

# HEA Student Consumer Information

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## ***I. Availability of Financial Aid***

Deciding to attend seminary is a lifestyle-changing choice that requires a major investment of time, effort, and money. Evangelical suggests you begin investigating the process of financing your education by estimating the total cost of your program, including books and materials, and researching financing options with that figure in mind. We encourage you to carefully weigh your options, including what, if any, educational debt is necessary to obtain your educational goals and the impact student debt will have on your future lifestyle. You should also consider alternatives to borrowing.

Evangelical Seminary is committed to helping you meet your financial needs through scholarships and government loans. Since financial aid resources are limited and may not cover all the costs of your program, we encourage you to make an appointment with the Director of Financial Aid to discuss funding options available to you. You can contact the Director:

Ellis Kirk, Director of Financial Aid  
Evangelical Seminary  
121 S College St.  
Myerstown, PA 17067  
717.866.5775, ext.2107, [ekirk@evangelical.edu](mailto:ekirk@evangelical.edu)

## ***II. Student Financial Assistance***

### ***A. Types of Aid***

Aside from educational loans, additional types of aid are available. They are detailed below and additional scholarships are listed on our website, [www.evangelical.edu/admissions/availablescholarships](http://www.evangelical.edu/admissions/availablescholarships). Please contact the Director of Financial Aid for more information

#### ***Need Based Grants***

These grants are distributed to deserving students based on their need for financial assistance. Need is determined on the basis of federal guidelines as determined by the Free Application for Federal Student Aid (FAFSA) which may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Evangelical's school code is **G03263**. Students also need to complete the Grant Application for Evangelical Seminary. This document can be accessed online (<http://evangelical.edu/currentstudents>) or obtained from the financial aid office. To be eligible, students must enroll in a minimum of six credits per semester and maintain a minimum 2.5 grade point average. Grants are awarded each academic year, and students are required to apply annually in order to be considered. Award amounts typically range from \$500 to \$3,000 per year.

#### ***Academic Merit Scholarships***

Evangelical offers a limited number of academic merit scholarships to recent college graduates who plan to enroll for full-time study (18 credits or more per year) in one of

the seminary's degree programs. Merit scholarships may be renewed each year based on the student's academic performance. The academic merit scholarships include:

- The William Randolph Hearst Presidential Scholarship, funded by the William Randolph Hearst Foundation. This scholarship provides \$3,000 per year for up to two students who have demonstrated high scholastic achievement in their undergraduate studies.
- The Maurer Merit Scholarship, named in honor of the seminary's founding dean, the Rev. Dr. Kenneth R. Maurer (1953-1967), provides \$2,000 per year for up to two students who have demonstrated high scholastic achievement during their undergraduate studies.

### ***Spousal Discount***

A discount on tuition is available for spouses of enrolled degree students who wish to enroll in a degree or certificate program. If an individual enrolls as a full-time student, his or her spouse may enroll, either full- or part-time, and receive a fifty percent (50%) discount on tuition.

## ***B. Educational Loans***

***Understanding Credit.*** Applying for an educational loan is a step toward establishing credit. Credit is simply a promise to pay later for goods, services, or money that a person receives now. You are encouraged to control your use of credit and protect your credit record by budgeting, planning ahead, and considering how educational debt will affect your future lifestyle. Consider these factors carefully before making an educational loan commitment.

***Eligibility.*** Most financial aid requires demonstrated financial need. Your need level is determined by calculating the amount that your estimated educational expenses exceed your anticipated outside resources and expected family contributions (EFC). The EFC is calculated by the US Department of Education and is reported on the student's FAFSA.

***Eligibility Requirements.*** To qualify, and to receive funds, you must be admitted as a Regular or Probationary student in a degree program, maintain satisfactory academic progress, be enrolled at least half-time, and be in compliance with Selective Service laws, Social Security regulations, and Department of Homeland Security requirements. Non-baccalaureate students are not eligible for Title IV loans until they have acquired 72 credits. If you have prior unresolved loan defaults, or owe a refund of Title IV fund, you are ineligible for student loans.

In accordance with section 428 of the Department of Education's Higher Education Technical Amendments of 1991, Evangelical Seminary reserves the right to refuse to certify an otherwise eligible borrower's loan application on the following grounds:

- Poor credit history (including accounts at Evangelical)
- High indebtedness relative to your anticipated income
- Any other factors suggesting your unwillingness or inability to pay your student loans

In cases in which the seminary refuses to certify your loan application, the reason for such action will be documented and provided to you in writing.

Upon applying for a Title IV loan, the student's financial information is submitted to the National Student Loan Data System (NSLDS) and will be accessible by agencies, lenders, and schools determined to be authorized users of the data system.

Eligibility for educational loan programs is determined by the Financial Aid office according to federal guidelines. Application forms are available in the Financial Aid office for eligible U.S. citizens and permanent residents.

### ***C. Penalties for Drug Law Violations***

A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any Title IV monies as grants or loans during the period beginning on the date of such conviction and ending after the interval specified in the following information:

<u>If convicted of an offense involving</u>	<u>ineligibility period is</u>
Possession of a controlled substance	1st Offense – 1 year 2nd Offense – 2 years 3rd Offense – Indefinite
Sale of a controlled substance	1st Offense – 2 years 2nd Offense – Indefinite

### ***D. Entrance and Exit Counseling***

A first time borrower of a Federal Direct Loan must complete the **Federal Entrance Counseling** found at [www.studentloans.gov](http://www.studentloans.gov) or pick up a hard copy from the Director of Student Services to be sent completed and sent to the federal government.

When a student who receives Federal Direct Loans leaves Evangelical Seminary for any reason – graduation; transfers; long term illnesses; unanticipated emergencies; job related relocations; etc.- they must complete the **Federal Exit Counseling** on line at [www.studentloans.gov](http://www.studentloans.gov) or pick up a hard copy from the Director of Student Services to be sent completed and sent to the federal government.

### **E. *Withdrawal from Classes and Refunds***

If you withdraw from classes after receiving Federal Stafford Loans you are subject to Federal Return of Title IV Aid Calculation. This calculation determines the amount of federal loan funds Evangelical may retain for the academic period, and the amount that Evangelical must return immediately to your lender. Note that if Evangelical returns loan funds, you will owe Evangelical the charges for tuition and fees that those funds formerly covered. This will show up as a balance due on your student account.

For official withdrawals, the date of withdrawal is the date on which you notify Evangelical of the intent to drop all classes. For unofficial withdrawals, we generally use the midpoint of the semester as the withdrawal date. Evangelical may use an alternative date if we are able to document student attendance for a given time period.

The Federal Return of Title IV Aid calculation stipulates the following:

1. For withdrawal on or before the first day of classes, 100% of the Title IV Aid is to be returned to the lender.
2. For withdrawal during the semester but prior to completing 60% of the semester, the Financial Aid office will determine the percentage of the semester completed by the student. The percentage of the Title IV Aid is considered “earned.” The rest, or the “unearned” portion of Title IV Aid, must be returned to the lender.
3. For withdrawal after the 60% point of the semester, 100% of the Title IV Aid is considered “earned.” In this case, no return of Title IV Aid is required.
4. If you are enrolled in and then drop a class that does not meet for the entire semester, such as an intensive, you may be considered “withdrawn” for student loan purposes, even if you remain enrolled at or above half-time. Federal regulations may require that your loan be reduced or even cancelled if you do not complete ALL of the units for which you originally enrolled.

In #1 and #2 above, Evangelical must determine the amount of Title IV Aid that covered direct costs for the semester. Evangelical must then return a percentage of this amount to the lender, according to the basic calculation described above. These funds will be returned electronically and charged to your Evangelical student account. Students are required to pay the full amount charged to your account.

For students who have received checks from their loan disbursements to cover living expenses, a percentage of those amounts may be considered “unearned Title IV Aid” (see #2 above). However, as long as you established eligibility for the loan (see below), you will only have to repay the funds according to the original terms of the loan. In other words, deferment and other Direct Loan benefits still apply.

The Return of Title IV Aid is separate from Evangelical’s own refund policy. As a result, you may receive a refund for tuition you paid out of pocket. When Evangelical returns loan funds, there

will be a charge to your student account, which you will be responsible to pay to Evangelical (as stated above); however, there will also be a credit for the amount you paid out of pocket.

Please note that you must establish eligibility for federal aid by attending classes at a half-time level (six credits) during the semester. When you withdraw completely, officially or unofficially, Evangelical will use attendance records from the first two weeks of classes to verify attendance at a half-time level. If you fail to attend at a half-time level, then Evangelical must return 100% of Title IV Aid (see the points above). Your lender will also be notified that you did not establish eligibility for the loan(s). The lender has the option, in these cases, to demand accelerated repayment of any amount loaned to you for living expenses.

If you have received Title IV Aid and are considering dropping all of your classes or dropping below half-time, you are strongly encouraged to make an appointment with your advisor to discuss the ramifications of such actions.

For further information and examples of the Return of Title IV Aid Calculation, visit or contact the Financial Aid office.

#### ***F. Types of Student Loans***

***Federal Direct Unsubsidized Student Loans.*** Eligibility depends upon enrollment and other aid. Interest on the Unsubsidized Student Loan accrues from the date of disbursement. Principal and interest may be deferred for half-time students. Unpaid interest will be capitalized by the lender. The combined Subsidized and Unsubsidized annual loan limit is \$20,500 (an aggregate maximum of \$138,500 including undergraduate borrowing).

***Federal Direct Graduate PLUS Loans.*** The Grad PLUS loan is an unsubsidized Federal student loan with a fixed annual interest rate. See [www.direct.ed.gov](http://www.direct.ed.gov) for current interest rate. Interest begins accruing immediately upon disbursement. Payment of principal and interest can be deferred while you are enrolled at least half-time. Repayment begins six-months after graduation or dropping below half-time. The amount that may be borrowed depends on your enrollment and other aid. A credit check is required and eligibility will be affected by adverse credit history, as defined by federal regulations. Applicants with adverse credit may gain eligibility for the Grad PLUS loan if they apply with an endorser (co-signer) without adverse credit. Contact the Financial Aid Officer for more information.

***Federal Direct Loan Program Timelines.*** You can apply for Federal Direct Unsubsidized Loans and Graduate PLUS Loans year-round. The following materials are required for loan processing; (1) Evangelical Financial Aid application (2) the Free Application for Federal Student Aid (FAFSA, found at <https://fafsa.ed.gov>); (3) any other materials requested by Evangelical's Financial Aid office. Please allow a minimum of 30 days for your loan request to be processed. For specific semester and annual deadlines, contact the Financial Aid office.

***Alternative Educational Loans.*** These loans are offered by various financial institutions for educational expenses and are in addition to and distinct from the federally funded loan

programs. Terms vary among plans and a very good credit history or co-signer is usually required. Federal regulations require all alternative education loans to be taken into consideration when determining a student's financial aid eligibility. The most recent information is available from the Financial Aid office.

### ***G. Repayment of Student Loans***

Specific guidelines apply, depending on the loan program and when you borrowed. Options for deferment, forbearance, graduated repayment, income contingent repayment, loan consolidation, and cancellation of a debt will vary by program. Student borrowers interested in more details should contact the lender or servicer of their loans.

Most students enter repayment six to nine months after graduation or upon completion of half-time attendance. In some instances repayment can be required immediately. A lender or its servicer will usually remind you of your debt and arrange a repayment plan. Even if your lender does not contact you, you must contact your lender no later than 90 days before repayment is due as part of your responsibility to the loan program. For a sample repayment schedule go to [www.Direct.ed.gov/calc.html](http://www.Direct.ed.gov/calc.html)

Promptly paying a student loan payment monthly will help you establish a good credit record. Good credit is an asset when applying for other credit, such as a home mortgage or car loan. Frequent late payments constitute delinquency and may harm your credit history.

*Following are tips on avoiding delinquency:*

- Notify your lender of name and address changes
- Send the payment due each month, even if a bill is not sent
- Call the lender immediately if making a payment on time is impossible, and work out a way to catch up in the future months.
- Know about borrowers' deferment rights. Request and complete all necessary forms. Follow up to be sure that loan payments are deferred properly.
- Keep copies of student loan records, letters and all payments.
- Always call to clarify a problem. Never ignore correspondence or requests for payment.

The grace period is six or nine months long, depending on when you received your first loan. The length of the grace period is disclosed to you at the time you receive the loan.

During your grace period, you should expect to receive a repayment schedule and disclosure statement from the lender or its servicer. This schedule gives specific information about the terms of repayment, such as the amount of monthly principal and interest payments, the first due date, and subsequent monthly due dates. Coupons or statements, which are to accompany monthly payments, are forwarded at a later date. If the payments are too low or high, you should contact your lender or servicer immediately to discuss other payment amounts. You should not wait until the first payment becomes due.



If you can make payments on the loan during your grace period, you should do so. All payments made during the grace period are interest-free and will greatly reduce the amount of interest you will pay on the loan. You should contact your lenders for more information about prepayment.

#### ***H. How and Why to Avoid Default***

A default on an educational loan is a claim paid by the guarantee agency to a lender of that loan. It occurs when borrowers fail to repay within the repayment guidelines. Some consequences of defaulting on educational loans are listed below.

- Defaults are reported to local credit bureaus as derogatory credit.
- The report will remain on your record with the credit bureau for as long as seven years.
- A poor payment record may delay or prevent you from obtaining other types of credit, such as credit cards, mortgages, auto loans, etc.
- You will be unable to obtain future educational loans as well as other types of government loans that may provide future assistance, such as small business loans or federally subsidized mortgages.
- You may be taken to court or your wages may be attached by the guarantee agency.
- Involuntary deductions from salary to repay educational debts are authorized if you work for a federal agency.
- Federal and some state income tax refunds may be attached and applied to the balance of the defaulted loan.
- Increased interest amounts, late charges, and court and attorney fees may be added to the amount you must repay.
- You will be ineligible for deferments or cancellation benefits once your loan is in default.
- Federal student loans cannot be discharged through bankruptcy except in extreme cases as approved by the bankruptcy court.

Deciding to borrow funds requires careful planning. You will have to make choices about your lifestyle before and during the entire repayment period. Your choices about student loan debt will enable you to finance your educational investment and to make repayment comfortable.

#### ***I. Financial Aid Satisfactory Academic Progress Policy***

To be eligible for institutional and federal financial aid, you must meet the requirements of the Financial Aid Satisfactory Academic Progress Policy (FASAP).

A student must maintain a cumulative grade point average (GPA) of 2.5 in order to graduate from Evangelical. When a student's cumulative GPA falls below 2.5, the student is automatically placed on academic probation and notified by the Dean of Academic Programs. Two consecutive semesters of cumulative GPA below 2.5 will be sufficient grounds for the faculty, at its discretion, to dismiss the student from candidacy. Students whose cumulative GPA drops below 2.0 are normally dismissed from the academic program. When the cumulative grade point average reaches 2.5 or higher, the student is removed from probation. Any student dismissed from candidacy because of academic probation may petition the faculty to be

reinstated to candidacy after being dismissed for one semester. Please contact the Dean of Academic Programs' office for more information.

Federal Stafford Loan borrowers are required to maintain satisfactory progress in a program of study. Satisfactory progress includes both GPA and length of time in a degree program as noted in the preceding paragraph. Title IV recipients must have a cumulative GPA of at least 2.5 at the end of two years of study in order to qualify for further loans. The grading system the seminary adheres to is found below:

<b>Letter Grade</b>	<b>Quality Points</b>	<b>Numerical Equivalent</b>	<b>Description</b>
A	4.0	94-100	Reserved for exceptional work; original thought; thorough development of the topic; free of technical and stylistic errors; well-organized discussion
A-	3.7	91-93	Excellent handling and insightful discussion of the subject; well developed ideas; few technical and stylistic errors; well-organized discussion
B+	3.3	88-90	Skillfully addresses content; strong development of the topic; some technical, stylistic, and/or organizational problems
B	3.0	84-87	Competently covers content; topic sufficiently developed; some technical, stylistic, and/or organizational problems
B-	2.7	81-83	Covers content with few errors; topic adequately developed; some technical, stylistic, and/or organizational problems
C+	2.3	78-80	Some errors in content and/or a number of difficulties with technical, stylistic, and organizational problems
C	2.0	74-77	Several errors in content and/or a number of difficulties with technical, stylistic, and organizational problems
C-	1.7	71-73	Numerous errors in content and/or a number of difficulties with technical, stylistic, and organizational problems
D+	1.3	68-70	Numerous errors in content and/or a number of difficulties with technical, stylistic, and organizational problems
D	1.0	64-67	Serious difficulties with content and form
D-	0.7	61-63	Serious difficulties with content and form
F	0.0	60 and below	Significant difficulty with content and form; paper/answer not responsive to assignment. Unacceptable graduate-level work

CR – Credit received (no grade); S – Satisfactory; U – Unsatisfactory (requirement not fulfilled); I – Incomplete;  
W – Withdrawn; WP – Withdrawn Passing, no grade, no credit; WF – Withdrawn Failing, no credit, no grade;  
IP – In progress

#### ***J. CODE OF CONDUCT POLICY***

Evangelical Seminary is committed to providing students and their families with comprehensive information about processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between Evangelical Seminary officers, employees, or agents and private education loan lenders, Evangelical Seminary has adopted the following code of conduct:

- ~ Evangelical Seminary does not participate in any revenue-sharing arrangements with any private lender.
- ~ Evangelical Seminary does not permit any officer, employee, or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender or servicer.
- ~ Evangelical Seminary does not permit any officer, employee, or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment, or other financial benefit (including a stock purchase option) from a lender or an affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating education loans.
- ~ Evangelical Seminary does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission, or other group established by such a lender, guarantor group of lenders, and/or guarantors. Evangelical Seminary does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions, or groups by lenders or groups of lenders.
- ~ Evangelical Seminary does not assign private lenders to any first-time borrower through financial aid packaging or any other means.
- ~ Evangelical Seminary recognizes that a borrower has the right to choose any private lender from which to borrow in order to finance his/her education. Evangelical Seminary will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a private lender.
- ~ Evangelical Seminary will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- ~ Evangelical Seminary will not request or accept any assistance from call center or financial aid office staffing.

### **III. General Institution Information**

#### **A. Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380) ensures access to educational records for students while protecting privacy of such records and controlling the release of educational information. In accordance with requirements established by the Act, Evangelical provides notice of intention to comply fully with the Act and also notice to students of their rights under the Act. Detailed information about the Act is available from the Registrar's office.

Evangelical Theological Seminary, in accordance with Family Educational Rights and Privacy Act (FERPA) guidelines, will make available student directory information. The directory information consists of student's name, address, telephone number, email address, and degree program. Evangelical uses some of this information in an annual Directory distributed to the seminary community in order to make it possible for students to become acquainted with one another. If a student does not want personal information to be released, they may complete a "Request for Non-Disclosure" form in the Main Office. The student must fill out the non-disclosure form each semester in order for this policy to remain in effect.

#### **B. Students with Disabilities**

As a recipient of federal financial aid funds, Evangelical is subject to Section 504 of the Rehabilitation Act of 1973, which requires the Seminary to provide reasonable accommodations to those with medically verified disabilities. Disabilities that require accommodation are defined as physical or mental impairments that interfere with major life activities.

The Seminary has established a procedure for assisting such students. The student is to contact the Dean of Students. Once "reasonable accommodation" has been determined for a particular student, the Seminary will notify the appropriate professor(s). The faculty members must adhere to the accommodation as defined by the Dean of Students in consultation with the student and the physician of record.

In the event that student fails to notify the institution of his or her needs and seeks to negotiate with a professor, the faculty member must refer the matter to the Dean of Students; no faculty member should take it upon himself or herself to determine reasonable accommodation. If the Seminary has not informed the professor of the student's need in advance, then the student has not followed the stated procedure or does not qualify for such accommodation.

### ***C. Student Diversity***

According to our report to the Association of Theological Schools (ATS), our student population for 2014:

Black, Non-Hispanic:	4%
American Indian/Alaskan Native Inuit:	0.9%
Hispanic:	1.8%
White, Non-Hispanic	92%

### ***D. Cost of Education***

For the 2015-16 academic year, the tuition and fees are listed below. The full schedule of fees can be found at <http://evangelical.edu/tuition-and-fees/>.

- The tuition rates are \$560/credit, with most courses being worth 3 credits, the total cost for one course is \$1680. There is a 10% discount given when taking 6 or more credits.
- The various fees add up to be about \$185 per semester.
- With the different programs having various number of credits, to figure the estimated cost of the degree program, take the number of credit and multiply it by the cost per credit.
- The MAMFT, MALD, and the MAMIN programs have flat costs, which include the various fees.

See Appendix 5 for estimated costs.

### ***E. Refund Policy for Withdrawal***

If you withdraw from classes after receiving Federal Stafford Loans you are subject to Federal Return of Title IV Aid Calculation. This calculation determines the amount of federal loan funds Evangelical may retain for the academic period, and the amount that Evangelical must return immediately to your lender. Note that if Evangelical returns loan funds, you will owe Evangelical the charges for tuition and fees that those funds formerly covered. This will show up as a balance due on your student account.

For official withdrawals, the date of withdrawal is the date on which you notify Evangelical of the intent to drop all classes. For unofficial withdrawals, we generally use the midpoint of the semester as the withdrawal date. Evangelical may use an alternative date if we are able to document student attendance for a given time period.

The Federal Return of Title IV Aid calculation stipulates the following:

1. For withdrawal on or before the first day of classes, 100% of the Title IV Aid is to be returned to the lender.

2. For withdrawal during the semester but prior to completing 60% of the semester, the Financial Aid office will determine the percentage of the semester completed by the student. The percentage of the Title IV Aid is considered “earned.” The rest, or the “unearned” portion of Title IV Aid, must be returned to the lender.
3. For withdrawal after the 60% point of the semester, 100% of the Title IV Aid is considered “earned.” In this case, no return of Title IV Aid is required.
4. If you are enrolled in and then drop a class that does not meet for the entire semester, such as an intensive, you may be considered “withdrawn” for student loan purposes, even if you remain enrolled at or above half-time. Federal regulations may require that your loan be reduced or even cancelled if you do not complete ALL of the units for which you originally enrolled.

In #1 and #2 above, Evangelical must determine the amount of Title IV Aid that covered direct costs for the semester. Evangelical must then return a percentage of this amount to the lender, according to the basic calculation described above. These funds will be returned electronically and charged to your Evangelical student account. Students are required to pay the full amount charged to your account.

For students who have received checks from their loan disbursements to cover living expenses, a percentage of those amounts may be considered “unearned Title IV Aid” (see #2 above). However, as long as you established eligibility for the loan (see below), you will only have to repay the funds according to the original terms of the loan. In other words, deferment and other Direct Loan benefits still apply.

The Return of Title IV Aid is separate from Evangelical’s own refund policy. As a result, you may receive a refund for tuition you paid out of pocket. When Evangelical returns loan funds, there will be a charge to your student account, which you will be responsible to pay to Evangelical (as stated above); however, there will also be a credit for the amount you paid out of pocket.

Please note that you must establish eligibility for federal aid by attending classes at a half-time level (six credits) during the semester. When you withdraw completely, officially or unofficially, Evangelical will use attendance records from the first two weeks of classes to verify attendance at a half-time level. If you fail to attend at a half-time level, then Evangelical must return 100% of Title IV Aid (see the points above). Your lender will also be notified that you did not establish eligibility for the loan(s). The lender has the option, in these cases, to demand accelerated repayment of any amount loaned to you for living expenses.

If you have received Title IV Aid and are considering dropping all of your classes or dropping below half-time, you are strongly encouraged to make an appointment with your advisor to discuss the ramifications of such actions.

For further information and examples of the Return of Title IV Aid Calculation, visit or contact the Financial Aid office.

#### ***F. Textbook Information***

When a student is enrolled in a class at Evangelical Seminary, the student is then able to find his/her syllabus on Moodle, the course management system. Each syllabi contains a list of

required and recommended texts, including the author, publisher, ISBN and estimated cost of each book.

### ***G. Academic Programs***

The following programs are offered at Evangelical:

**Master of Divinity (91 credits)** with concentrations in Pastoral Ministry, Teaching Ministry, Marriage and Family Counseling, and Chaplaincy

**Master of Arts (Religion) (48 credits)** with concentrations in Biblical Studies (Old or New Testament), Historical/Theological Studies, and Individualized Studies

**Master of Arts in Marriage and Family Therapy (65-71 credits)**

**Master of Arts in Leadership Development (42 credits)**

**Master of Arts in Spiritual Formation and Direction (48 credits)**

**Master of Arts in Ministry (36 credits)**

**Certificate in Ministry (66 credits)** \*Note this certificate does not meet Title IV educational loan requirements

**Graduate Certificates (23-24 credits)** with concentrations in Lay Ministry and Marriage and Family Counseling \* Note these certificates do not meet Title IV educational loan requirements

### ***H. Transfer Credit Policy***

Transfer credits may be accepted from accredited seminaries and graduate institutions upon consultation with the registrar. The course work considered should be taken at accredited institutions, be recent (no more than ten years old) and similar in scope and breadth to course work offered at Evangelical. Credits from practica, internships and similar educational or life experiences, and pass/fail courses are not considered for transfer.

Transfer students need to complete a minimum number of credits at Evangelical in order to earn a degree here. Master of Divinity candidates need to complete a minimum of 30 credits in residence, and Master of Arts candidates need to complete a minimum of 24 credits in residence, to earn their respective degrees.

### ***I. Accreditation***

Evangelical is accredited by the

- Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (215.662.5606). The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.
- Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275 (Phone 412.788.6505, Fax: 412-788-6510, Website: [www.ats.edu](http://www.ats.edu)). The seminary is approved to offer the



Master of Divinity (all concentrations), the Master of Arts (Religion) (all tracks), the Master of Arts in Marriage and Family Therapy, the Master of Arts in Leadership Development, the Master of Arts in Spiritual Formation and Direction, and the Master of Arts in Ministry\* degree programs, as well as the Certificate in Ministry and Graduate Certificates.

- Evangelical's Master of Arts in Marriage and Family Therapy is accredited through the Commission on Accreditation for Marriage and Family Therapy Education, 112 South Alfred Street, Alexandria, VA 22314.
- Evangelical is approved by the US Department of Justice and the US Department of Homeland Security for the enrollment of non-immigrant, international students.
- Evangelical is approved by a variety of denominations (e.g., the Evangelical Congregational Church, the United Methodist Church, the Wesleyan Church, several churches within the Brethren tradition, and others) for training individuals for ordained ministry. Over the years, students representing more than forty denominations have enrolled at Evangelical.

## **J. TECHNOLOGY POLICIES AND SERVICES**

### ***Wireless Network***

Evangelical's wireless network is available to all students on the Myerstown campus. It is provided in order to enhance Evangelical's educational mission and provide administrative efficiencies.

### ***Computer Lab***

The lab, located in and operated by Rostad library, has workstations with word processing and other general applications. It also offers students wireless connections for their own laptop computers. Printing is available at all workstations as well as in the Beers Student Center located on the ground floor of Christ Hall.

### ***Computer and Internet Access***

Evangelical Seminary expects that its students will have ready access to a computer and to the Internet during the course of their studies for the purpose of academic work. Many student services are available online, including registration, the academic catalog, the student handbook, grade reports, student account information, and financial aid applications. Other services, such as the course syllabi are available as downloadable files through Moodle. Many faculty members may require their students to do Internet research for their coursework. In addition, some faculty members may be willing to receive coursework as electronic documents submitted via e-mail; many will require electronic submission of coursework.

For those students who do not have access to a computer, the seminary provides limited access to computers in the Rostad Library and the Student Service Center. However, you will be best served by having your own computer and broadband access to the Internet.

### ***Student E-Mail Policy***

E-mail has been designated by Evangelical Seminary as a vehicle for official communication with everyone who has been accepted to be a student. A firstname.lastname@evangelical.edu e-mail address will be established and assigned to each person when they are accepted. This firstname.lastname@evangelical.edu address will be the primary e-mail address for official seminary communications to individual students. Each student is expected to and responsible for checking his/her firstname.lastname@evangelical.edu address on a regular basis. Each student's use of any seminary email address and the seminary's computing, Internet, and communication resources is also subject to the seminary's Acceptable Use Policy, its User Responsibilities for Secure Computing Policy, and its Community Standards Statements found below. Therefore, each student is expected to and responsible for periodically reviewing these seminary policies also found in the student handbook.

Questions related to seminary technology policies should be directed to the VP of Finance and Operations: kevin.henry@evangelical.edu.

### ***Acceptable Use Policy***

Internet access is available to employees and students at Evangelical Theological Seminary (Evangelical). We are very pleased to provide this access to the Evangelical community and believe the Internet offers vast, diverse and unique resources to both employees and students. Our goal in providing this service is to promote educational excellence at Evangelical by facilitating resource sharing, innovation, and communication.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The guidelines in this Acceptable Use Policy (AUP) are provided so that you are aware of the responsibilities you are about to receive. In general, this requires efficient, ethical, and legal utilization of the network resources. If an Evangelical user violates any of these provisions, his/her account will be terminated and future access could be denied.

### ***Terms and Conditions for Internet Use***

1. **Acceptable Use**—The purpose of the backbone network to the Internet was originally to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives and mission of Evangelical (see Student Handbook). Use of other organization's networks or their computing resources must comply with the rules appropriate for that network. The activities listed below are prohibited by all users of the network. Evangelical reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the network. These prohibitions are in effect any time seminary resources are accessed whether in seminary, or indirectly through another Internet services provider.
  - Allowing an unauthorized person to use an assigned account is prohibited.
  - Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, offensive, or obscene material, or material protected by trade secret.
  - Use of the network to access or transmit prurient, sexually oriented, or other indecent, offensive, objectionable, or inappropriate material, hate mail, harassment, discriminatory remarks, profanity, and other anti-social communication or to disseminate personal and/or student information is prohibited. The use of Internet for any other indecent, unethical, or unauthorized purposes is prohibited.
  - Use of the network to participate in inappropriate and/or objectionable discussions with news groups, Instant Messaging (IM) or in Internet relay chats (on-line, real-time conversations) is prohibited.
  - Use of the network to order or purchase in the name of the seminary or in the name of any individual any type of merchandise or service, including any fee-based online/Internet service is prohibited. All costs incurred to the seminary or any individual because of this type of violation will be the responsibility of the user.

- The illegal installation, distribution, reproduction, or use of copyrighted software on seminary computers, or fraudulent copying, communication, or modification of materials in violation of local, state, and federal laws, including loading, downloading, or use of unauthorized programs, files, or other electronic media is prohibited.
- Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users or attempting to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is prohibited.
- Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer system is prohibited.
- Destruction or modification of seminary computer hardware or software is prohibited.
- Use of the network to facilitate any illegal activity is prohibited.
- Use of the network to misrepresent others is prohibited.
- Use of the network for commercial activities or other for-profit activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

Use of the Internet shall be limited to educational and instructional purposes related to the curriculum of the user. Use of the Internet shall be subject to the policies of Evangelical governing permissible uses of seminary facilities. Evangelical reserves the right to update the list and definition of such non-permitted Internet uses at any time.

2. **Privileges**-The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is inappropriate use and his/her decision will be final. Also, the system administrator may close an account at any time as required by Evangelical. The administration, faculty, and staff of Evangelical may request the system administrator deny, revoke, or suspend specific user accounts.
3. **Netiquette**-All persons who access the Internet must conduct themselves in a responsible, ethical, and polite manner while using the network. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: A.) Be polite. Do not become abusive in your messages to others. B.) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. C.) Do not reveal your personal address or personal information about students or colleagues. D.) Do not use the network in such a way that would be disruptive to other users. E.) All outside information accessible via the network should be the private property of the publisher.
4. **Errors/Omissions/Risks**-Evangelical makes no warranties of any kind, whether expressed or implied, for the services they are providing. Evangelical will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via Evangelical is at your own risk. Evangelical specifically denies any responsibility for the accuracy or quality of information obtained through their

services. Evangelical bears no responsibility for information that is lost, damaged, or unavailable due to any cause.

5. **Security**-Evangelical reserves the right to view and monitor all applications provided through the Internet and to log Internet use. Evangelical does have access to all email, and no email should be considered private. Messages relating to or in support of illegal activities may be reported to the appropriate authorities. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
6. **Disk Space Use**-Diligent effort must be made to avoid unnecessary use of disk space. Computers are subject to periodic maintenance, and therefore no personal data should be stored on any computer. During maintenance, all data is purged from the computer.
7. **Termination of Services**-Evangelical reserves the right to determine which network services will be provided through seminary resources and may terminate the availability of the Internet services at its sole discretion at any time. Time restrictions on use of the Internet may be imposed to ensure equality of use. Evangelical reserves the right to revoke user privileges, remove user accounts, and take other disciplinary actions which may include appropriate legal action when violation of this and any other applicable seminary policies occur. Violation of any of the provisions of this AUP will result in cancellation of user privileges and subject the user to the disciplinary procedures as outlined in the Student Handbook.
8. **Exception of Terms and Conditions**-All terms and conditions as stated in this document are applicable to Evangelical and their service providers. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania, and the United States of America.

The following represents a guide to acceptable use of network, computing, Internet, and/or communication resources. It is not intended to identify all acceptable uses, but to indicate those uses which are clearly consistent with the purposes of these resources at the seminary.

- ~ Communication is to be used for the seminary's business purposes.
- ~ Educational, academic, and professional activities of faculty, students, and staff that are relevant to the seminary.
- ~ Official seminary work that is performed by offices, departments, recognized campus organizations, and other constituencies of the seminary.
- ~ Personal use of the resources is acceptable, but should be kept to a minimum and should be incidental to the primary purposes of promoting education and learning and/or carrying out the administrative functions of the seminary.
- ~ Communications intended for seminary-wide distribution require the approval of the appropriate cabinet-level officer. Distribution lists are to be secured and maintained for the express purpose of notifying the seminary community at large or its designated constituencies of announcements and information.

- ~ Communication to known constituencies for the purpose of authorized fund raising is acceptable only for approved seminary purposes.
- ~ Content generated by the use of the resources must be in keeping with the seminary's community standards, as well as federal and state laws.

***Acceptable use always includes:***

- Respect for the rights of others including the rights of privacy and freedom from harmful and/or offensive intrusions
- Respect for intellectual property rights as legally protected by copyright and license of programs and data as well as contractual obligations
- Respect for the integrity of the computing, Internet, and communications systems

Questions regarding what is or is not an acceptable use should be directed to the VP for Finance and Operations. The VP for Finance and Operations may at any time make a determination as to the whether or not a particular use is or is not consistent with the purposes of the seminary's computing, Internet, and communications resources and is therefore acceptable or unacceptable.

***Unacceptable Use***

The following list characterizes unacceptable use. It is not intended to identify all unacceptable uses, but to indicate the types of uses that are clearly inconsistent with the purposes of these resources at the seminary. Such use is subject to consequences.

- Damage to or destruction of equipment, software, or data belonging to the seminary or others
- Disruption or unauthorized monitoring of electronic communications
- Creating and/or willfully disseminating computer viruses and turning off installed security software on seminary provided computers, e.g., anti-virus, anti-spyware, etc.
- Violation of computer system security
- Use of **peer-to-peer** (P2P) programs such as Napster, Kazaa and Morpheus, etc., which are file sharing services that use excessive amounts of bandwidth and create extreme security problems for the seminary's network and individual users of this network
- Attempt to gain unauthorized access, whether successful or not
- Access or retrieval of any stored information without authorization to do so and the storing of seminary data on offsite servers, e.g., Idisk
- Using names and passwords other than those assigned to you by Evangelical Seminary
- Unauthorized use of computer accounts, access codes, and/or passwords assigned to/by others. Employees may share seminary passwords only with their supervisors
- Misrepresenting your identity and/or account in any matter
- Use of obscenity, vulgarity, foul or abusive language, and/or disinformation
- Posting on electronic bulletin boards anything that violates a seminary standard
- Academic dishonesty (plagiarism, cheating, et. al.)

- Use for the purpose of promoting, viewing, or obtaining pornography and/or sexually explicit text or graphics
- Use of visuals and sounds which may be offensive and/or disruptive to others
- Any violation of Federal and/or State laws
- Use of email, chat rooms on the Internet, voicemail, or any other communication resource for pranks or contact in a threatening or harassing manner
- Use of email, voicemail, or any other communication resource to malign the reputation or integrity of any individual, and/or to libel, and/or to slander others
- Violating the privacy of another user, including, but not limited to, unauthorized disclosure of student academic and disciplinary matters and/or employee personnel matters
- Individuals, offices, and departments may not independently send large-group or seminary-wide e-mail, voicemail, etc. communication
- Electronic eavesdropping on communication facilities
- Violation of copyrights, software license agreements, and/or patent protections
- Sending of copyrighted material, proprietary financial information, or confidential personnel information without prior authorization
- Representing, giving opinions, or otherwise making statements on behalf of the seminary unless authorized to do so
- Commercial purposes of any type
- Unsolicited advertising
- Personal financial gain in any form
- Using the communication resources for fundraising for non-seminary organizations
- Transferring use to another individual or organization
- Personal uses of the resources that may cause interference with the operation of the seminary's information technologies, or burden the institution with incremental costs
- Extended online activities such as excessive game playing
- Creating, sending, and/or forwarding electronic chain letters
- Unnecessarily impeding the computing activities of others
- Turning off any security application installed on a seminary computer, e.g., anti-virus, anti-spyware, or anti-spam software

All unacceptable uses are also a violation of your responsibilities as a user.

### ***User Responsibilities***

By using the seminary's network, computing, Internet, and/or communication resources, you are agreeing as a condition of use to accept personal responsibility for considerate, ethical, and responsible behavior in your use of the available resources.

- You are responsible to use the resources for the purposes identified in your account application.
- You are responsible to use the resources in compliance with applicable laws and seminary community standards, policies and procedures. It is your responsibility to

determine what restrictions apply and to review the seminary's online policies and procedures that will be updated continually. The seminary's community standards are found in the Seminary Catalog, the Student Handbook, the Faculty Handbook, and the Human Resources Policy Manual.

- You are responsible to use the resources with sensitivity to the rights of others. It is your responsibility to avoid intrusions into the privacy of others and/or to avoid creating an atmosphere of discomfort or harassment for others.
- You are responsible for the security of your account/s. It is your responsibility to protect your account/s with a password that will provide protection from unauthorized use and to change that password as frequently as you think necessary. If you discover that someone has engaged in unauthorized use of your account/s, you are to report the intrusion to [techie@evangelical.edu](mailto:techie@evangelical.edu) and to change your password. The seminary assumes no responsibility for the security of your account/s.
- The seminary assumes no responsibility for lost or corrupted personal data. You are responsible to make any back-ups of such data that you have created or maintain.
- You are responsible to report any weakness you discover in the security of the computing, Internet, and communication resources to [techie@evangelical.edu](mailto:techie@evangelical.edu) as appropriate. You are not to explore a weakness on your own as this may be interpreted as intentionally tampering with the seminary's resources and be treated as a violation of criminal law as well as this policy. If you wish to assist in resolving a security weakness in the system, contact [techie@evangelical.edu](mailto:techie@evangelical.edu).
- You are responsible to identify clearly and accurately any on-line communication including messages, sentiments, and declarations as coming from you. If you are acting as the authorized agent of a seminary group, the communication must be identified as coming from the group.
- You are responsible to take steps to avoid being a victim or an unwitting distributor of computer viruses or other destructive computer programs. The seminary assumes no responsibility for avoidance of or for the impact of computer viruses or other such destructive programs.
- You are responsible for the confidentiality and security of any personal information that you disclose, such as your credit card number. The seminary assumes no responsibility for any loss you incur as a result of any such disclosure.

### ***Consequences of Misuse***

Misuse of seminary computing, Internet, and/or communication resources may result in one or more of the following consequences which may be implemented at the discretion of the vice president for finance or the seminary president:

- A written warning to the misuser
- A restriction on user privileges
- A revocation of all user privileges



- Implementation of the seminary's procedures for responding to alleged violations of community standards which could result in suspension or expulsion from the seminary and/or termination of employment by the seminary
- Immediate suspension or termination from employment by the seminary
- Financial restitution to the seminary for funds owed and/or expended because of misuse
- Referral to civil authorities for prosecution

### ***Warnings***

The seminary reserves and intends to exercise its right to inspect, monitor, read, retrieve, and/or disclose all messages created, received, or sent over its resources, when violation of this or any other seminary policy is suspected or alleged. The seminary may provide the results of the exercise of this right to appropriate civil authorities. The contents of communications may also be disclosed within the seminary without notice or the permission of the students, faculty, staff, and other authorized users.

Notwithstanding the seminary's right to inspect, monitor, read, retrieve, and disclose any communication, such messages should be treated as confidential by all users and accessed only by the intended recipients and/or authorized seminary personnel. Any exception to this must receive prior approval from the Director of Technology and the VP for Finance and Operations.

The use of passwords for security does not guarantee confidentiality. Therefore, the confidentiality of any message should not be assumed. Remember that the recipient of your message may forward it to others. Also, when a message is deleted, it is still possible to retrieve and read that message, and it may be subject to disclosure under Federal and State law.

Any electronic mail, voicemail, or facsimile address and/or number and any account assigned and/or associated with the resources provided by the seminary is the property of Evangelical Seminary.

The seminary cannot guarantee that a communication received was actually sent by the purported sender. In case of doubt, validate the authorship and authenticity of any communication.

Security for communications is not provided by the seminary. Therefore, disclosure of personal information is discouraged especially through email. The seminary assumes no responsibility for any consequences incurred because of disclosure of personal information.

The seminary reserves the right to change this policy and its procedures at any time, without advance notice, subject to approval by the VP for Finance and Operations. Users are encouraged to periodically review this policy. Questions related to seminary technology policies should be directed to the VP for Finance and Operations.

**Contact:**

Kevin Henry, Vice President for Finance and Operations  
Evangelical Seminary  
121 South College Street  
Myerstown, PA 17067  
717-866-5775, kevin.henry@evangelical.edu

***Wireless Network Use Policy***

Evangelical's wireless network is a supplement to its wired network, providing access to the Internet for primarily educational purposes. Use of the seminary's wireless network is a privilege not a right arising from enrollment or employment.

Wireless "access points," located in identified areas around campus, allow authorized users with suitably equipped and configured computers to make an Internet connection. The radio signals from these "access points" must be shared by many users, hence bandwidth performance and reliability are contingent on several factors such as distance from the access point, the number of users per access point, signal interference from objects, as well as computer equipment.

As a condition of using the seminary's wireless network, all users acknowledge and agree to the following:

- Use of the wireless network is subject to the seminary's Acceptable Use Policy and other seminary policies, as well as applicable federal and state laws and/or regulations.
- Users must keep their passwords secure and confidential. Sharing passwords with others is strictly prohibited. Evangelical Seminary requires user ID and password authentication for its current employees, current students, alumni, and authorized guests to be able to access the wireless network.
- The wireless network is inherently insecure given the fact that no transmission is encrypted. It is the responsibility of each wireless network user to avoid sending and accessing confidential, financial, private, personal, and/or any sensitive data over an unencrypted connection. Evangelical Seminary cannot and does not guarantee the security of its wireless network, and is not responsible for any consequences resulting from a user's failure to abide by this policy.
- While the seminary strives to provide reliable wireless access, the seminary is not always able to do so. Various factors, such as interference caused by objects, including furniture and/or people, and physical structures, diminish wireless signals and reliability. Evangelical Seminary cannot and does not guarantee the reliability of its wireless network, and is not responsible for any consequences resulting from the loss of user's data.

- Users are prohibited from the use of peer-to-peer or file-sharing applications on the seminary's wireless network, because such use adversely affects the quality of performance of the network.
- Users are prohibited from tampering with, repairing and/or adjusting any aspect of the wireless network, this includes, but is not limited to, access points (APs), antennae, and connected cabling. All installed wireless equipment is the property of Evangelical Seminary. The IT Department is solely responsible for the installation and maintenance of the wireless network.

Users should be aware that violations of this policy may result in one or more of the following consequences, as well as confiscation of equipment, if applicable, which may be implemented at the discretion of the Vice President for Finance and Operations:

- A written warning to the misuser
- A restriction on user privileges
- A revocation of all user privileges
- Implementation of the seminary's procedures for responding to alleged violations of community standards which could result in suspension or expulsion from the seminary and/or termination of employment by the seminary
- Immediate suspension or termination from employment by the seminary
- Financial restitution to the seminary for funds owed and/or expended because of misuse
- Referral to civil authorities for prosecution

The seminary reserves the right to change this policy and its procedures at any time, without advance notice, subject to approval by the Vice President for Finance and Operations. All users are encouraged to periodically review this policy. Questions related to seminary technology policies should be directed to the VP for Finance and Operations at [kevin.henry@evangelical.edu](mailto:kevin.henry@evangelical.edu) or 717-866-5775.

### ***User Responsibilities for Secure Computing***

#### **Who Is Responsible for Security?**

Security is the responsibility of everyone who uses the computing resources of the seminary. This responsibility is shared between the Information Technology Services department and all users. Users are entitled to the privilege of accessing the seminary's network and computing resources, but certain responsibilities accompany that privilege to insure secure computing. Studies have repeatedly found that end-user behavior plays a prominent role in an organization's computing security, accounting for a majority of all information security breaches.

Developing secure computer-use behavior is important in protecting the information assets of the seminary and its systems, including the personal privacy of its users. Practicing safe computer use will reduce the seminary's risk of data theft, performance interruptions, system

damage, and will help maintain the reliability of all systems, which is critical for productivity and the seminary's mission.

Please become thoroughly familiar with this policy, which outlines user responsibilities for secure computing. In addition, please consult the Acceptable Use Policy (AUP) for statements governing the use of the seminary's computing resources. The AUP and this policy can be found in the HR Policy Manual and the Student Handbook.

### ***Your Responsibilities***

1. Log out or lock your computer if you step away from it.
2. Be aware of and provide physical security when computing.
3. Use antivirus software and keep virus definitions up to date.
4. Beware of spam, pop-up ads, and spyware.
5. Do not download random software off the Internet.
6. Beware of email or attachments from unknown sources.
7. Never share passwords and user IDs.
8. Manage your passwords and change them regularly.
9. Don't infringe on copyrights.
10. Regularly back up documents and important data that are stored on your computer.

For further explanation of any responsibility listed above, refer to its number below.

### ***FOR ALL USERS***

**1. Logout or lock your computer if you step away from it.**

Do not leave your computer logged in while away from it, especially if your computer is in a public area. This leaves your computer open to access by unauthorized persons. As an added precaution, in addition to manually locking your computer before you step away from it, turn on automatic locking, which will require you to re-enter your password after you are away for a set period of time even if you forget to manually lock your computer.

**2. Be aware of and provide physical security when computing.**

Never leave laptop computers unattended, especially unsecured ones. Use a security cable if possible. Use login locking to regain use of your computer with an ID and password. Don't leave private hard-copy information lying in sight near your computer.

**3. Use antivirus software and keep virus definitions up to date.**

A virus is a program or piece of code that is able to generate copies of itself. It can disrupt, and in some cases, permanently damage data files and programs as it spreads. If your computer begins to act strangely, or if it stops being able to do things it has always done in the past, it may be infected with a virus. Symptoms may include longer-than-normal program load times, unpredictable program behavior, inexplicable changes in file sizes, inability to boot, strange graphics appearing on your

screen, or unusual sounds. It is important to distinguish between virus symptoms and similar symptoms that can be caused by non-malicious hardware or software problems. Being educated on the various viruses can help protect your computer.

New viruses are written and released on a daily basis. Viruses evolve frequently, which makes them more difficult to detect. They spread rapidly and through different means, including email attachments, infected document files, Web sites that contain hostile code, and unprotected file shares. Never propagate virus hoaxes or chain mail. Do not click on any links that you can't verify, e.g., think before clicking when using Instant Messaging (IM) to avoid virus infections from unknown source messages.

The anti-virus software included on your computer will help keep your computer protected. Use it to scan removable media (floppy disk, zip drives, CDs) for viruses and schedule regular scans of your hard drive. If your computer becomes infected with a virus, scan it with your anti-virus program.

Your computer will be vulnerable to virus attacks if you turn off the anti-virus software that has been installed on it. Do not turn off any automatic updating feature. It should run daily.

#### **4. Beware of spam, pop-up ads and spyware.**

Spam is unsolicited email that is more than a nuisance. It can carry risks of viral infection. Never click on any link in a spam message. Spyware is code that is covertly downloaded on your computer when surfing the Web. Music and shopping websites are notorious for downloading spyware that tracks your surfing habits and preferences. In some cases, spyware can be put to malicious use, logging your keystrokes or stealing credit card numbers and other personal information.

Learn to recognize a scam. Currently, "phishing" scams are pervasive on the Internet. Phishing (also known as spoofing) is the act of attempting to fraudulently acquire sensitive information, such as passwords or credit card details, by masquerading as a trustworthy person or business in a seemingly official electronic notification or message, most often an email or instant message. Hackers try to trick people into giving away their passwords and other personal information by sending fake emails that appear to come from common websites such as eBay, a local bank, or a greeting card vendor. Because the emails look official, some people respond to requests for their login name and password. Instead of clicking a link in an email, type the URL into your Web browser by hand, especially if the link takes you to a login page. Don't be tricked by these scams and risk personal data theft that could result in serious financial loss.

#### **5. Do not download random software off the Internet.**

Many programs available as free downloads may appear to be legitimate applications, but are in fact malicious. Programs such as KaZaA, Bonzi, Gator, HotBar, WhenUSave,

CommentCursor, and WebHancer are known to provide private data about the user and the user's computer to unknown third parties via the Internet. Installing this type of program will often spawn a background process that will significantly slow the computer down and may damage the operating system. These programs are known to allow others remote access to computers through the Internet. In general, do not install such software on your computer.

It is against policy to use Peer-to-Peer (P2P) applications on the seminary's networks.

**6. Beware of email or attachments from unknown sources.**

Email can be the gateway that allows all sorts of malware to get onto your computer and into the seminary's systems. Don't open email or attachments from unknown sources or unexpected attachments from known sources. Be wary of unsolicited messages and odd subject line content. Be careful to verify credentials of commercial senders before responding with any information. NEVER send private information (personal or financial) about yourself via email.

**7. Never share passwords and user IDs.**

Passwords are like passports or blank checks; they make it possible for unauthorized users to access your personal, financial, and work data. It's much easier than you might think for someone to determine your password.

Create a strong password, and keep it private. NEVER SHARE YOUR PASSWORDS. Eight or more characters that include digits, punctuation, and both upper-case and lower-case letters should be used to create a strong password. A good way to create a strong password is to identify a phrase and translate it into a password. For example, "I am great. You are, too!" becomes "ImGR8.Ur2!" A password should not be based on personal information. Do not use birthdates, log-ins, or family member names in your passwords.

**8. Manage your passwords and change them regularly.**

Change any default passwords immediately after you have installed a new product, particularly administrative or default passwords, to a new, stronger password.

Don't write down your passwords, but if you must, don't put them on a post-it near or on your computer, or create a file labeled "passwords." Store them in a physically secure place.

A strong password is one you change every few months. Just as you regularly scan for viruses or do backups, you should also regularly change passwords.

**9. Don't infringe on copyrights.**

If you're not sure whether it's okay to put a copy of a song on your website because you already paid for it or whether you can burn a movie you own to DVD for a friend,

you should get the facts on downloading and distributing copyrighted materials (see next paragraph). In many cases, file sharing may be illegal. Beyond music and movies, the copyrights of images and literature must also be respected. Seminary computers may not be used for copying personal CDs and DVDs.

You and the seminary can be held liable for copyright infringements. Read the copyright policies from the Recording Industry Association of America (available at <http://www.riaa.com/issues/piracy/default.asp>) and from the Motion Picture Association of America ( <http://www.mpaa.org/piracy.asp>). Know digital copyright regulations before you receive a hefty fine...or worse. Make sure no pirated software exists on your computer. You and the seminary can be held liable for such infringement.

#### **10. Regularly back up documents and important data that are stored on your computer.**

It is prudent to back up your computer to protect from valuable data loss due to a hardware failure, a virus or malware attack, or an operating system crash. You can back up onto separate diskettes, flash drives, removable drives, external drives, or compact disks (CDs). Computers do fail, so protect valuable information through regular backup practices.

#### **FOR EMPLOYEES**

Specific responsibilities for employees

- Treat sensitive data cautiously and confidentially. Sensitive data such as Social Security numbers, credit cards, and dates of birth should be handled (i.e., collected, manipulated, stored, or shared) according to stated policy and in compliance with governmental regulations. This type of data should never be visible on a screen that can be viewed by the public. Secure all physical reports (hard copies) containing confidential information. Never send Social Security numbers via email or by other unencrypted electronic means. Always confirm the identity of individuals seeking confidential information that you handle.
- Do not use Instant Messaging (IM) to transmit private information such as student ID numbers, Social Security numbers, birth dates or credit card numbers. IM is not secure.
- Be aware of and provide physical security when computing. Never leave laptop computers unattended, especially if unsecured. Exercise great caution when off campus or when traveling. Do not leave computer printouts, hard copy files, or other paperwork that has sensitive information such as student ID numbers, Social Security numbers, credit card information, phone numbers, addresses, etc. unattended in your work space.
- It is against seminary policy to turn off any security application installed on your computer, e.g., anti-virus, anti-spyware, or anti-spam software. If you suspect a virus infection, immediately disconnect it from the network to prevent the virus from spreading and call the Director of Technology. If you use a laptop when

traveling, it is imperative that you scan your computer for viruses and spyware before reconnecting to the seminary network. This will help prevent infections on our network and protect our valuable data assets.

- It is against policy to share your password with anyone except your supervisor.
- Do not keep private personal or financial information on your computer.
- It is against policy to install and use Peer-to-Peer (P2P) applications on your seminary computer.
- When in doubt, call the IT Department for support. It is better to contact the IT Department to check out any suspicious activity or behavior on your computer than to be the root cause of a virus infection that takes down the seminary's network.

The seminary reserves the right to change this policy and its procedures at any time, without advance notice, subject to approval by the VP for Finance and Operations. Users are encouraged to periodically review this policy. Questions related to seminary technology policies should be directed to the seminary's Vice President for Finance and Operations.

#### ***IV. Health and Safety***

##### ***A. Drug and Alcohol Abuse Prevention***

The use and abuse of drugs and alcohol is a pervasive problem in our society. People of every society and economic level and every age group have been affected by this epidemic. The use of drugs and alcohol is prohibited both on and off campus. In addition, the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988 require all schools and institutions of higher education to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees on seminary property or as part of any seminary activity. This policy, which is part of Evangelical's program adopted to comply with these Acts, will be distributed to all students, staff and faculty annually. If you have any questions regarding this policy or wish to receive further information on the seminary's Drug-Free Schools and Communities Act and Drug-Free Workplace Act program, you are encouraged to contact Kevin Henry, Vice President for Finance and Operations. In response, Evangelical has established the following policies:

- Evangelical maintains a policy of prohibiting the use or possession of alcohol or illicit drugs on campus, including townhouses or as part of any Seminary-sponsored activity.
- We encourage anyone who is having difficulty in this area to contact the Dean of Students or any member of the faculty or administration. The Seminary has several staff persons with professional skills in counseling, and outside referrals will be made as needed. The student's confidentiality will be respected.
- We desire to help the student or employee with any problem in this area, but Evangelical reserves the right to suspend or dismiss individuals who engage in the abuse of alcohol or illicit drugs. Further, the Seminary is required by law to refer violators of



the law for prosecution under state and federal drug laws and enforcement for underage drinking state laws.

It is the desire of Evangelical Theological Seminary to provide the highest quality of education as well as an environment that facilitates learning and Christian growth. All students, faculty and staff are expected to live according to the highest standards of Christian behavior.

### ***Standards of Conduct***

At the time of registration for courses each semester, students are expected to sign the following covenant:

*As a member of the Christian community of Evangelical Theological Seminary, I agree to live according to the standards of Christian conduct set forth in the Word of God. I pledge myself to regulate my behavior at all times to reflect favorably upon the Seminary and to abide by its rules, as a condition of my continuing attendance.*

Violation of the standard of conduct is not only seen as an affront to the Seminary community, but primarily as a violation of one's own honor which casts a shadow upon a student's personal integrity.

A student who violates the standard of conduct, and against whom a formal charge of misconduct has been lodged, will submit to a counseling session with a member of the faculty. The counselor will submit a written report to the Dean of Students who, acting upon the recommendation of that report, will determine that charges either be dismissed or submitted to the Judicial Committee for due process.

Evangelical Theological Seminary also supports and endorses the Federal Drug-Free Workplace Act of 1988 (41 USC § 701 et seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (20 USC § 1145(g)). Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including illicit drugs or abuse of alcohol (as defined in these Acts) by an employee or student on seminary property or as part of any seminary activities is prohibited. Any student or employee of the seminary found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on seminary property or at seminary events shall be subject to disciplinary action in accordance with applicable policies of the seminary. For employees, the seminary will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions as set forth in the Student Handbook including suspension and expulsion from the seminary.

As a condition of employment, all employees shall abide by the terms and conditions of 41 USC § 701 et seq. and 20 USC § 1145(g). As such an employee must notify the college of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the VP for Finance and Operations. The seminary will in turn, notify as appropriate, the applicable federal agency of the conviction within ten days of its receipt of notification of the conviction. For such

conviction, the seminary will take appropriate personnel action, up to and including termination, within thirty (30) days of receiving notice of such conviction. Employees may also be required to satisfactorily participate, at their expense, in a drug abuse assistance or rehabilitation program as approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency before being allowed to return to work, which may include drug and alcohol testing, as applicable. Employees may also be required to undergo reasonable suspicion drug and alcohol testing as part of this program. For purposes of this policy, a “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

### ***Preventing Drug and Alcohol Abuse***

Preventing drug abuse and excessive alcohol use increases people’s chances of living long, healthy, and productive lives. Excessive alcohol use includes binge drinking (i.e., five or more drinks during a single occasion for men, four or more drinks during a single occasion for women), underage drinking, drinking while pregnant, and alcohol impaired driving. Drug abuse includes any inappropriate use of pharmaceuticals (both prescription and over-the counter drugs) and any use of illicit drugs. Alcohol and other drug use can impede judgment and lead to harmful risk-taking behavior. Preventing drug abuse and excessive alcohol use improves quality of life, academic performance and workplace productivity; reduces crime and criminal justice expenses; reduces motor vehicle crashes and fatalities; and lowers health care costs for acute and chronic conditions.

### ***Legal Sanctions***

In addition to serious health risks, employees and students who violate drug laws face serious legal sanctions. Various local, state and federal laws apply to the possession, use and distribution of controlled substances. The Seminary will refer violations or proscribed conduct to appropriate authorities for prosecution.

References to legal sanctions are illustrative only and can vary due to technical sentencing guidelines and revisions. Therefore, in any given offense, the penalty will be affected by factors such as any prior record, the quantity of any controlled substance involved and whether or not the offender is a current drug user.

The purchase, consumption, transportation or possession of alcoholic beverages by a person under 21 is punishable by fines of up to \$500 and loss of driving privileges in Pennsylvania. Misrepresentation of age to purchase alcohol and altering, selling or manufacturing of false identification is also punishable by minimum fines of \$1,000 and loss of driving privileges. The selling or furnishing of alcoholic beverages to those under 21 is punishable by a mandatory fine of \$1,000 for the first offense and \$2,500 for each subsequent violation. Lying about age to obtain alcohol, making a false ID and furnishing alcohol to individuals under age 21 are misdemeanor offenses.

The legal sanctions for the unlawful possession, use or distribution of illicit drugs are more diverse than the sanctions governing alcohol. They may vary from fines for first time misdemeanor offenses involving simple possession of certain substances to felony counts and multiple year terms of imprisonment for more serious violations.

The unlawful possession of less than 30 grams of marijuana or less than 8 grams of hashish, for example, is a misdemeanor and may carry a maximum jail sentence of 30 days and/or a fine of \$500. The manufacture, delivery or possession with intent to manufacture or deliver heroin and other narcotics is a felony and carries a maximum jail sentence of 15 years and/or \$250,000 fine.

A more complete summary of penalties related to alcohol and illicit drugs may be found online at the U.S. Drug Enforcement Administration and the Pennsylvania Liquor Control Board.

### ***Health Risks***

Abuse of alcohol and use of drugs is harmful to one's physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships and families. It can have significant legal consequences. Abuse of alcohol or use of drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

More specifically, the major categories of drugs are listed below and include the significant health risks of each:

ALCOHOL - Impairment of judgment and coordination, addiction, permanent damage to vital organs such as the brain and liver.

CANNABIS (Marijuana, Hashish) - Impairment of memory and comprehension, paranoia and psychosis, lung and pulmonary damage, psychological dependence.

COCAINE - Psychological and physical dependency, hallucinations, paranoia, seizures, cardiac arrest, respiratory failure.

STIMULANTS (Amphetamines) - Loss of coordination, physical collapse, stroke, fever, heart failure, anxiety, hallucinations, paranoia.

DEPRESSANTS (Barbiturates, Tranquilizers) - Respiratory depression, coma, death, physical and psychological dependence, convulsions.

HALLUCINOGENS (Phencyclidine, Lysergic acid) - Memory problems, speech difficulty, mood disorders, violent behavior, paranoia, hallucinations, convulsions, coma, heart and lung failure.

NARCOTICS (Heroin, Codeine, Morphine, Opium) - Nausea, convulsions, coma, possible death, dependence.

STEROIDS - Liver cancer, psychological disorders, liver dysfunction, heart attack.

### ***Counseling, Treatment or Rehabilitation Programs***

Evangelical Seminary's attempt to disseminate vital information about the health risks associated with the use of illicit drugs and the abuse of alcohol is supplemented by the presence and availability of drug and alcohol counseling. Treatment programs in the area to which students and employees may be referred include the following:

- Lebanon County Commission on Drug and Alcohol Abuse  
[www.lebcounty.org/Drug and Alcohol/Pages/home.aspx](http://www.lebcounty.org/Drug_and_Alcohol/Pages/home.aspx)
- New Perspective of White Deer Run  
3030 Chestnut St. Lebanon, PA 17042 (717) 270-3900  
<http://wdr-lebanon.crchealth.com/>
- Crisis Intervention & Information Center Good Samaritan Hospital  
4th and Walnut St. Lebanon, PA 17042 (717) 274-3363

### ***Disciplinary Sanctions***

The Seminary will impose disciplinary sanctions on students and employees who violate the above standards of conduct. Among the disciplinary sanctions which may be imposed on students are: reprimand, probation, loss of privileges, financial penalties, dismissal and referral for prosecution. Among the disciplinary sanctions which may be imposed on employees are: oral warning, written reprimand, suspension, termination and referral for prosecution. Where it is determined to be in the best interest of the Seminary, the employee will be immediately discharged. The Seminary may require students and employees to satisfactorily complete an appropriate rehabilitation or assistance program. In any case where disciplinary action is deemed necessary for misconduct, initially, the Seminary reserves the right to impose the most severe sanction including suspension, dismissal, and prosecution.

### ***B. Campus Security Policy and Crime Statistics***

Evangelical is largely a commuter institution, with only about ten percent of the students residing on campus. Still, the seminary is responsible to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and it recognizes the possibility that serious crimes may occur on campus. Evangelical has the following policies regarding campus security and reporting emergencies.

#### ***Information to Students and Employees***

A copy of this Campus Security Policy appears in the Student Handbook and is distributed to all students annually. Applicants for admissions to Evangelical will receive a copy of these documents in the mail upon request. Copies will be given annually to all current employees, adjunct faculty, and to new employees as they are hired.

#### ***Reporting of Crimes***

While having no security personnel on staff, the seminary cooperates with local law enforcement agencies. Evangelical students, faculty, and staff are strongly encouraged to report any criminal activity or other emergencies on campus to the local authorities and Evangelical staff listed below. Reports of crimes may be made to the following agencies:

EMERGENCY: 911

Pennsylvania State Police: 717-865-5067

Any such action should also be reported to any one of the seminary personnel listed below:

Will Robertson, Director Building and Grounds	717-866-5775,ext. 2102, Cell: 610-413-3944
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Kevin Henry, Vice President for Finance and Operations	717-866-5775,ext. 1121
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Tony Blair, President	717-866-5775,ext. 2136
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Evangelical allows the confidential reporting of crimes but will release the name of the reporter to law enforcement if it is necessary for the successful investigation or prosecution of the offender.

Evangelical's Crime Safety Log for the most recent 60-day period is available upon request during normal business hours. Please contact the VP for Finance and Operations to request a copy. By October 1 of each year, Evangelical distributes the Annual Crime Report, which includes the number of crimes reported on campus. The Crime Report is statistical only, i.e. numerical, and it does not include names of victims or perpetrators. Evangelical will keep confidential the names of crime victims as much as possible without hindering a legal or criminal investigation.

### ***Campus Security***

Christ Hall, which contains offices and classrooms, is open Monday through Thursday, 7:00am-5:00pm. Christ Hall is locked in the evenings (beginning at 5:00pm) as well as Friday through Sunday.

The Library is locked after the regular evening library hours and during the weekend. The designated Evening or Saturday library assistant is responsible for securing and locking the library. Access to the library is limited to its regular hours. All library doors, except the main entrance, are equipped with security alarms that will sound at the attendant's desk if the doors are opened.

Student Townhouses are considered the homes of the students' families renting the units. Each student family is urged to use normal precautions as they would in their own homes, and particularly to lock doors and windows when they are away. Children should not be left unattended.

Parking lots are located near campus buildings and are well lit from dusk to dawn. Non-working exterior lighting and overgrown plants and shrubs can create an unsafe environment. Contact campus maintenance if you are aware of an unsafe environmental situation.

### ***Campus Law Enforcement***

The seminary administration will follow up on any report of criminal activity with a call to the local law enforcement agency to which the crime has been reported to determine what action has been taken in regard to the report, and how the Seminary may cooperate with the authorities.

If a student is found guilty of a crime, the seminary will deal with that person in accordance with its disciplinary policy, which can be found on page 30 of the Student Handbook. Disciplinary action may include suspension or dismissal. This action is in addition to any criminal penalty the student may incur.

A three-year summary of reportable incidents is found on Appendix 1-4. The report is prepared annually by the Vice President of Finance and Operations and includes all incidents reported to Evangelical administration. The Pennsylvania State Police (Myerstown Borough does not have a local police department), Harrisburg City Police and East Lampeter Township Police were unresponsive in the compilation of community crime statistics.

Additionally, specific staff who provide confidentiality have been identified at Evangelical Seminary:

- Dean of Students, Janet Stauffer
- Campus Pastor, Diane Baltaeff

These professionals are required to keep the victim's information confidential. That is, no information can be shared without explicit permission from the reporting party unless

- It is subpoenaed due to a court case or
- The person reporting presents a danger to themselves or others or
- PA state law requires the reporting of child abuse, including sexual misconduct involving a child, when the victim is under the age of 18.

In addition, crime statistics (numbers only – no names or identifying information) are supplied to Evangelical Seminary by these professional staff for compliance with federal crime reporting requirements.

### ***Security Awareness Training***

The security procedures of Evangelical Seminary will be reviewed with all incoming students at new student orientation (fall and spring). In addition to complying with seminary security procedures, all students are encouraged to be responsible for their own security and the security of others.

At least once annually at a monthly staff meeting, the security procedures will be reviewed with the staff. Along with the security procedures, the faculty and employees will be encouraged to be responsible for their own security and the security of others.

At this time Evangelical does not have any formal training programs designed to inform students and employees on the prevention of crimes.

### ***C. Emergency Notification System***

Depending on the emergency, Evangelical will use the following methods (listed below) to communicate with students, faculty and staff when confirmation has been obtained that a security incident is occurring or has occurred. Timely warnings and Emergency Notifications will be sent to protect students, faculty, and staff from current emergencies, immediate threats or prevention of similar crimes, and weather-related threats.

The V.P. of Finance and Operations will consult with the President or other available Evangelical senior leaders to determine when an emergency notice will be sent, to whom the emergency notice will be sent and the wording or message of the emergency notice. The V.P. of Finance and Operations or their designees will gather information from eye witnesses, news channels, the community or personal observation of the event to assist in decision making. The information can be obtained by email, telephone, text message, internet or personal observation. Any senior leader of Evangelical can authorize an emergency notification using the information gathering techniques above.

After determining an emergency notification is necessary to protect the seminary community, a message will be sent without delay. At time, it is possible that sending an emergency notification will compromise the safety of the victims. If that situation occurs an emergency notification will not be sent. The safety of the campus community is the utmost importance with an emergency notification

*Notification Methods:*

Fire Alarm, Page System, Email,  
Facebook and/or Twitter

*Evangelical Seminary Senior Leadership:*

President  
Academic Dean  
VP for Advancement  
Dean of Continuing Education  
VP for Finance and Operations

The types of crimes that will generate a Timely Warning or Emergency Notification: Criminal Homicide, Sex Offenses, Robbery or Aggravated Assault occurring on-campus, any satellite locations and in the community.

Not every communication method will be utilized nor will every student, faculty or staff member be notified for every emergency. In some instances only a small group of persons will be affected by the emergency and only those students, faculty or staff would be notified. For example, if an emergency occurs in Harrisburg or Lancaster, only those students attending classes in Harrisburg or Lancaster will be notified.

Evangelical Seminary encourages all students, faculty and staff to follow Evangelical on Facebook and Twitter.

Evangelical will utilize the local news outlets for announcements to the local community.

The environment of the Myerstown community, no local police force and the local fire and ambulance stations that are staffed with volunteers, makes having a test of emergency response and evacuation procedures difficult. However, Evangelical conducts building evacuation procedures at least annually and follows through with assessment of the evacuation drill. The building evacuation test may be announced or unannounced.

***D. Emergency Response and Evacuation Procedures***

Anyone (students, faculty or staff) can call a page warning or pull a fire alarm station if they feel any immediate harm to themselves or others. 1) Internal page, dial 2700 to access the page system, 2) pull a fire alarm. A pulled fire alarm station will notify the alarm monitoring company, the local fire department, and the Director of Building and Grounds or the VP for Finance and Operations.

If the page (intercom) system is used for an emergency notification, use clear, plain language. Announce what type of emergency and where the emergency is in the building. Do not use code words or abbreviations.



Either the Director of Building and Grounds or the VP of Finance and Operations will receive a phone call when the fire alarm is activated. After arriving on campus and assessing the situation the VP for Finance and Operations will initiate emergency notifications. Evangelical's emergency notification systems of email, website, Facebook, and Twitter can be accessed remotely. The VP of Finance and Operations will notify other members of Senior Leadership as necessary to assist with emergency notifications.

Upon hearing of a notification to evacuate the buildings via a verbal announcement or the fire alarm, all students, faculty, and staff must exit the buildings as quickly as possible.

#### Exits from Christ Hall:

- ~ First floor: There are three exits -at the front (south) of the building; a central exit; and one towards each end.
- ~ Lower level: There are three exits - one on either side of the Zinn Commons and one at the west end beyond the student life center.
- ~ Basement: There is one exit at the north end.

#### Christ Hall Stairways:

- ~ There are three fire-resistant stairways that run from the top to the bottom of Christ Hall: one on each side of the Chapel/Commons areas, and one on the north end of the building.
- ~ Two other stairways may be useful: one on the west end of the building from the second floor to the lower level and the other on the east end of the building near the rest rooms from the second to the first floor.

#### Evacuation Assembly Areas:

- ~ Faculty/staff parking lot
- ~ Student parking lot
- ~ Walkway in front (south) of Christ Hall.

#### Library Exits:

- ~ First floor: The main door and a door from the Biblical Studies materials room.
- ~ Lower level: out through the museum entrance, and at the bottom of the rear stairway.

#### Evacuation Assembly Areas:

- ~ Library parking lot and
- ~ Walkway in front of the library.

### ***Testing of Emergency Response***

Unannounced fire drills may be held twice a year. In the case of a fire or fire drill, everyone is to leave the building immediately and move to a designated Evacuation Assembly Area, stated above. Please see the next page for additional Fire Policies.

### ***Timely Warnings***

Timely warnings will be issued when any Clery crime has been committed on campus in which a serious continuing threat is still known to exist. The senior leadership, listed above, will determine when a timely warning shall be issued, who should receive the timely warning and what should the timely warning should announce. The warning will be issued when the pertinent information is collected by the steps and individuals described above.

### ***Information to Students and Employees***

A copy of this Campus Security Policy appears in the Student Handbook and is distributed to all students annually. Applicants for admissions to Evangelical will receive a copy of these documents in the mail upon request. Copies will be given annually to all current employees, adjunct faculty and to new employees as they are hired.

### ***Off-Campus Student Organizations***

The school has no off-campus organizations and thus no need to monitor activity of this kind.

### ***E. Missing Student Notification Policy***

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

Reports of missing students should be made to the Dean of Students or the Vice President of Finance and Operations. If either of these persons is not available, the notification should be made to the Dean of Academic Programs. If the student has been missing for 24 hours, or less if foul play is suspected, the report must immediately be referred to local law enforcement by calling 911.

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

- The student’s emergency contact
- Parents and relatives
- Other student residents
- Classmates and professors
- Social networks
- Persons who participate in similar on-campus or off-campus activities

- Other parties who may be able to determine the whereabouts of the student

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

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

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

#### ***F. Prevention of Dating Violence, Domestic Violence, Sexual Assault and Stalking***

Evangelical prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

Evangelical uses Haven by EVERFI to educate students, faculty, and staff about awareness, prevention, and the danger of dating violence, domestic violence, sexual assault, and stalking. Haven is an online educational program that uses a population-level approach to educate individuals on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing:

- Key definitions and statistics
- Reflective and personalized content
- Bystander skill and confidence-building strategies
- Campus-specific policies, procedures and resources
- Rich data summaries to inform future programming

Haven by Everfi meets the standards of the Campus Sexual Violence Elimination Act. Completion of *Haven* is required for all students enrolled at Evangelical. For additional information, please refer to the Title IX policy.

#### ***Reporting and Confidentiality***

Evangelical Seminary cannot promise complete confidentiality in regards to working with law enforcement; however, each situation is resolved as discreetly as possible, maintaining confidentiality to the extent allowed under state and federal laws.

Evangelical Seminary is obligated to follow up on all allegations. While the confidentiality of the victim is of utmost priority, it is also important to note that most seminary employees are considered to be "**responsible employees.**" This means that all employees (except those

outlined as confidential below) of Evangelical Seminary must report any violation of this policy to the Title IX Coordinator once they become aware (except in public notice situations such as “Take Back the Night” programs). Victims are encouraged to ask the person they are speaking with whether he or she is required to report the allegation.

Note that Evangelical cannot require a victim to discuss the matter further with others, for example, the Title IX Coordinator. However, incomplete information can limit the Seminary’s ability to investigate, obtain additional information, and resolve the situation.

An **anonymous complaint** can be made. However, without the identity and contact information of the complainant and/or accused, the seminary’s ability to investigate, obtain additional information, and resolve the situation may be limited.

**Specific staff who provide confidentiality** have been identified at Evangelical Seminary as follows:

- Counseling: Dean of Students, Janet Stauffer
- Campus Pastor, Diane Baltaeff

These professionals are required to keep the victim’s information confidential. That is, no information can be shared without explicit permission from the reporting party unless:

- It is subpoenaed due to a court case, or
- The person reporting presents a danger to themselves or others, or
- The offense involves a child. PA state law requires the reporting of child abuse, including sexual misconduct involving a child, when the victim is under the age of 18.

In addition, crime statistics (numbers only – no names or identifying information) are supplied to Evangelical Seminary by these professional staff for compliance with federal crime reporting requirements.

### ***Submitting a Complaint/Report***

**Complaints against Evangelical Seminary students and student groups** that do not involve employees are addressed by the Title IX Coordinator, Ann Steel, VP for Advancement, 717-866-5775, ext. 2143, [asteel@evangelical.edu](mailto:asteel@evangelical.edu). Reports may also be made to Dean of Students Dr. Janet Stauffer, 717-866-5775, ext. 2108 or [jstauffer@evangelical.edu](mailto:jstauffer@evangelical.edu).

If you want to explore student conduct charges, the Title IX Coordinator can work with the Dean of Students to arrange a meeting with one of the hearing officers to discuss the complaint.

You are encouraged to write up a description of the incident. Remember, the more details you can provide the better.

The VP for Finance and Operations may investigate and adjudicate complaints that occur on-campus or off-campus, as well as complaints that occur at Evangelical activities or events, such as school-sponsored trips.

Remember that many offenses described in this policy are also crimes. You are strongly encouraged to consider reporting to police. You may also discuss those options with the Dean of Students, Janet Stauffer. However, there need not be a police report or complaint in order to proceed with Evangelical's processes. ***In an emergency, please dial 911.***

Once you file a complaint, an investigator is responsible for notifying the accused student or group of the charge, conducting a timely investigation, and determining whether there is potential violation of the Community of Ethos. A complaint may be filed without identifying an offender; however, actions of the investigators will be limited in these cases.

When you make a complaint, you will be asked to write down what you saw, heard, or experienced. Witnesses may be requested to meet with the investigator to provide witness statements. Remember that the person named has a right to see what you write.

Complainants may bring a support person with them to meetings with the Dean of Students and/or Title IX Coordinator.

Depending on the circumstances (pattern of behavior of the accused and/or safety of individuals and the campus community, for example), the seminary can proceed with disciplinary action without participation of the victim/complainant.

**Complaints against Evangelical Seminary faculty or staff members** should be addressed to the Title IX Coordinator.

If you have concerns about any of the processes listed above or do not know where to go or with whom to speak, you may contact the Title IX Coordinator.

### ***G. Individual Rights and Disciplinary Hearings***

#### **When a complaint is filed:**

- Evangelical Seminary will provide a timely and thorough investigation and will treat the accuser and the accused with respect before, during, and after the disciplinary action process.
- The accuser and the accused will be informed of Evangelical's conduct process and possible outcomes. The seminary will also inform both parties, in writing, of resources such as available counseling services, medical services, law enforcement, local rape and domestic violence center services, or other campus and off-campus resources.
- Accusers are strongly encouraged to report sexual assault, stalking, and domestic/dating violence to local law enforcement, which will not prevent seminary disciplinary action if the respondent is a member of the Evangelical Seminary community.

- Evangelical Seminary will make reasonable efforts to protect confidentiality, within the parameters of FERPA (Family and Education Privacy Act of 1974) and the Evangelical disciplinary action process.

**Before a disciplinary hearing:**

- Both parties may request changes to academic and living situations after a sexual misconduct report occurs. Evangelical staff are able to help facilitate such changes, if requests are reasonably possible.
- Both parties have the right to have an advocate, who can be an attorney, throughout the student conduct process, including meetings and hearings. The advocate may not be a witness, cannot participate directly in the hearing, and may communicate only with the accuser or the accused for whom they are advocating.
- Both parties and Evangelical Seminary have the right to a campus “no-contact directive,” which prohibits both parties from having contact of any kind (including electronic contact or contact from third parties acting on either party’s behalf) with the accuser or the accused.
- Both parties are allowed to inform the Title IX Coordinator of relevant witnesses they wish to include at the hearing and to what the witnesses plan to testify.
- Both parties may meet with the Title IX Coordinator to discuss hearing procedures.

**During a hearing:**

- Both parties have the right to have prior, irrelevant sexual behavior or history with other individuals excluded from a hearing. As a reminder, prior consensual behavior with the respondent does not indicate consent on subsequent occasions.
- During a hearing, both parties have the right to give opening and closing statements and ask questions. In the event that either party does not attend the hearing after written notification of a meeting had been sent to both parties, the meeting will proceed, unless either party has made a reasonable request to reschedule the hearing.
- Evangelical Seminary utilizes the preponderance of evidence (“more likely than not”) standard for all reported sexual conduct violations.

**After a hearing:**

- Both parties are afforded the right to be updated on the investigation and be informed of the outcome of a hearing in writing.
- Both parties have the right to appeal the student conduct process determination and sanctions.

**Evangelical provides that the proceedings will:**

- Include a prompt, fair, and impartial process from the initial investigation to the final result
- Be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to

conduct an investigation and hearing process that protects the safety of victims and promotes accountability

- Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
- Not limit the choice or presence of an advisor for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, this advisor may not be a witness, cannot participate directly in the hearing, and may communicate only with the person who chose him or her.

### ***Retaliation***

Evangelical Seminary will not tolerate retaliation in any form against any faculty, staff, student, or volunteer who files an allegation, serves as a witness, assists an alleged, or participates in an investigation of discrimination or harassment. Evangelical policy and state and federal law prohibit retaliation against an individual for reporting discrimination, sexual misconduct, or harassment, or for participating in an investigation. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of or questions about retaliation should be directed to the Title IX Coordinator.

### ***Determination of Disciplinary Action***

In campus proceedings, legal terms like “guilt,” “innocence,” and “burden of proof” are not applicable, but the Seminary never assumes an individual is in violation of seminary policy. Campus investigations are conducted to take into account the totality of all evidence available, from all relevant sources.

Evangelical Seminary reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect individual rights and personal safety. It is the seminary’s obligation under federal law to stop sexual misconduct that falls under its purview, remedy its effects, and prevent its reoccurrence. Such measures include, but are not limited to, modification of living arrangements, interim suspensions from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and Evangelical Seminary reserves the right to impose different sanctions, ranging from verbal warning to expulsion/termination, depending on the severity of the offense. Evangelical will consider the concerns and rights of both the accuser and the accused of sexual misconduct.

If a member of the Evangelical Seminary community is found to have committed an action that violates the sexual misconduct policy of the seminary, the following determination of disciplinary action will be:

**Students** –The student conduct process will determine and administer appropriate disciplinary action. If the student is found to have committed sexual violence, the student may be expelled as outlined on page 29 of the Student Handbook.

**Faculty and Staff** –The Title IX Coordinator will recommend appropriate disciplinary action. If the staff member is found to have committed sexual violence, his or her employment may be terminated. In the case of faculty, discipline and discharge policies and proceedings will be followed to the extent they do not conflict with the mandates of federal law.

#### ***H. Resources for Sexual Misconduct***

It is important for victims to be in control of their decisions. Though Evangelical Seminary encourages all victims to utilize all available resources and support, the reporting party is not pressured in any decision-making process. If the victim does not wish to utilize these resources, they may always be utilized at a later time. The Title IX Coordinator identified earlier in the policy can assist with any or all resources. In addition, the aforementioned staff can assist online students as well as students and employees at centers other than Myerstown, Pennsylvania in utilizing Evangelical campus resources and/or seeking assistance from their respective city law enforcement, rape crisis, and domestic shelter centers, and hospitals.

#### **Evangelical Seminary Resources**

- **Title IX Coordinator** – Ann Steel, VP for Advancement, 717-866-7581, ext 2143, [asteel@evangelical.edu](mailto:asteel@evangelical.edu)
- **Financial Aid Officer** - Kevin Henry, VP for Finance and Operations, 717-866-7581, ext 1121, [khenry@evangelical.edu](mailto:khenry@evangelical.edu)
- **Counseling Services** - Janet Stauffer, Dean of Students, 717-866-5775, ext 2108, [jstauffer@evangelical.edu](mailto:jstauffer@evangelical.edu)
- **Religious Life** – James Ehrman, Academic Dean, 717-866-5775, ext. 2140, [james.ehrman@evangelical.edu](mailto:james.ehrman@evangelical.edu)
- **Student Conduct** - Janet Stauffer, Dean of Students, 717-866-5775, ext 2108, [jstauffer@evangelical.edu](mailto:jstauffer@evangelical.edu)
- **Housing Accommodations** – Kevin Henry, VP for Finance and Operations, 717-866-7581, ext 1121, [khenry@evangelical.edu](mailto:khenry@evangelical.edu)
- **Academic Accommodations** – James Ehrman, Academic Dean, 717-866-5775, ext. 2140, [james.ehrman@evangelical.edu](mailto:james.ehrman@evangelical.edu)
- **Disability Services** – Janet Stauffer, Dean of Students, 717-866-5775, ext 2108, [jstauffer@evangelical.edu](mailto:jstauffer@evangelical.edu)
- **Diversity** - Janet Stauffer, Dean of Students, 717-866-5775, ext 2108, [jstauffer@evangelical.edu](mailto:jstauffer@evangelical.edu)

Evangelical does not have a student health center. Information on community resources is available in Evangelical's Title IX policy, which is available in paper form upon request.

#### ***I. FIRE SAFETY POLICIES***

Evangelical Seminary is concerned about the safety of every individual on campus and, therefore, has very strict fire safety regulations.



Evangelical Seminary provides this Annual Fire Safety Report on Student Housing to inform the campus community of important fire and life safety information pertaining to their residences on campus.

Fire and life safety programs must receive community-wide support to be effective. Cooperation from students and residents at fire drills, announced and unannounced, is expected.

Evangelical Seminary is in compliance with the Campus Fire Safety Right-To-Know Regulations from the Higher Education Act (HR 4137), which recently passed Congress and was signed into law.

### ***Fire Safety Education/Policies/Rules Education***

- All incoming students will be informed of Fire Safety information during Orientation.
- Annually the Director, Department of Public Safety and Campus Safety meets with Faculty/Staff and trains them on Fire Safety.
- All Students have access to Student Handbooks online (campus website), which detail fire safety rules and policies.

### ***Fire Safety***

Fire safety is taken very seriously at Evangelical Seminary and all students are expected to cooperate in keeping seminary buildings as safe as possible. For this reason the following activities are not allowed. Those engaging in such activities will incur serious consequences:

- Setting fires of any kind for any reason without permission.
- Tampering with fire safety equipment including fire extinguishers, fire alarm boxes, smoke detectors or spring-loaded door hinges.
- Malicious activation of a fire alarm.
- Propping open fire doors for any purpose other than emergency evacuation.
- Accidental activation of smoke detector or fire alarm resulting from horseplay in the hall, improper use, etc.
- Lighting candles or open flames and burning incense in ALL campus buildings.

### ***Smoke Detectors & Fire Extinguishers***

Please take notice of the location of the fire extinguishers located in the common areas of each building. There is also a fire extinguisher located inside the kitchen that can be used for all types of fire. Make sure that you know how to operate a fire extinguisher. If you have any questions concerning how to use a fire extinguisher, please ask the Maintenance Office for a demonstration. If your fire extinguisher is used, please give it to the Maintenance Office to be refilled. Maintenance has all fire extinguishers checked on a yearly basis by an outside fire appliance contractor.

## ***Fires***

Fires on Evangelical Seminary property are prohibited except during seminary events.

## ***Tampering with Campus Fire Safety Equipment***

Students or residents who misuse, tamper with or otherwise disturb fire safety equipment, including smoke detectors, fire extinguishers, pull stations, and fire doors, or remove batteries from detectors will be referred to the Dean of Students.

## ***Policies***

The following policies are encompassed by Evangelical Seminary fire safety policy and Pennsylvania State Law:

**Arson:** Arson is defined as "knowingly starting a fire or causing an explosion that causes damage to the property of another". Cases of arson, or suspicion of arson will be referred to the Pennsylvania State Police and will warrant immediate disciplinary action.

**Candles and Open Flame:** Evangelical Seminary prohibits the use of incense, candles, and other flame-emitting articles as they can become a fire hazard, cause personal injury, and/or result in damage to the buildings.

**Hallways & Entryways:** Hallways and entryways must be kept clear at all times due to fire regulations. Please do not store items in these areas.

**Fire Alarms & Equipment:** The Myerstown Volunteer Fire Department responds immediately to any campus fire alarm. Pulling false alarms, tampering with the smoke detectors, fire extinguishers or spring-loaded door hinges is prohibited. Students are required to vacate buildings during a fire alarm. Failure to leave the building and/or failing to obey a Police Officer, Fire Fighter, or the Director of Buildings and Grounds during the evacuation of the building will be referred to the Dean of Students for disciplinary action.

**Fireworks:** The use, possession, and/or sale of fireworks are prohibited by Pennsylvania Law and seminary policy. All fireworks will be confiscated.

**Smoking:** Smoking is not permitted inside any building on campus nor on the grounds.

## ***Building Evacuation Procedures***

All building evacuations will occur when an alarm sounds and/or upon notification by the Police Officer, Fire Fighter, or the Director of Buildings and Grounds. When evacuating the building, leave by the nearest marked exit that is clear of the emergency. Alert others to do the same. Once outside, proceed to the Evacuation Assembly Area closest to you. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Do not return to an evacuated building unless told to do so by a Department of Public Safety, Pennsylvania State Police or Myerstown Volunteer Fire Department official.

**Assist individuals with disabilities in leaving the building. Do not use elevators in the case of a fire and/or earthquake.**

**IMPORTANT:** After any evacuation, report to a designated Evacuation Assembly Area. Stay there. The Director of Buildings and Grounds and the VP for Finance and Operations along with the local emergency personnel shall conduct a sweep of the building to make certain occupants have evacuated the facility.

***Losses resulting from Fire***

Evangelical Seminary is not responsible for any loss due to a fire. Students should ensure that their family's insurance policy covers the loss of personal belongings at the Evangelical Seminary. An inventory of belongings and serial numbers are advisable.

***Plans for Future Improvements in Fire Safety***

Evangelical campus facilities currently meet or exceed fire safety standards, and no future improvements are pending at this time.

***Campus Fire Log***

A Campus Fire Log of at least the previous one hundred and twenty (120) days is maintained and posted for public review. Paper copies of previous Campus Fire Logs are available from the Vice President for Finance and Operations upon request. **ALL** Campus Fire reports or incidents are recorded on the Campus Fire Log for review within 2 business days of the report or incident.

***To Report a Fire on Campus***

**Fire in Progress:**

CALL 911 or PULL the nearest Fire Alarm Pull-Station

**To Report a Past Fire (extinguished) that is discovered:**

CALL the Director of Buildings and Grounds at 717.866.5775

***Building Fire Safety Systems***

**Christ Hall:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors

**Rostad Library:**

Pull Stations, Fire Extinguishers, Smoke/Heat Sensors

**Student Housing:**

Fire Extinguishers, Smoke/Heat Sensors

2012 – 2014 Building Fire Statistics:

<b>2014 Statistics</b>	<b># of fires / causes</b>	<b>Related injuries</b>	<b>Related Deaths</b>	<b>\$ property loss</b>	<b>Mandatory Fire Drills</b>
Christ Hall	1 stove*	0	0	0	1
Rostad Library	0	0	0	0	0
Student Housing	0	0	0	0	0
<b>2013 Statistics</b>					
Christ Hall	0	0	0	0	0
Rostad Library	0	0	0	0	0
Student Housing	0	0	0	0	0
<b>2012 Statistics</b>					
Christ Hall	0	0	0	0	0
Rostad Library	0	0	0	0	0
Student Housing	0	0	0	0	0

Explanation of fires reported on campus 2012-2014:

\*\* Stove fire/burnt food (caused by cooking). There was no fire or property damage however, the alarm was activated and Myerstown Volunteer Fire Department responded; no action required.

***Contact person on-campus responsible for compliance with Campus Fire Safety Right-to-Know Regulations:***

For purposes of including a fire in the statistics in the annual fire safety report, faculty, staff and students should report that a fire occurred to:

Director of Building and Grounds  
121 South College Street  
Myerstown, PA 17067  
Phone: 717-866-5775

***To access the Campus Safety and Security Report (Clery Act):***

Paper copies of the 2014 Campus Safety and Security Report, Evangelical Seminary, may be obtained by contacting the Director of Building and Grounds.

**V. STUDENT OUTCOMES**

All of the information below is also available on Evangelical's website at [www.evangelical.edu/aboutus](http://www.evangelical.edu/aboutus).

**A. Retention Rate**

Evangelical is a small, personalized community where relationships are built. Therefore, the retention rate tends to be higher than average. Evangelical's retention rate is approximately 92%.

***B. Graduation Rate***

Evangelical's graduation rate is approximately 95% because of the intentionality of each degree program and the student to faculty ratio.

***C. Transfer-Out Rate***

In 2013, Evangelical Seminary had one student transfer to another institution. Therefore, our transfer-out rate was 0.08%.

***D. Placement Rates***

Evangelical Seminary does not have a career placement office. When a student graduates from the seminary, that person is responsible for finding employment without the seminary's assistance. With the reports filed to our accreditors, graduates report on placement after graduation. According to information reported on 2013 graduates, 75% of our students had a vocational placement after graduation.

***VI. Voter Registration***

Voter registration forms will be available to students outside the main office 120 days prior to the deadline for registering to vote for elections within the state of Pennsylvania.

Appendix 1							
THREE YEAR SUMMARY OF INCIDENTS							
REPORTED AT EVANGELICAL THEOLOGICAL SEMINARY							
Myerstown Campus							
	On Campus (incl. student residences)				Public Property Adjacent to ETS		
	<u>2014</u>	<u>2013</u>	<u>2012</u>		<u>2014</u>	<u>2013</u>	<u>2012</u>
<b>Criminal Offenses</b>							
Murder	0	0	0		n/a	n/a	n/a
Non-Negligent Manslaughter	0	0	0		n/a	n/a	n/a
Negligent Manslaughter	0	0	0		n/a	n/a	n/a
Forcible Sex Offenses	0	0	0		n/a	n/a	n/a
Non-forcible Sex Offenses	0	0	0		n/a	n/a	n/a
Robbery	0	0	0		n/a	n/a	n/a
Aggravated Assault	0	0	0		n/a	n/a	n/a
Burglary	0	0	0		n/a	n/a	n/a
Motor Vehicle Theft	0	0	0		n/a	n/a	n/a
Arson	0	0	0		n/a	n/a	n/a
<b>Hate Crimes</b>							
Murder	0	0	0		n/a	n/a	n/a
Non-Negligent Manslaughter	0	0	0		n/a	n/a	n/a
Negligent Manslaughter	0	0	0		n/a	n/a	n/a
Forcible Sex Offenses	0	0	0		n/a	n/a	n/a
Robbery	0	0	0		n/a	n/a	n/a
Simple Assault	0	0	0		n/a	n/a	n/a
Aggravated Assault	0	0	0		n/a	n/a	n/a
Larceny - Theft	0	0	0		n/a	n/a	n/a
Intimidation	0	0	0		n/a	n/a	n/a
Destruction of Property, Vandalis	0	0	0		n/a	n/a	n/a
Any Other Crime Involving Bodily	0	0	0		n/a	n/a	n/a
<b>Arrests</b>							
Illegal Weapons Possession	0	0	0		n/a	n/a	n/a
Drug Law Violations	0	0	0		n/a	n/a	n/a
Alcohol Law Violations	0	0	0		n/a	n/a	n/a
<b>Referrals for Disciplinary Action</b>							
Illegal Weapons Possession	0	0	0		n/a	n/a	n/a
Drug Law Violations	0	0	0		n/a	n/a	n/a
Alcohol Law Violations	0	0	0		n/a	n/a	n/a

Appendix 2							
THREE YEAR SUMMARY OF INCIDENTS							
REPORTED AT EVANGELICAL THEOLOGICAL SEMINARY							
Myerstown Campus - Student Housing							
				<u>2014</u>	<u>2013</u>	<u>2012</u>	
Criminal Offenses							
	Murder			0	0	0	
	Non-Negligent Manslaughter			0	0	0	
	Negligent Manslaughter			0	0	0	
	Forcible Sex Offenses			0	0	0	
	Non-forcible Sex Offenses			0	0	0	
	Robbery			0	0	0	
	Aggravated Assault			0	0	0	
	Burglary			1	0	0	
	Motor Vehicle Theft			0	0	0	
	Arson			0	0	0	
Hate Crimes							
	Murder			0	0	0	
	Non-Negligent Manslaughter			0	0	0	
	Negligent Manslaughter			0	0	0	
	Forcible Sex Offenses			0	0	0	
	Robbery			0	0	0	
	Simple Assault			0	0	0	
	Aggravated Assault			0	0	0	
	Larceny - Theft			0	0	0	
	Intimidation			0	0	0	
	Destruction of Property, Vandalism			0	0	0	
	Any Other Crime Involving Bodily Inju			0	0	0	
Arrests							
	Illegal Weapons Possession			0	0	0	
	Drug Law Violations			0	0	0	
	Alcohol Law Violations			0	0	0	
Referrals for Disciplinary Action							
	Illegal Weapons Possession			0	0	0	
	Drug Law Violations			0	0	0	
	Alcohol Law Violations			0	0	0	

Appendix 3								
THREE YEAR SUMMARY OF INCIDENTS								
REPORTED AT EVANGELICAL THEOLOGICAL SEMINARY								
Harrisburg Location (Dewberry St.)								
			Harrisburg Location			Public Property Adjacent to ETS		
			<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Criminal Offenses								
	Murder		0	0	0	n/a	n/a	n/a
	Non-Negligent Manslaughter		0	0	0	n/a	n/a	n/a
	Negligent Manslaughter		0	0	0	n/a	n/a	n/a
	Forcible Sex Offenses		0	0	0	n/a	n/a	n/a
	Non-forcible Sex Offenses		0	0	0	n/a	n/a	n/a
	Robbery		0	0	0	n/a	n/a	n/a
	Aggravated Assault		0	0	0	n/a	n/a	n/a
	Burglary		0	0	0	n/a	n/a	n/a
	Motor Vehicle Theft		0	0	0	n/a	n/a	n/a
	Arson		0	0	0	n/a	n/a	n/a
Hate Crimes								
	Murder		0	0	0	n/a	n/a	n/a
	Non-Negligent Manslaughter		0	0	0	n/a	n/a	n/a
	Negligent Manslaughter		0	0	0	n/a	n/a	n/a
	Forcible Sex Offenses		0	0	0	n/a	n/a	n/a
	Robbery		0	0	0	n/a	n/a	n/a
	Simple Assault		0	0	0	n/a	n/a	n/a
	Aggravated Assault		0	0	0	n/a	n/a	n/a
	Larceny - Theft		0	0	0	n/a	n/a	n/a
	Intimidation		0	0	0	n/a	n/a	n/a
	Destruction of Property, Vand		0	0	0	n/a	n/a	n/a
	Any Other Crime Involving Bo		0	0	0	n/a	n/a	n/a
Arrests								
	Illegal Weapons Possession		0	0	0	n/a	n/a	n/a
	Drug Law Violations		0	0	0	n/a	n/a	n/a
	Alcohol Law Violations		0	0	0	n/a	n/a	n/a
Referrals for Disciplinary Action								
	Illegal Weapons Possession		0	0	0	n/a	n/a	n/a
	Drug Law Violations		0	0	0	n/a	n/a	n/a
	Alcohol Law Violations		0	0	0	n/a	n/a	n/a



## Appendix 4

### THREE YEAR SUMMARY OF INCIDENTS

REPORTED AT EVANGELICAL THEOLOGICAL SEMINARY

Lancaster Location (2160 Lincoln Highway East)

[illegible]