. Please be well advised with the following information: bethanyseminary.edu/admissions/financial-aid/or contact the Coordinator of Student Financial Services.

10. All fees, academic calendar deadlines and routine seminary processes apply during the LOA period. If a student does not register, does not request a leave of absence, and does not withdraw he or she will be administratively withdrawn after the 1st week of semester long courses is completed during the third session in which they have not registered, requested a LOA, or withdrawn. This date marks the end of the period which courses may be added. All student privileges will end at this time. The six-month grace period on federal student loans would then begin and repayment start after the grace period ends.

**Graduation Policy**

Students must have completed all the requirements of their degree program in order to participate in commencement. However, students who will have completed all of their program requirements by the end of the May Intensive immediately following commencement may appeal to EPAC before its November meeting for an exception to this policy, which will be considered on a case-by-case basis. In addition, students must have cleared their student account prior to graduation in order to participate in commencement activities. See Results of Past Due Accounts on page 55 for more detail on student account status for graduation.

Potential graduates should check the academic calendar and academic services forms page for the following:
- Transcript conversion date
- Intention to graduate form and due date
- Graduation fee

**Graduation and Commencement Events Information: Additional**

Commencement Events include Graduation Worship, the Senior Banquet, and the Academic Ceremony (a ticketed event). Graduates plan the Senior Banquet and Graduation Worship, and the Executive Committee of the Board of Trustees along with the Closing Events Oversight Committee plan the Academic Ceremony.

Graduates are all required to complete the following before they are allowed to obtain tickets for the Academic Ceremony:
- Bethany new alumni exit and alumni interviews, Bethany online exit interview, with follow up face-to-face interview with Director of Student Development.
- ATS Graduating Student Questionnaire, online
- Federal Student Loan exit interview (government requirement for all who have taken any student loans to fund their seminary education). See Coordinator of Student Financial Services for information.

Potential graduates will be invited to be on the planning committees for the senior banquet and the closing worship. The senior banquet takes the evening before the academic ceremony and is a
time to recognize and reflect on the impact each graduate has had on the seminary, in addition to a lovely meal for graduates + 1 guest, staff and faculty. The closing worship takes place prior to the senior banquet, and is one hour of worship planned by graduates, that sends the graduates onward with God’s blessing. The Director of Student Development oversees both of these planning committees, as well as the rest of the exit interview process.

Joint Policy on Citation Style and Plagiarism

Citation policy

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

Plagiarism policy

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

Plagiarism is using the work of other people without giving them credit, whether in written assignments or formal oral presentations. A glaring example of plagiarism would be submitting an entire essay written by someone else and claiming it was your own. It is also plagiarism to use, without giving credit, someone else’s ideas or phrases. This definition applies to words and images, to manuscripts, and to ideas gleaned from spoken communication. For further examples and appropriate ways to cite, please see the most recent edition of Kate Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Guides to Writing, Editing, and Publishing* (Chicago: University of Chicago Press), especially sections 4.2.3, 7.9, and 25.1.

The consequences for plagiarism will vary according to the extent of the offense, but even “minor” instances are considered serious enough to incur penalties. These may range from rewriting the assignment, non-crediting the assignment, or non-crediting the course, up to dismissal from the program.

Any instances of plagiarism will be reported by the instructor to the student, the student’s advisor, the academic dean of the instructor’s institution, and the dean of the student’s institution, if appropriate. Students who wish to challenge the charge of plagiarism have recourse to the Complaint Policy of the instructor’s institution.

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

Student Files and Education Records

The Seminary complies with all provisions of the Family Educational Rights and Privacy Act (FERPA) as amended. This law includes, among other items, the following provisions.

A student in attendance at an educational institution may inspect and review his/her educational records within 45 days of the time a request to inspect the records is made.

An educational institution shall obtain the written consent of a student before disclosing personally identifiable information from the educational records of a student, other than directory information. The written consent must be signed and dated by the student and shall include:

1. A specification of the records to be disclosed,

2. The purpose or purposes of the disclosure, and

3. The party, or class of parties, to whom the disclosure may be made.

The school shall, upon request, provide a copy of the record that is disclosed to the student.

Prior consent for disclosure of personally identifiable information from the educational records of a student is not required if the disclosure is to other school officials, including teachers within the institution.

An educational agency or institution shall, for each request for and each disclosure of personally identifiable information from the educational records of a student, maintain a record kept with the education records of the student which indicates:

1. The parties who have requested or obtained personally identifiable information from the education records of the student, and

2. The legitimate interests these parties had in requesting or obtaining the information. The student may inspect the record of disclosures.

3. Directory information may be disclosed without consent of a student. This includes the student's name, address, telephone number, date and place of birth, age, gender, race, religious affiliation, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

A student may refuse to permit the disclosure of any or all of the directory information by informing the institution in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

A written request directing the institution to withhold such information must be made to the Joint Seminaries Registrar within two weeks after the beginning of any session.

Inactive Student Records
All Student Academic Records are managed by the Academic Services Office. Oversight is the responsibility of the Joint Seminaries Registrar.

1. Inactive files with an admission date of 50 years or less will be scanned and stored on the secure computer drive maintained by Academic Services. Physical files will be stored in locked, fireproof file cabinets in the Archive Room, located in the lower level of the Bethany Theological Seminary building.

2. Inactive student Academic Records with an admission date earlier than the most recent 50 years will be scanned and stored on the secure computer drive maintained by Academic Services. The physical files will be stored at the Brethren Historical Library and Archives, located in Elgin, Illinois. An agreement between the Brethren Historical Library and Archives and Bethany Theological Seminary is on file in the office of the President of Bethany Theological Seminary.

Testing Out Of Intro Courses

Students may wish to take proficiency examinations in order to satisfy requirements for introductory courses in Biblical, Historical and Theological Studies. The faculty member teaching the course administers these exams. In the case where two professors both teach the course, the professors will come to agreement on which one will administer the examination in any given session. Note that the number of credit hours necessary for the degree program does not decrease, the student simply has additional electives.

System of Student Evaluation

Course work is evaluated on a credit/non-credit basis. In addition, beginning in fall 2014, faculty prepare final course rubrics assessing the performance of student work in relation to program objectives and other criteria, which become part of a cumulative file during the student’s program of study. Prior to graduation, students are given several options regarding the final disposition of this file.

Bethany faculty will include one of four evaluation categories on student final course rubrics, in order to help with student assessment and progress: credit with distinction, credit, credit with concern, and non-credit. Transcripts will continue to reflect only credit/non-credit.

Transcript

To order an official transcript, please fill out the transcript request form found on the Academic Services website or in the Academic Services office located on the 2nd floor of the ESR building. The fee for transcripts is $7 each after the very first one, which is free.

Transfer Credit

Credit for coursework done at other institutions presumes that:

1. The institution is accredited by ATS and/or a recognized regional accrediting agency;
2. The coursework is done at the graduate level;

3. The coursework received a letter grade of B- or higher; and

4. The coursework contributes to the curricular program the student is pursuing at Bethany.

MDiv students may transfer up to 36 credits of coursework taken at another institution, MA students may transfer up to 21 credits of coursework, and MATW students may transfer up to 18 credits of coursework. All transfer credits must be approved by the Academic Dean.

Transfer credit is generally restricted to courses in one or another of the curricular areas described in the Bethany catalog. At the discretion of the Academic Dean, up to nine credit hours of transfer credit may be granted for courses in cognate disciplines that contribute to the fulfillment of the objectives for the degree program. When such courses receive credit, they will count as electives.

Withdrawal From the Institution

Before withdrawal from the institution is official, a student must speak to his/her advisor, schedule an interview with and file the withdrawal form with the Director of Student Development. The Director of Student Development will inform the Joint Seminaries Registrar and the Academic Dean of the student's withdrawal.

Transcript Conversion (Joint Policy)

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

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

2. That ESR offerings of Field Education, CPE and 100 - 200 level spirituality courses and Bethany offerings of F 301 Ministry Formation, F 300 Ministry Elective, and F 502 MDiv Review shall not be converted to letter grades;

3. That Faculty will use the narrative evaluations of student course work as a basis for assigning grades;

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

5. That this is a one-time event activated by a written request to the Joint Seminaries Registrar, which may be made at the commencement of the student’s final year. To have their transcripts converted into letter grades, students must submit a written request prior to the end of registration in October;

6. That once a transcript is converted into letter grades, it will never be converted back into credit/no credit notations; and
7. That under no circumstances will a transcript be converted into letter grades after a student has ended his or her study at the school through graduation, withdrawal, or expulsion.

Confidentiality Statement Regarding Student Files
(Adopted by the Joint Faculty-Student Meeting, February 1, 1978)

Individual Student Access
The student has access to these file contents:
- Application for Admission;
- College transcript;
- Bethany transcript;
- Letters of reference for admission which were not waived;
- Student/institutional correspondence concerning admission information;
- Academic correspondence during sessions here regarding requests, action, and examination information;
- Course materials including demonstration of proficiency material;
- Course evaluations.

Ministry Formation and other students have access to the above named material with the individual student's permission. The materials may be obtained with the assistance of the appropriate custodian of the material.

President/Academic Dean Access
The President and the Academic Dean have access to all materials including the above-mentioned materials in the Student Access Section and the waived letters of reference, notes of pastoral concerns, and notes of medical or psychiatric nature.

Faculty/Staff/EPAC/Joint Seminaries Registrar
Faculty, Staff, EPAC Committee, and the Joint Seminaries Registrar have access to all student files. They have access to President/Academic Dean access files only after authorization by the Academic Dean or the President. Under the overall supervision of the President or the Academic Dean, the Executive Assistant to the President and the Administrative Assistant to the Academic Dean have access to these materials as related to the performance of their duties.

Persons Outside of the Institution
Persons outside of the institution (including credit checks, other academic institutions, employment references, or denominational inquiries) have limited access and only to specifically requested signed released documents authorized by the student.

Individual Faculty and Staff Files
Individual Faculty and Staff files on a student are the sole property of the individual faculty/staff. Access to these materials by the student and institutional personnel is only through negotiation with the individual faculty/staff member. Such files may include notes of pastoral concern, progress or evaluations, or letters of recommendation. Letters of recommendation written for a student by a faculty/staff member are kept in the file of the writer and never to be included in the student's file elsewhere.
Disposition of Material

After a student graduates (or a 7-year period has passed since a person terminated with the institution) file contents will be destroyed except for three areas:

1. Permanent record materials consisting of application for admission, college transcript, Bethany transcript, and such other institutional correspondence related to a student's course of study as is deemed necessary by the Academic Dean. The final disposition of these materials is the archives vault in alphabetical order. Access to these materials is limited to the President or the Academic Dean or the Joint Seminaries Registrar (or a representative thereof) and the individual student.

2. Research materials consisting of Graduate Record Examinations, Readiness for Ministry, and personality and other similar tests or evaluations, are kept and separated by year in the archives vault. Access is by permission of the President or the Academic Dean to bona fide researchers who will maintain the institution's level of confidentiality.

3. Course materials, demonstration of proficiency, course evaluations, and ministry sequence materials are to be given to the student.

Information From Files

Information from files is to be divulged only under the above guidelines.

Published Bethany Directory

Published Bethany Directory information and other published materials by the Seminary can be given on request with no prior authorization.

Policy Statement on Students with Disabilities

(Bethany Theological Seminary & Earlham School of Religion)
As a community of two Seminaries in partnership we approach a policy such as this from both moral and legal bases. We desire to be a community of equal opportunity in learning and extracurricular activities for all our students. We choose to begin our policy statement with the following quote from the National Council of Churches which articulates the motivation toward equality within the lives of followers of Christ.

"Indeed, the body does not consist of one member but of many." (1 Corinthians 12:14)

One in five Americans lives with impairment that significantly limits one or more major life activities. Virtually everyone will live with a disability at some time in life. Concepts of justice for people with disabilities have evolved beyond paternalism toward the ideals of full participation and inclusion in all aspects of life. Disability rights and self-advocacy movements have emerged. At the national level, landmark laws such as the Rehabilitation Act, the Individuals with Disabilities Education Act (IDEA), and the Americans with Disabilities Act seek to assure the same rights to people with disabilities that are guaranteed to all other people in our society. The religious community also has taken a number of initiatives. Beginning in 1958 and as recently as 1995, the NCC has affirmed its belief in the dignity and worth of all people, including those of us with disabilities. Most NCC member communions have issued statements calling for the full inclusion of people with disabilities in all aspects of church life. In spite of these efforts, attitudinal, communication, and architectural barriers remain. The church has served as a point of entry for many marginalized individuals into the mainstream of society. Now the time has come for the NCC to reaffirm and broaden its commitment to people with disabilities.
This policy statement rests upon eight theological principles.

1. All people are created in the image of God
2. "Then God said, 'Let us make humankind in our image . . .'
   (Genesis 1:26) God creates all human beings in the divine image or likeness. This image
   is not a measurable characteristic or set of characteristics. God's image is reflected uniquely in each person.
3. All people are called by God
4. "For we are what (God) has made us, created in Christ Jesus for good works, which God
   prepared beforehand to be our way of life." (Ephesians 2:10) God calls all human beings to
   express the divine image through their unique characteristics. Each person's characteristics,
   including disabilities, are inseparable and valuable features of the unique, indivisible person.
5. All people have special gifts
6. "Now there are varieties of gifts but the same spirit . . ." (1 Corinthians 12:4) God supplies all
   human beings with the unique gifts needed to obey the divine call. All other people need the
   gifts God has given to each person, and no one is dispensable or unnecessary.
7. All people are invited to participate in God's ministry
8. "To each is given the manifestation of the Spirit for the common good." (1 Corinthians 12:7)
   God invites all human beings to rely on and participate in the ministry of the church.
   God continually empowers each member of the Body of Christ to reflect the divine image in
   ways that will serve and benefit the church and the broader community.

**Statement of Non-Discrimination**

Bethany Theological Seminary and Earlham School of Religion (hereafter referred to as: the Seminaries) do not discriminate on the basis of disability in the administration of the education programs and activities, including admission practices, and access to their programs and services. The purpose of this policy is to ensure that students with disabilities have maximal independence and full integration into campus life and shall be prepared for further education or employment. The Seminaries’ efforts to accommodate people with disabilities will be measured against the goal of full participation and integration. Services and programs to promote these benefits for people with disabilities shall complement and support, but not duplicate, the Seminaries’ regular services and programs.

A person with a disability shall be ensured access as all others to programs, opportunities, and activities at either Seminary. Information concerning the provisions of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, Section 504 (hereafter referred to as the Acts), the rights provided there under, and specific policies regarding non-discrimination of students with disabilities are available from the Director of Student Development of each Seminary.

**Definitions of Disability**

The standard definition of a person with a disability is any person who has a physical or mental impairment that substantially limits one or more of the major life activities of such an individual, or any person who has a record of such an impairment or who is regarded to have such an impairment. Disabilities fall into several broad categories such as learning, physical, mental and health impairments.

1. Learning disabilities: Capable students are sometimes found to lack the cognitive tools necessary to read, listen, speak, write, or calculate on a level comparable to their intelligence. To be legally recognized and supported within the Seminaries as a “disabled” student, this student needs to provide documentation of diagnosis and methods of testing administered by either an education specialist, a psychologist, or other qualified examiner.
2. Mental disorders disability: Common mental health diagnoses affecting students are: depression, bipolar disorders (manic/depressive), anxiety disorders, Post Traumatic Stress Disorder (PTSD), panic disorders, and sleep disorders. Disorders less frequently seen in students are schizophrenia, and schizoaffective or character disorders. A single episode of a mental disorder does not constitute disability. The student needs to submit information regarding what medications and/or treatment s/he is receiving and any side effects attendant with medication usage.

In making a determination as to whether the student is disabled by his/her condition, the Seminaries will consider all the circumstances associated with the condition and treatment and make an individualized determination as to the severity of the condition.

3. Physical disabilities: Common chronic and debilitating physical conditions might include, but are not limited to examples such as blindness, poor vision, deafness, poor hearing, speech impairments, long term need for a wheelchair, AIDS, HIV positive, epilepsy or Chronic Fatigue Syndrome (CFS). To qualify as a disabled student, the disability must be diagnosed and documented by a medical doctor or other qualified examiner.

Confidentiality of Students with Disabilities

The Seminaries are committed to protecting the privacy and dignity of all students. In compliance with the Acts, along with the Family Education Rights and Privacy Act, the Seminaries agree to request only such information that is deemed necessary to enable students or potential users of the facilities to appropriately access such facilities and services. Moreover, the Seminaries will not disclose such information beyond that authorized by these laws.

The Seminaries will maintain the confidentiality of a student’s medical and academic records. Among the reasons that the Seminaries may disclose information about a student’s disability are the following:

1. Faculty, staff, and other appropriate parties, including tutors, may be informed of a student’s disability for the purpose of facilitating essential aid and accommodations. Every attempt will be made to inform the student when confidential information has been passed on.
2. First aid and safety personnel may be informed when necessary, if the student requires emergency treatment.
3. Government officials investigating compliance with the Acts shall be provided with relevant information upon request.
4. No representative of the Seminaries may make public, to individuals or a group -- such as a classroom of students -- information regarding the disability of a student, except when the conveyance of such information meets the above-mentioned conditions or unless authorized to do so by the student.

Reasonable Accommodations

The Seminaries are committed to provide a Seminary education that prepares individuals with disabilities for ministry. The nexus of accommodating students’ disabilities lies in the faculty and student relationship. Instructors and advisors work together to provide accommodations appropriate for the student, while at the same time maintaining institutional standards so that all students receive a comparable graduate-level education.

Reasonable accommodations are those that help the student but do not cause undue hardship on the institution. Some examples of reasonable accommodations are:

1. Extra time to complete tests and assignments may be granted.
2. Students may be allowed to tape classroom lectures and discussions.
3. Students may be allowed to photocopy another student’s class notes.
4. Directions are given clearly and in both oral and written forms.

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5. Instructors are available for discussion and questions between class meetings. Example: posted “Office Hours.”

All requests for accommodations must be viewed in their proper context. In some cases, the Seminaries would need to deny a requested accommodation because it would render the student not qualified to pursue his/her education.

Other accommodations may be denied based on cost, whereby the Seminaries can afford equal access for lesser cost. In some cases, a requested accommodation would result in an undue burden, put the student or others at risk, result in a fundamental alteration of the program or be fundamentally unfair to the other students.

If a student wishes to challenge the denial of a particular accommodation, s/he may do so by filing a complaint with the Academic Dean who has been designated the Seminaries’ grievance officer. The Academic Dean will review the complaint in accordance with our grievance procedures and promptly reach a resolution.

Students with an accommodation plan will abide by the Assignment Deadline Policy of the Joint Seminaries.

Implementation

General

1. The Director of Student Development shall be designated to work with students who have disabilities. A system of services shall be developed and maintained to facilitate the provision of access for students with disabilities to all academic programs, services and activities. This system shall integrate students with disabilities into the academic environment to the maximum extent possible.

2. All students defined within this process who qualify as disabled shall be entitled to reasonable accommodations and appropriate academic adjustments regardless of their status (full or part-time, class rank, or level).

3. In-service training shall be provided to faculty and staff the purpose of which will be threefold:
   - To heighten awareness of existing barriers
   - To promote accurate perceptions of students with disabilities regarding their abilities, needs, and rights; and of the institution’s accessibility; and
   - To offer tools and ways to enhance accessibility.

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

5. All programs, services, activities, and physical structures shall be evaluated on a regular basis to ensure that existing barriers are ultimately removed or other forms of accommodation are made and that new barriers are not erected. The Executive Director of Student and Business Services and other appropriate administrators shall coordinate the evaluation.

Student Responsibilities

In order to secure the needed accommodations the student must inform the school of his or her disability. This “self-disclosure” must follow the procedures outlined below.

Provide Verification

Long-Term Disability
Students with long-term disabilities who seek accommodations must provide the Seminaries with professional documentation, certified by any of the following licensed practitioners: physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, learning disability specialist, or any other health care provider who is qualified to diagnose the disability in question. The documentation must be based on tests that are normed to the adult level and provide the information that is needed to pinpoint substantial limitations. The student must bear the cost of evaluation and verification.

Documentation of a learning disability should include the following: 1) documentation prepared by a qualified professional; 2) testing procedures and instruments used to diagnose the student’s present level of functioning in the achievement areas affected by the disability.

The data provided should clearly indicate the need for accommodations and a list of specific accommodations that will aid the student.

**Temporary Condition**

Although the Acts do not extend legal coverage to temporary impairments, conditions or injuries, within our limited resources, the Seminaries seek to work with any student who has some kind of physical, mental or health limitation posed by an occurrence in his/her life. The guidelines for verifying a temporary condition are generally the same as those for verifying a long-term disability, however, documentation for a temporary condition must be no older than 60 days and should indicate the nature and expected duration of the condition.

**Documentation Processing**

All documentation should be delivered to the Director of Student Development of the school in which the student is enrolled. The student must include a signed “Release of Information Statement,” allowing the Seminaries to inform key personnel (see confidentiality section for more detail) of relevant information regarding the student. The Director of Student Development has “Release of Information” forms available. The Seminaries reserve the right to request further documentation if that provided by the student is deemed inadequate. The student shall bear the cost of supplemental evaluations and documentation. If the Seminaries wish to secure a second opinion regarding the disability of a student, then the Seminaries shall bear the cost.

1. Schedule a meeting with the Director of Student Development and complete an academic accommodations plan, designed and established by the student and the Director of Student Development.
2. Contact his or her instructors and provide a copy of the academic accommodations plan after the documentation has been submitted. Ideally this process will take place after admission and before the end of the first drop/add period that applies to the course(s) for the student’s first session of studies;

However, there will be instances where the student is both taking courses and getting documentation of the disability. In these cases the student must inform his/her instructors as early in the session as possible in order to secure timely accommodations.

3. Work in cooperation with the Director of Student Development, advisor and the instructors in implementing the academic accommodations plan.
4. Any grievance involving questions around disabilities and instructional accommodations should first be addressed between student and instructor. If this does not work then the grievance procedure in place at each Seminary should be followed.
Admissions Office/Educational Policies & Advisory Committee Responsibilities

No representative of the Seminaries may ask a candidate if he or she has a disability; nonetheless, the admissions offices should do three sets of things with diligence and sensitivity:

1. Make information about the Seminaries' disability services and procedures readily available to all prospective students
2. Introduce newly matriculated students with disabilities to the Director of Student Development
3. Facilitate comfortable and expedient self-disclosure on the part of students with disabilities.

The following guidelines are suggested:

1. Encourage students with disabilities to contact the Director of Student Development as early as possible to better ensure that they receive appropriate accommodations in a timely manner.
2. Be familiar with the contents of this policy and procedure document, and make this document available to students upon request.
3. Convey any relevant information to the Director of Student Development.

Faculty Responsibilities

Faculty members shall do their part to ensure that students with disabilities receive the accommodations they need, as determined by the student’s academic accommodations plan. Faculty should keep the following guidelines in mind:

1. Include in the course syllabus a statement indicating that disability services are available to students who qualify for such services.
2. The statement should include the name, extension number, and e-mail address of the Director of Student Development.
3. If a recommended accommodation does not seem appropriate to the faculty member, s/he may choose to discuss his/her concerns with the student.
4. If the student and the faculty member are unable to resolve the matter to their mutual satisfaction, the student is directed to notify the Director of Student Development, who will investigate the matter and attempt to informally resolve the disagreement between the student and the faculty member.
5. The student may also choose to file a formal grievance.
6. Work in cooperation with the student and the Director of Student Development in implementing the recommended accommodations plan.

Process for Policy Revision

The Office of the Academic Dean of each Seminary is responsible for official interpretation of this policy. Policy changes will be reviewed and approved by the Joint Faculty Meeting. Final approval of any changes rests with each partner Seminary’s Board of Trustees after the faculty of each partner Seminary approves and recommends them to the Board. Reasonable changes in policies,
procedures, and practices shall be made, if necessary, to protect individuals from discrimination. The Presidents, the Academic Deans, and all the employees are responsible for ensuring compliance with the requirements contained in section 35.107 of the Department of Justice regulations.
Ministry Formation

The Bethany Catalog is the primary source of information on academic policies. The following policies supplement those described in the catalog.

Ministry Formation Sequence Documents

To download Ministry Formation Sequence documents, go to the Seminary Academic Services Moodle Page, https://moodle.scs.earlham.edu/mod/page/view.php?id=59432. Documents are available in pdf format. Further questions concerning the Ministry Formation Sequence can be addressed by the Ministry Formation Office. Curricular requirements are listed in the current Bethany Theological Seminary catalog.

Timeline for Ministry Formation

Please note the following process for securing Ministry Formation sites for the academic year:

1. Academic Pre-requisites:

   a. A minimum of 24 credit hours, which must include F-110B (Exegeting the Call and Culture of Ministry), Introduction to Theological Reflection, a Ministry Studies course, and a Biblical Studies course.

2. Initial Notification:

   a. Students wishing to participate in Ministry Formation must contact the Ministry Formation faculty by Thanksgiving Break the year prior to enrollment in the class, indicating their interest.
   b. Students must complete and submit Ministry Formation Sequence documents by Feb. 1st of the year prior to registration for Ministry Formation or Ministry Formation Elective.

3. Approval Process:

   a. BTS teaching faculty will discuss students' Ministry Formation readiness at their first February faculty meeting. The Ministry Formation faculty will notify each student of the faculty's decision.
   b. Students approved by BTS teaching faculty for Ministry Formation Placement will work with the Ministry Formation faculty to arrange a site and supervisor, and to get a Job Description for the site.

   This process must be completed by the beginning of April. If the student already has a site, a job description and other paperwork must be submitted by the above date.

   Faculty will consider site placements during the April Faculty Meeting. Students whose sites and supervisors are affirmed by Faculty will be given a formal agreement, which is to be signed by the student, someone designated by the site as the approved supervisor, and the Ministry Formation faculty on behalf of Bethany. The beginning of the last week of April is the deadline for returning the signed agreement.

4. Healthy Relationships Seminar

   a. All students must participate in the Healthy Relationships Seminar prior to any Ministry Formation placement. The seminar is offered at the seminary prior to the end of Semester II.
Ministry Formation Placement Closure Policy (BTS)

A Minister-in-Training must follow the closure policy recommended for any person in pastoral leadership who leaves a ministry setting unless 1) the student is a member of the congregation/ministry setting in which they are doing their Ministry Formation experience, or 2) the student is a "regular" employee of that congregation/ministry setting.

The Manual of Organization and Polity (available on the Church of the Brethren website), highlights within Chapter 4 on “The Local Church,” the importance of observing the boundaries of professional closure following ministerial service. That is the reason we place emphasis on the closure report in the Ministry Formation Elective syllabus and give class time to planning closure for the yearlong Ministry Formation course. Facilitating a healthy closure process is an essential skill for successful ministry practice. We require you to have no contact with your Ministry Formation setting for at least three months (one full academic session) after the end of your Ministry Formation/Elective placement. (In the document referenced above it also states that you must have the permission of the current pastor to re-enter the life of the congregation.)

This does not mean that you cannot write a card of appreciation for any parting gift, or that you have to ignore people from your former setting if you see them in a district meeting. What it does mean, is that you are to have a break from that congregation and the activities of that congregation for a minimum of three months. You do not go back to sing in church, preach the sermon, do a wedding, attend church activities...etc. This is an opportunity for the congregation to learn good process for closure with ministerial leadership, as well as your learning event.

Healthy closure is imperative for persons going on to another Ministry Formation/Elective placement, for your time will be consumed by a new setting. In addition, if you are still involved with the former setting, the new Ministry Formation setting may feel uncomfortable that you continue the former involvement. It is also important for each of us to learn graceful endings in leadership roles so that those persons God calls next to that place will have the space to lead. If your Ministry Formation/Elective placement is in a congregational setting that holds your membership - or if you have on-going employment with that ministry setting (you are the pastor) – closure is implemented in a different manner. For instance, you might publicly celebrate with the Teaching Committee and Leadership Team that this portion of the educational process has come to a close. Giving public recognition to the service of those in your congregation who have partnered with you in this educational endeavor is a good practice. If you, your supervisor, or members of the ministry setting have further questions, please contact the Ministry Formation Office at Bethany Theological Seminary.

Guidelines for Receiving Ministry Formation Elective Credit for Past Ministry Experience (F202)

1. Conditions for using past ministry experience for credit:

   a. This provision is primarily for those persons who come into the MDiv program with previous extensive full-time ministerial experience.
   b. Ministry assignment completed within three (3) years of request to use past experience;
   c. Ministry must be a total of 400 hours or more of ministry practice;
   d. Availability of pastor(s) on site, a local ministerial colleague, district executive, overseer, or district ministerial committee to attest to the minister’s growth and learning in the practice of
ministry; this person should also be able to assess the minister's strengths in ministry and areas for needed learning;

e. Availability of small group (3-6 people) from ministry site who can attest to how the minister's practice of ministry was experienced including strengths and areas of needed learning; and

f. Artifacts describing or showing the areas of ministry engaged in by the minister. (e.g., job descriptions, Sunday bulletins, committee minutes, diary of ministerial activities, etc.).

2. Process for enrollment in F202:

a. Student speaks with faculty advisor and Ministry Formation faculty concerning prior ministry experience credit. Ministry Formation faculty must approve the use of the experience.

b. Student registers for F202.

3. Written Requirements - Reflection Paper:

A 25-30-page paper will be submitted to the Ministry Formation faculty and the student's faculty advisor for evaluation. This paper will contain the following elements:

a. A thorough description of the ministry assignment(s), the time of service, how the ministry assignment helped you to grow as a ministering person, etc.;

b. A report from the pastor, ministerial colleague, district executive or ministry commission describing the minister's growth in practice, professional issues that arose during the minister's tenure, and assessment of the minister's strengths and areas for additional learning (guidelines below);

c. A report from a small group receiving ministry from the minister describing the ways they have seen the person practicing ministry, areas of professional growth and maturity, and skills/areas requiring more learning (guidelines below); and

d. An extended reflection by the minister on his/her work in the setting addressing the following questions:

- What is your definition of ministry growing out of these experiences? Illustrate and elaborate your definition from your work;

- How does this definition fit in relationship to the various sources of authority and guidance the church used to interpret practice? (i.e., scripture, the church's history and doctrine, the cultural context, and personal experience);

- Are you satisfied with the way your understanding of ministry stands within the tradition, as you understand it? Why? Why not?

- What are your most significant learnings from this ministry experience?

- How did this experience clarify your call to ministry?

- What do you need to learn next to be a more effective and faithful minister?

4. Interview with Ministry Formation faculty and Minister-in-Training’s Advisor:

When the paper is completed and submitted to the Ministry Formation office in triplicate, the student schedules an interview with the Ministry Formation faculty and the minister-in-training's advisor. During the interview, significant learnings and issues will be discussed and a plan for
continuing learning will be developed.

5. Receiving Credit:

Ministry Formation Elective credit for the past ministry experience will be determined by the Ministry Formation faculty and the minister-in-training’s advisor. This option will be worth three hours of credit. Granting of credit may include additional work by the minister as specified by the Ministry Formation faculty and faculty advisor at the time of the interview.

6. Evaluation:

A summary of the interview, the learning plan and the record of the credit/noncredit evaluation will be placed in the ministry formation student file, in the Ministry Formation Office.

7. Fees:

All tuition and fees apply.
General Practices

- Always use copyrighted works owned or obtained by Earlham Libraries whenever possible. Personal copies are not the preferred source for materials.
  - Keep in mind that ownership of a copy of a work (having legally purchased something) is not the same as ownership of the underlying copyright for what has been purchased.
- Always provide copyright attribution when using copyrighted materials (articles, essays, excerpts from books, and all types of media), giving the proper citation information in presentations, bulletins, and all forms of writing.
  - Post a statement about use of copyrighted materials in each course within Moodle, such as: “COPYRIGHT NOTICE: The materials on this course Web site are only for the use of students enrolled in this course for purposes associated with this course and may not be further disseminated.”
- Always limit access to copyrighted materials via course-specific password protection (e.g. in courses within Moodle), use technology protections to prevent downloading and distribution, and educate students not to duplicate or distribute.
- Always determine the setting/context in which copyrighted material will be used: classroom, chapel, sermon, Sunday School, public event, etc. Fair use typically applies to the classroom, while chapel at the seminary (as an educational setting) is less clear. Sermons in congregations and public events are typically not covered by “fair use.”
- Always determine the format in which your use of copyrighted material will occur: written (of various genres), oral presentation, presentation with slides, etc.
- Always conduct a “fair use analysis” prior to using materials. See the Fair Use Checklist.
- Always modify your use if it is not appropriately fair use, or obtain permission to use copyrighted material from the rights holder with assistance from Earlham Bookstore.
- Always obtain public performance rights if planning to screen a film/DVD/video for more than the students enrolled in a course. Viewings in the context of churches, youth groups, and other church-related events are also subject to copyright laws. Church is typically not considered an educational context, and thus sermons do not typically qualify as “fair use.” Companies offer licenses to show clips and full media in such settings, such as the Church Video License or ScreenVue from CCLI.
- Copyrighted material being used in its entirety (i.e. not within the limits covered under fair use) is best made available in class or by placing physical copies on reserve in at Lilly Library.
- Copyrighted materials should not be made available over consecutive semesters in Moodle (repetitive use).
- Linking to copyrighted works is always best, when possible. For example, instead of placing a PDF copy of an article from the JSTOR database in a course within Moodle, use within Moodle a link to a stable URL present on each article page in JSTOR. Ask a librarian (particularly, Karla Fribley) to help create such links.
“How Much Can I Use?”: Fair Use Practices

- According to US Copyright Office: “Under the fair use doctrine of the US copyright statute, it is permissible to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, and scholarly reports. There are no legal rules permitting the use of a specific number of words, a certain number of musical notes, or percentage of a work. Whether a particular use qualifies as fair use depends on all the circumstances.” (italics added; see the “four factors of fair use” on the Fair Use Checklist; www.copyright.gov/help/faq/faq-fairuse.html).

- The “four factors of fair use” are used to determine whether use of copyrighted materials is appropriately under “fair use” or not. These are: purpose of the use; nature of the copyrighted material; amount copied; effect on the market for original. See the Fair Use Checklist contained within this document for more detail.

- While the Four Factors are helpful, practices based on broader academic library community and legal precedents suggest that “less is always best” when using copyrighted works for educational purposes, including scholarly research or teaching.

- A helpful (and humorous) illustration of fair use called “A Fair(y) Use Tale” can be found at (https://www.youtube.com/watch?v=CJn_jC4FND0). A detailed 2012 report from the Association of Research Libraries on Fair Use is available.

- Guidelines for “amounts” of material that can be used (remember: “less is best”).
  - Print Materials, owned or obtained by Earlham Libraries or otherwise legally acquired
    - Books, without chapters or fewer than 10 chapters (including collection of essays): 10%. Count the total number of pages, including indices and bibliography.
    - Books, with 10 or more chapters: one chapter.
    - A single article in a single journal issue, magazine issue, or newspaper issue
    - A short story (i.e. a work of fiction) or a short poem. Use of poetry and short stories, especially in public or reprinting, can be complicated and expensive.

  - Graphics/Images/Online Videos
    - A single cartoon, chart, diagram, drawing, graph, or illustration
    - Always try to employ “free to use or share” images if resorting to Google Images (filter by “Usage Rights”), or turn to resources such as Wikimedia Commons. Look for images with a Creative Commons license, and follow the terms therein.
    - With online videos (such as found on YouTube), linking to them is best rather than embedding.
    - You are not responsible for another person’s copyright violation (i.e. what is on YouTube or another website), but you are responsible for your own use of that material (i.e. identifying where you found it or used it appropriately).
    - It is a best practice to provide the source information for where you located material online (images, websites, videos), following appropriate citation style.

  - Audiovisual Content on DVDs or other media (Films, Television, etc) and Music
    - It is permissible for all instructors to extract short clips from DVDs for educational purposes. Note that clips do not constitute wholesale streaming of audiovisual material and it does not cover the entirety of the work.
    - The Four Factors apply to audiovisual content as well.
    - The same permission extends to: “university film and media studies students,” “documentary filmmaking,” and “noncommercial videos”.

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See US Copyright Office, Section 1201 Exemptions to Prohibition Against Circumvention of Technological Measures Protecting Copyrighted Works.

See Music Publishers FAQ (http://www.mpa.org/content/copyright-faq) for more information on photocopying print scores.

A digital audio file owned or obtained by Earlham Libraries or otherwise legally acquired may be available to students via systems that limit access to students enrolled in the course. The Music Library Association (http://copyright.musiclibraryassoc.org) offers additional copyright resources.

- **Music in chapel and at events**
  - The same guidelines as above apply, but with additional concerns.
  - When using music (whether lyrics, notes, or both) in the context of singing and worship (but not a concert or performance), it is important to include the appropriate copyright license information either on the projected screen or on the bulletin or both. Bethany Theological Seminary has two different licenses for music use: CCLI (#1967782) and OneLicense (#A-722650). If you are not doing this as part of the Bethany community, then your organization needs to use its own license numbers.
  - When using music in chapel or at events, please consult the databases on the websites for CCLI and OneLicense to verify that the song(s) is covered. If it is not in the database, then it is not covered. It does not matter whether it appears in the hymnal or other printed songbooks. The song must appear in at least one of these databases in order to be covered by Bethany's license.
  - Typically, if the music publisher is covered in the database, then all of the publisher’s songs are covered.
  - If the song is not in either database, then it cannot be used legally without other permissions being obtained.
  - If the chapel service (or other event containing worship) is webcast, streamed, or made available as a podcast, the OneLicense covers the use (same license #) and we have a different license number with CCLI (#CSPL062425). OneLicense is valid for as many as 100 people while the CCLI is valid for up to 199 people. Again, if you are not doing this as part of the Bethany community, then your organization needs to use its own license numbers.
  - The largest music database is BMI. Licenses or single-use fees are available for materials that may not be covered by the more traditionally church music oriented licensing groups, CCLI and OneLicense.

- **Public Domain**
  - Some works are considered to be in the “public domain” and therefore not governed by copyright regulations.
  - There are a few clear principles to determine if something is “public domain”.
    - Anything published prior to 1923 is in the “public domain”.
    - Typically, copyright expires 70 years after the death of the author.
    - Anything published after 1923 may or may not be in the “public domain” depending on whether the original copyright was renewed or not.
    - Cornell University has developed a helpful chart for determining if something is in the “public domain”. See: https://copyright.cornell.edu/resources/publicdomain.cfm
  - Stating “Public Domain,” when appropriate, replaces the copyright, license, or permissions notice (on presentations, in bulletins, or in courses within Moodle).
Questions about copyright, fair use, permissions, and copyright compliance should be addressed to the following:

Steven Schweitzer, Academic Dean, 765.983.1815
Neal Baker, Library Director, 765.983.1355
Fair Use Checklist for Conducting an Analysis before using Copyrighted Materials

This checklist is designed to assist you in applying the balancing test for determining whether you may make or distribute copies of works protected by copyright without having to obtain permission of the copyright holder. It is recommended that you complete and retain a copy of this form in connection with each “fair use” of a copyrighted work.

Name: _______________________________________  Date: ______________________

Class or Project:

___________________________________________________________________________

Title of Copyrighted Work:

___________________________________________________________________________

Portion to be used (e.g. pages, video time):

___________________________________________________________________________

Directions:
Check all boxes that apply. For each of the four sections below, determine whether that factor favors or disfavors fair use. Where the factors favor fair use outnumber the factors against it, reliance on the fair use exception is justified. Where less than half of the factors favor fair use, permission should be obtained before copying or disseminating copies of the work. Select the appropriate final box at the end. Where the factors appear evenly split or you have questions about interpretation, please contact one of the identified individuals on the Best Practices Guidelines.

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PURPOSE OF THE WORK

Favoring Fair Use

☐ Educational
  • Teaching
  • Research, Scholarship
  • Criticism, Comment

☐ Transformative or Productive use (changes work to serve a new purpose)

☐ Nonprofit use

Disfavoring Fair Use

☐ Commercial, entertainment, or other

☐ Non-transformative, verbatim/exact copy

☐ Profit-generating use

______________________________________________________________________________

NATURE OF THE COPYRIGHTED MATERIAL
Favoring Fair Use

☐ Factual, nonfiction, news
☐ Published work

Disfavoring Fair Use

☐ Creative (art, music, fiction) or consumable (workbooks, tests) work
☐ Unpublished work

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AMOUNT COPIED

Favoring Fair Use

☐ Small quantity (e.g. a single chapter or journal article or other excerpt consisting of less than 10% of entire work)
☐ Portion used is not central to entire work

Disfavoring Fair Use

☐ Large portion or entire work
☐ Portion used is central or the "heart" of the work
☐ More than is necessary is used

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EFFECT ON THE MARKET FOR ORIGINAL

Favoring Fair Use

☐ No significant effect on market or potential market for copyrighted work
☐ One or few copies made and/or distributed
☐ No longer in print; absence of licensing mechanism

Disfavoring Fair Use

☐ Restricted access (limited to students in one class or other appropriate group)
☐ One-time use, spontaneous use (no time to obtain permission)

☐ Cumulative effect of copying would be to substitute for purchase
☐ Numerous copies made and/or distributed
☐ Reasonably available licensing mechanism available (CCC or off-prints) ☐ Use will make it publicly available on Web or other means of broad distribution

☐ Repeated or long-term use

Result of Analysis for this Copyrighted Work:

☐ Favors Fair Use ☐ Disfavors Fair Use

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Adapted from Fair Use Analysis Checklist created by Cornell University.