Dear Fellow Learner,

It is a bold and wonderful thing you are doing! When God nudges us into the deeper things, we are never quite sure what might happen. His invitations come with blessings and challenges unanticipated, and thus *the life of discipleship is a life of adventure*. I applaud you for exhibiting a bit of what Brennan Manning calls "ruthless trust," for you have pursued, perhaps at considerable cost, God's call in your life. At Evangelical, we honor that trust by providing what we very much hope will be *sacred space*.

That sacred space is not just a physical location…a classroom in a building in Myerstown, Lancaster, or Harrisburg… although it is that as well. It's also the space that always exists between two or more people when they come together to learn, worship, or serve in community. That's a space that God tends to inhabit, at least when we permit Him to. And when He does, great creativity and meaningful transformation are often provoked and nurtured there.

At Evangelical *we invite His presence into every space*, every discussion, every convocation, every prayer meeting, and every office. As you walk the hallways or eat in Zinn Commons, as you download materials from Moodle or sing in chapel, as you read delightful books and enjoy the wisdom of your profs, may you see and hear in each activity the invitation of God to love and be loved, to know and be known. This is our prayer for you, and it reflects our commitment that *God's People will flourish here*.

I addressed this letter to you as a 'fellow student,' for I, too, was once a student here and earned a degree. When I graduated, I knew more, my ministry skills were sharper, and I had developed new friendships. More than all that, however, I had been invited into a lifelong process of going deep into the things of God. I am thus still a student and will always be. I'm glad that you have chosen to walk with me and the rest of us at Evangelical on this stage of your own *journey into the deeper things*. Please let us know how we can best serve you as fellow pilgrims on that journey.

With appreciation,

Tony Blair, President

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THE MISSION

In partnership with the Church, Evangelical Theological Seminary develops servant leaders for transformational ministry in a broken and complex world by nurturing rigorous minds, passionate hearts and Christ-centered actions.

CORE VALUES

The curriculum and programs of Evangelical are designed to promote growth and development in accordance with the following core values of the Seminary:

Holy Scripture

To establish students in the knowledge of God's inspired Word, and to teach competency in its interpretation, proclamation and application in the contemporary world.

Academic Excellence

To exhibit and model academic excellence in the teaching and learning of all disciplines in the Seminary curriculum: biblical, theological, historical, pastoral and counseling.

Spiritual Formation

To promote the process of spiritual formation for every student so that their relationship with the living Christ permeates their character, attitude and ministry.

Relational Wholeness

To help students evaluate and grow in their relationship skills, commitments, accountability and Christ-likeness within their marriages, families, friendships, congregations and communities.

Leadership Development

To develop dynamic, creative and Spirit-filled leaders who will serve Christ and the Church with integrity and skill while equipping others to do the same.

Disciple-making Passion

To cultivate in students a passion and ability to take Christ's redemptive work to a lost world by proclaiming the good news of salvation, helping believers grow and mature in the faith and acting to alleviate human suffering and injustice.

Global Vision

To create in students an awareness, sensitivity and active commitment to the global nature of the mission and ministry of the Church.

Administration, Staff and Faculty

Administrative Personnel

Anthony L. Blair, Ph.D., D.Min   President, Dean of the Faculty, Dean of Academic Programs

Mike Donghia   Executive Director of Marketing

James Ehrman, Ph. D. (cand),   Executive Vice President, Dean of Academic Services

Kevin Henry, M.B.A., M.A.   Business Office- Contractor
Veterans Educational Benefit Advisor

Sonya Valentino   Director of Community Relations

Ann E. Steel, M.A.R.   Executive Director of Institutional Advancement

Staff

Priscilla Bomgardner	Administrative Assistant and Receptionist
Mariana Bausher	Academic Services Coordinator, Marriage and Family Studies Asst.
Marsha A. Conley	Data Base Manager
Bruce Farrell	Director of the Four Chaplains Program
Jeremy Hicks	I.T. Assistant
Kathy Lewis	Administrative Assistant at Marriage and Family Center
Julie A. Miller	Assistant to the Librarian
William J. Robertson	Director of Buildings and Grounds
James Sauer	Director of Library Services
Jayne Sensenig	Executive Assistant to the President
Tim Valentino	Director of Community Relations

Faculty

Anthony L. Blair, Ph.D., D.Min.	President; Professor of Leadership and Historical Studies
Phillip M. Bollinger, Ph.D. (cand.)	Assistant Professor of Biblical Studies
Sarah E. Bollinger, Ph.D.	Assistant Professor of Biblical Studies
H. Douglas Buckwalter, Ph.D.	Professor of Biblical Studies
John Chuma	Affiliate Professor of Marriage and Family Therapy
Joy E. Corby, Ph.D.	Program Director, Master of Arts Marriage and Family Therapy Professor of Marriage and Family Therapy
James E. Ehrman, PhD (cand.)	Assistant Professor of Leadership and Culture
JoAnn H. Kunz, M.A.	Program Director, Graduate School of Leadership and Formation Instructor of Spiritual Formation and Leadership
Laurie A. Mellinger, Ph.D.	Associate Professor of Spiritual Formation and Christian Theology
Lucas Ndaro, M.A.R.	Affiliate Professor of Christian Theology
Robert C. Palmer, D.Min., Ph.D.	Professor of Marriage and Family Therapy
Janet R. Stauffer, Ph.D.	Dean of Students; Professor of Marriage and Family Therapy
Timothy R. Valentino, D.Min.	Instructor of Practical Theology and Biblical Studies

Adjunct Faculty

Lecturers in Biblical Studies
> Paul Dunbar

Lecturer in Bioethics
> Kenneth Nafziger

Lecturer in History of Christianity
> James Schwenk
> Mark Draper

Lecturer in Leadership Studies
> A.Brian Leander
> David Woolverton

Lecturers in Leadership and Culture
> Robert French
> Christine Sharp

Lecturer in Marriage and Family Therapy
> Suzanne Kline
> Jennifer Ransil

Lecturers in Practical Theology
> Diane Baltaeff
> Michael Dittman
> Bruce Farrell
> Christopher Fisher
> Jody Fleming
> Galen Hackman
> Timothy Hallman
> John Pletcher
> James Roberts

Lecturers in World Christianity
> Peter Bunton
> David Shenk

Lecturer in Spiritual Formation
> Doreen Miller

CHRIST HALL OFFICE DIRECTORY

Ground Floor

G12-13	Zinn Commons
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G16	William J. Robertson – Director of Buildings & Grounds
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1st Floor- Main Floor

101	Main Office
102	Sonya Valentino – Director of Community Relations
105	Religious and Theological Abstracts
106	Religious and Theological Abstracts
107	Academic Services
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2nd Floor

201	Laurie Mellinger – Associate Professor of Spiritual Formation and Theology
202	Tim Valentino – Instructor of Practical Theology and Biblical Studies
203	Mike Donghia – Executive Director of Marketing
204	James Ehrman – Vice President and Dean of Academic Services
205	Jayne Sensenig – Executive Assistant to the President
206	Anthony L. Blair – President
207	Sands-Brooks Conference Room
208	Ken Nafziger – Director of Life Long Learning, Director of Anabaptist Studies
210, 211	Classrooms

3rd Floor

301	Ann Steel (301A), Marsha Conley (301) Institutional Advancement
302	Meeting Room
303	Classroom
305	Joy E. Corby – Program Director, Graduate School of Marriage and Family Studies
306	Classroom
307	4 Chaplains Conference Room
308	Janet R. Stauffer –Dean of Students, Professor of Marriage and Family Therapy
309	Mariana Bausher- Academic Services Coordinator, Marriage and Family Studies Assistant
310	H. Douglas Buckwalter – Professor of Biblical Studies
311	Robert C. Palmer – Professor of Marriage and Family Therapy
312	Sarah Dorsey Bollinger– Assistant Professor of Biblical Studies/Museum Curator

PENSE LEARNING CENTER DIRECTORY

Main Floor

RL-4	Jim Saurer – Director of Library Services
RL-1	Staff Office
	Computer Room

Lower Level

RL-5	Phil Bollinger - Assistant Professor of Biblical Studies/Museum Curator
	David A. Dorsey Museum of Biblical Archeology
	Brandt Classroom

2019-2020 Academic Calendar

Note: Evangelical's academic year runs from July 1 – June 30

MDiv, MA Min, MAB, MFT, MAR, (Myerstown and Harrisburg), MASFD, MAL, ThD Sessions

Summer Sessions:

May 20—Aug. 15	Languages
May 21 —June 27	Summer Session I
June 6-8	ThD Residency
Aug. 9-11	MAL Residency

Fall 2019:

Aug. 29-Dec 12	Thurs. classes begin Aug. 29, Tues. classes begin Sept. 3
	Mon. classes begin Sept. 9 with no fall break
Sept. 12	Last Day to Add/Drop Class
Sept. 2	Labor Day Holiday (closed)
Sept. 3	Fall Convocation (7:00 p.m.)
Sept. 17-21	ThD Residencies
Oct. 8, 10	Fall Break for Myerstown classes
Oct. 11 -13	MASFD Residency 3
Oct. 18-20	MAL Residency
Oct. 21-Nov. 25	Winter/Spring Registration Period
Nov. 27-28	Thanksgiving Holiday (closed) (Th/F)
Dec. 23? - Jan. 1	Christmas Holiday (closed)

Winter Session: 2020

Jan. 2 - 21, 2020	All Class Drop/Add must be complete before classes begin
	Thurs. classes Jan. 2-16, Tues. classes Jan. 7-21
Jan. 10-12	MAL Residency
Jan. 17-19	MASFD Residency 4
Jan. 20	Martin Luther King Jr Day (closed)

Spring Sessions:

Jan. 30 - May 14, 2020	Thurs. classes begin Jan. 30, Tues classes begin Feb. 4
	Mon. classes begin Feb.3
Feb. 13	Last Day to Add/Drop Class
Feb. 11-15	ThD residencies
March 9,10, 12	Spring Break
March 20-22	MAL Residency
March 27-29	MASFD Residency 5
April 9-10	Easter Holiday, offices closed (Th – F)
April 2 - 30	Summer and Fall Registration Period
May 15	Commencement

ACADEMIC INFORMATION

ACADEMIC ADVISING

While you are free to discuss your academic studies with any faculty member, you are specifically assigned an academic faculty advisor shortly after you are accepted as a student at Evangelical. New students meet with the Director of Academic Services for their initial advisement and registration prior to their first semester of studies. Thereafter, students meet with their faculty advisers at least twice each year. When an adviser is assigned they are listed on the students Populi profile. In addition to providing opportunities for academic planning, advisement sessions give students and faculty the opportunity to pray together and seek the Lord's guidance for their work.

Academic Advisor Responsibilities:
- Explain the academic structures and procedures of the various academic programs.
- Clarify the academic expectations and standards of achievement as well as the student's potential for success in particular areas of study.
- Advise the educational and career choices suited to the advisee's abilities and expressed interests. Assist the student in planning a course of study by conferring with the requirements and the Registrar.
- Consult with each student at least twice a year (before course registration).

Advisee Responsibilities:
- Assimilate the information necessary and assume final responsibility for course scheduling, program planning, and successful completion of all graduation requirements.
- Seek the academic and career information necessary to meet educational and professional goals.
- Become knowledgeable about relevant policies, procedures and requirements of the Seminary and its academic programs.
- Consult with your advisor each semester to assess progress toward graduation, appropriate selection of courses, scheduling and program planning.

ACADEMIC FREEDOM

Academic freedom involves exploring new frontiers of learning, meeting great minds of the past and present, encountering and evaluating divergent ideas – all within the framework of a historic Christian orthodoxy. The seminary also has a commitment to the ethos of the Evangelical community, which is grounded in the warm evangelicalism and Wesleyan-Armenian theological framework, which constitutes the historical roots of the Evangelical Congregational Church.

ACADEMIC INTEGRITY

The Evangelical community is committed to integrity in all areas of life, including the realm of academics, which we believe is essential in the search for and promotion of truth. The pursuit of truth is at the core of the Evangelical community's values and includes respect for individuals' intellectual contributions, the development of God-given talents, and the building of relationships in a spirit of trust. Therefore, academic integrity is upheld in the Evangelical community, and any form of cheating, plagiarism, and/or identity fraud is not tolerated.

Cheating is a form of deception and takes many forms, including the copying of a word from another's quiz or exam, the submission of another's work to fulfill a course requirement, or the reporting of materials as read that were not read. Plagiarism gives the impression that the words or ideas in one's writing are one's own when in reality they are taken from another's written or oral work. Plagiarism may be either intentional or unintentional and includes paraphrasing the words or ideas of another without giving credit (unless describing common knowledge), the use of quotations without identifying them with quotation marks and citation, or the reproduction of another's written work as if it was one's own. Identity fraud involves having another person participate in class or sit for an exam in an online course in the name of

another person who receives the credit but did not do the work. For example, it may include one person impersonating another by logging on with that person's password.

Allegations and appeals will be handled in the following manner:
1. The professor will identify and establish grounds for the suspected violation. The professor has the choice to meet with the student to discuss the alleged violation, or to request that the Dean of Academic Programs conduct the meeting.
2. If the professor is not satisfied with the student's response to the suspected violation, the professor will present the case in writing to the dean who will determine whether the charges should be dismissed or submitted to the Judicial Committee for due process.
3. If the dean deems that the allegation requires due process, the student will be notified in writing within one week of the decision.
4. The student has two weeks to respond in writing to the dean regarding the allegation. If the student acknowledges the violation, the student will be penalized in one or more of the following ways:
   - a failing grade on the assignment
   - a failing grade for the course
   - suspension from the Seminary for one or more semesters
   - dismissal from the Seminary
   - revocation of degree
5. If the student denies the allegation, the matter will be submitted to the Judicial Committee for due process.
6. Within one week of the Judicial Committee's decision, the Dean of Academic Programs will notify the student of the decision. If the Judicial Committee dismisses the allegation, charges will be dropped. If the committee upholds the suspected violation, the student will be penalized as stated in #4 above.
7. The student may choose to appeal the decision of the committee by presenting the case to the President within one week of being informed of the decision.
8. Within two weeks of receipt of the appeal, the President will notify the student, the dean, and the Judicial Committee of his decision to either uphold or change the original decision. This decision will be final.

Though the Seminary will attempt to follow this procedure, deviations will not invalidate a decision unless it is deemed unjust and discriminatory against the student.

For guidelines to write research papers, see Appendix I – Turabian (T) Style Highlights. Students in the MAMFT program are required to use the *Publication Manual of the American Psychological Association* (APA) as a guide to writing and citation for papers. See Appendix II.

ACADEMIC PROBATION
Students whose cumulative GPA falls below 2.5 are placed on academic probation. Two consecutive semesters on academic probation is sufficient grounds for the faculty to dismiss the student from candidacy. Students whose cumulative GPA falls below 2.0 are normally discontinued from the academic program. See Satisfactory Progress and Academic Probation on page 13 for more information.

ASSESSMENT
To fulfill Evangelical's mission, comprehensive assessment is needed at various levels throughout the institution. This evaluative process cannot fall on one single individual but needs to be embraced and incorporated throughout the institution. Students, faculty, and programs are continually being evaluated to ascertain whether expectations are being satisfied. Strengths and weaknesses are identified and appropriate revisions made to not only encourage student development but enhance the effectiveness of each degree program. Please see the Director of Academic Services for a list of assessments per degree program.

CANVAS
Canvas is an open source learning management system used by Evangelical faculty as an online community for their classes. You can log in to canvas to find your syllabi, assignments, readings, resources, and a variety of other tools used in each particular course. Syllabi are posted one month before the class begins.

CHANGE OF NAME, ADDRESS, TELEPHONE
Evangelical is committed to maintaining an accurate student information database. Therefore, students changing their names, addresses, or telephone numbers are asked to contact the main office and/or make the change in Populi.

CLASS ATTENDANCE
Students are expected to attend all class sessions. If compelled to be absent, it is the student's responsibility to make up the equivalent of work missed as determined by the professor. Absences for illness or other emergencies should be discussed directly with the professor. Students not attending either of the first two days of class shall be reported to the Director of Academic Services in order to be contacted for reason for absenteeism.

Classes are expected to begin on time. A professor may reduce the final grade for a determined number of habitual incidents of tardiness. Students may assume that classes will meet as scheduled. Exceptions are as follows:
1. The administration has the right to cancel all classes, with or without consultation of the faculty. This right will be exercised only in emergency situations.
2. The individual professor has the right to cancel a class because of various reasons. If cancellation is necessary, students shall be notified by the Dean of Academic Affairs' office.
3. Inclement weather: When adverse weather makes driving dangerous or impossible, the administration will cancel all classes. This decision will be made and published two hours before the start of the first class of the day or by 7:00 a.m., whichever is earlier. Attempts will be made to notify radio and TV stations in the areas from which most students commute and send out a mass message via Populi. Students may check the Evangelical website, the Seminary Facebook page or Twitter feed, call the school (7l7.866.5775) after 7:00 a.m., or check CBS 21's website to learn whether or not classes are canceled or delayed. If classes are not canceled, but the student questions the advisability of travel because of conditions in his/her local area, the student shall notify the Seminary and the professor.

COMMENCEMENT
Upon the recommendation of the faculty and approval of the Board of Trustees, all degrees and certificates are awarded when program requirements are fulfilled and all financial obligations have been met. All degrees and certificates are conferred at the annual commencement exercises held at the end of the spring semester as indicated in the academic calendar. Graduates are required to participate in the commencement ceremony, dressed in academic regalia, and to receive their diploma in person. Diplomas are not awarded in absentia. In the event of an unavoidable circumstance, a proxy must be secured from the Dean of Academic Programs. A student graduating with a grade point average of 3.9 or higher is considered to be graduating with distinction.

COMPUTER USAGE IN THE CLASSROOM
During class time, computers are to be used for academic purposes only. Please restrict your personal or recreational use to break times. Computers may be used during quizzes or exams **only** with prior permission from the professor.

CONVOCATION
Convocation is an academic event that celebrates the start of a new semester. Scheduled during the first full week of classes for each new semester, faculty, staff and students are invited to participate in this important event held in the Dech Memorial Chapel.

CREDIT HOUR POLICY
Evangelical operates in conjunction with the federal definition of a credit hour, which is the Carnegie Unit. Specifically, one credit hour is equal to 50 minutes of class instruction and 2 hours of out of class work for 15 total weeks. This time frame includes a one week break, each semester.

CROSS REGISTRATION
Currently enrolled students who wish to augment their studies by enrolling in course work at other institutions are advised to seek approval from the Director of Academic Services prior to cross-registration. A maximum of three core courses (online or otherwise) may be taken from an approved Seminary with prior approval from the Director of Academic Services and the professor who ordinarily teaches the course at Evangelical. A student may enroll in a course offered elsewhere if the course is not currently offered at Evangelical during that semester or if the course is scheduled at a time which conflicts with another required course. The course in question must be similar in scope and breadth to course work offered at Evangelical, and must be a graded course and not taken as pass/fail.

EMAIL
All students, auditors, staff and instructors at Evangelical are issued "@evangelical.edu" account which includes email, calendars, mail groups and more. It is your responsibility to check this email account daily as this is our primary means of communication.

ENROLLMENT OPTIONS
Dual Degree Students:
Students interested in working toward the completion of two degrees simultaneously may apply for the dual degree option. To be eligible for this option, students should have completed a minimum of 24 credits, and should discuss their intention with their academic adviser. According to the standards of the Association of Theological Schools, the dual degree student must fulfill all of the requirements for the degree with the higher number of credits. Further specific requirements will be dependent upon the programs involved. Dual degree students work closely with the registrar and the academic dean to ensure the integrity of both degrees.

Undeclared Students:
This option is intended for students who want to begin Seminary studies for credit, but have not decided on a particular degree or career goal. Students may take up to a maximum of 18 credits before applying to a program. Undeclared students are not eligible for financial aid.

Special Students:
Individuals interested in taking courses for credit, but not interested in working toward a degree, may apply as special students. Individuals from other seminaries, graduate schools, or advanced undergraduate students may use this option to take a few courses at Evangelical as a visiting student. Special students may earn as many credits as they wish. They are not eligible for financial aid.

Auditor:
Auditing is an option available to individuals not interested in earning graduate credits or working toward a degree. Auditors do not earn credit (although they may earn continuing education units) and are not required to submit written assignments or take examinations. Individuals interested in auditing courses can register by going to the admissions tab of the Evangelical Seminary web-site (evangelical.edu) and selecting "Audit a Class" or speak to the Registrar to register. In all cases, auditors will be admitted only if space is available.

Full, Half-Time, and Part-time Students:
Students enrolled for 9 credits or more per semester (fall and spring) are classified as full-time students. Students enrolled for 6-8 credits are classified as half-time students. Those taking 5 credits or less are considered part-time students.

GENERAL STANDARD FOR WRITTEN WORK

Unless specified otherwise by the instructor, all course papers must conform to the standards outlined in the most recent edition of *A Manual for Writers of Term Papers*, *Theses and Dissertations* by Kate L. Turabian. Course papers written by students enrolled in the Marriage and Family Therapy Program must conform to the standards of the most recent *Publication Manual of the American Psychological Association (APA)*

GRADING SYSTEM

Common grading systems are converted to the following table:

Letter Grade	Quality Points	Numerical Equivalent	Description
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

Grades will be posted in Populi approximately three weeks after the close of the semester. If your grades are not posted, please notify the Coordinator of Academic Services.

Satisfactory Progress and Academic Probation

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 placed on academic probation automatically. 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 discontinued 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.

Satisfactory progress in a program of study is required of Federal Stafford Loan borrowers. 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. In compliance with federal regulations, students who are borrowing funds have only *one* semester of probation before being dismissed from the program.

GUIDELINES FOR GS411 AND GS490

All students are required to take course GS411 Information Literacy and Technology to enhance information literacy (see page 38 for more information). As part of the application process, applicants are required to submit three essays. On the basis of those writing samples, the Admissions Committee may require an applicant to take GS490 Effective Writing for Seminary and Ministry, within twelve months of admission. This requirement will be stipulated in the applicant's decision letter. Likewise, students may opt to take GS490 for their own personal benefit.

INCLUSIVE LANGUAGE

The Evangelical faculty believes that all people, without regard to gender, ethnicity, culture, race, or age, are of equal worth in the sight of God. Therefore, we are committed to the use of language that expresses this biblical principle. We intend to teach, write, preach, counsel and advise in a manner that does not marginalize or exclude any person or class of persons. The faculty and administration aim to model the use of non-excluding language with students, colleagues and visitors alike. Similarly, we train those studying for vocations in the church to be aware of this issue, and to respond appropriately to it in their ministry contexts. We believe that all humans are equally created in the image of God, and thus are inherently valuable and worthy of respect, and that we all have the right to hear and respond to God's grace through Jesus Christ.

INCOMPLETE COURSE WORK

The intention of the extension policy is not for the purpose of allowing students an opportunity to achieve higher grades, nor to make allowances for mismanaged time. It is to grant additional time to those students who face some unforeseen circumstance, such as illness or other extenuating events, within the course of the semester.

Incomplete grades are not automatic, but must be requested no later than one week prior to the last day of classes. The student is to approach the professor to ask for an Incomplete and submit an Incomplete grade form (obtained from professor or the main office) with detailed explanation of her/his reasons for the request. If the professor approves the request for the incomplete grade, s/he signs the form and the student submits it to the Dean of Academic Affairs for final approval and signature.

Upon approval, the Dean of Academic Services will return the form to the professor who will submit the grade of "I" for the student. The professor will retain the form until incomplete work has been submitted and graded. The professor will then return the form with the grade indicated to the Director of Academic Services.

Incomplete grades shall be removed 40 days after the termination of the semester unless the Dean of Academic Services designates an earlier date. If the work is not completed by the time designated, the "I" shall be changed to an "F" unless a passing grade can be given based on work already completed or unless the Dean of Academic Services grants special permission. If there is more than one incomplete grade, a student becomes ineligible to register for the next term unless the Dean of Academic Services grants special permission.

The official conclusion of any semester occurs at the end of the last scheduled class. This is the deadline for the submission of all course work. Each instructor may, at his or her discretion, establish an earlier deadline for submissions. All grades submitted by instructors for course work during the semester are final and will not be changed, except for the grades of "I" (incomplete) and "IP" (in progress).

INDEPENDENT STUDY OR GUIDED RESEARCH COURSES

A student wishing to do an independent study must submit to the faculty member in whose field of study the work is to be done two copies of the Application for Independent Study, which is available on Populi or from the Main Office, and two copies of a written proposal. The written proposal should include the following:

- ➢ A clear statement of the problem or activity to be undertaken;
- ➢ A list of facilities, resources, bibliography, etc. which will be needed;
- ➢ A suggested method(s) for evaluation (if other than a written project);
- ➢ Anything else that the student may deem relevant.

The proposal for independent study must be approved by the sponsoring faculty member and the Dean of Academic Affairs. NOTE: If one or both do not approve the study for reasons they deem relevant, the student may not do that study.

Upon final approval, one copy of the proposal and one copy of the signed application must be submitted to the Academic Service Coordinators' office at the time of registration for the semester. The other copies are returned to the sponsoring faculty member.

The following guidelines are for Independent Study or Guided Research Courses:

1. Core courses may not be taken for independent study or guided research.
2. Regularly scheduled courses (current semester) may not be taken for independent study.
3. Only one independent study or guided research course may be taken each semester.
4. An independent study project must be carefully designed and directed toward a definite goal. It must involve a substantial body of graduate level literature, methodology, and/or theory.
5. Each project must be sponsored by a faculty member who will approve the proposal as being worthwhile and feasible, be available for consultation on the project, and evaluate the student's performance.
6. Independent study courses generally require more time than regular classroom courses. A student should expect to spend 40-50 hours in research and writing for each credit.

LEAVE OF ABSENCE

Continuous enrollment, in both fall and spring semesters, and satisfactory academic progress are expected of all students from their initial enrollment through graduation. Time limits for completing the various academic programs are as follows:

> Master of Divinity – 7.5 years
> Master of Arts– 4.5 years
> Graduate Certificates – 4.5 years

If circumstances require an interruption in continuous enrollment, students are required to meet with their academic advisers to discuss the situation, and then to submit a written request for a Leave of Absence to the Dean of Academic Services. If necessary, upon written request, an approved one-semester leave may be extended for one more semester. Absence longer than one academic year leads to disenrollment, as is failure to request an extension of a one-semester leave if further time away is needed. After such disenrollment, students wishing to return to Evangelical must apply for re-admission. Approved leaves of absence do not extend the time limit for completing a degree program.
NOTE: The regulations governing Financial Aid require that students who are borrowing funds must begin repaying loans as soon as they are not enrolled as a student (so while Evangelical's internal policy does allow for a LOA, the student is considered inactive or disenrolled in regard to federal lending.) This does not mean the student is being dismissed from Evangelical, but that they no longer have active student status, which can trigger actions such as loan repayments.

POPULI

Populi is Evangelical's student information system. This system enables students to check grades, print unofficial transcripts, retrieve forms (located in the "Files" section) and review billing information. Scheduling of classes occurs through Populi. Each student receives their own individual, secure account when they enroll at Evangelical. Any questions with Populi should be directed to the Academic Services Coordinator.

REGISTRATION

Changes in students' registrations must be approved by their academic advisers. The deadlines for withdrawing without notation, with notation, and with a grade of "F" are found on Populi by course.

It is important that students consider the financial implications of withdrawing from courses during the semester. Students may be responsible for all or part of the tuition charges they have already incurred and may also place educational loans, grants and scholarships in jeopardy. Students are advised to review Evangelical's refund policy or to check with the business and financial aid offices for more information (See page 23.)

REGISTRATION CHANGES

Currently enrolled students who decide to add or drop a course, take a leave of absence or withdraw from the Seminary must meet with their advisors to discuss the situation. With the faculty member's approval (indicated by signature or e-mail authorization), students may submit an add/drop letter of intent to the registrar or submit a written request for a leave of absence or a withdrawal. Cessation of class attendance does not constitute formal withdrawal from a course, nor does it guarantee a refund of tuition paid. Therefore, if a student indicates her/his intent to drop a course, s/he must be reminded to meet with her or his adviser.

REPETITION OF COURSES

Students receiving a course grade of "F" will not receive credit for the course. Core courses completed with a grade of "F" must be retaken and successfully completed in order to fulfill graduation requirements. Elective courses with a grade of "F" may be repeated at the student's discretion. It should be noted that both the grade of "F" and any subsequent grade from retaking the course are included in calculating the student's grade point average and will appear on the student's transcript. Courses for which a passing grade has been earned may not be retaken for the purpose of improving the grade.

RESIDENCY REQUIREMENT

Transfer students must complete a minimum number of credits in residence in order to earn a degree at Evangelical. 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 18 credits in residence to earn their respective degrees.

SATISFACTORY PROGRESS AND ACADEMIC PROBATION

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 placed on academic probation automatically. 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 discontinued 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.

Satisfactory progress in a program of study is required of Federal Stafford Loan borrowers. 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. In compliance with federal regulations, students who are borrowing funds have only *one* semester of probation before being dismissed from the program.

SCHEDULE CHANGES

Occasionally a special program warrants a change in the regular class schedule. This change will be indicated in the *Evangelical Update*, the campus bimonthly electronic/hard copy newsletter; schedules posted on the website; and through Populi.

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

STUDENT WORK TIME GUIDELINES

Evangelical has determined a set course of time guidelines for student assignment equivalencies for outside normal class time. One credit hour equals approximately 40-50 hours of student work time, therefore, 3 credit hours equals about 120-150 hours of student work time. This can be broken down into hours of reading, writing, and studying.

TEXTBOOKS

Textbook lists for each semester are maintained in the Main Office of Christ Hall and in Rostad Library. Course syllabi containing textbook requirements appear on canvas about one month prior to the start of class.

Students are encouraged to purchase books through Amazon.com. A direct link is available on the Evangelical website. When books and other items are purchased through that link via Amazon.com, a portion of the purchase price is refunded to Evangelical and is used for student scholarships. This feature may be used from any computer on or off campus.

Additional resources for ordering books include JOY Bookstore in Schaefferstown (1-800-406-3791 or 717-949-6569); www.bestbookbuys.com ; www.abebooks;www.campusi.com;www.halfprice.com; and www.christianbook.com

TRANSCRIPT REQUEST

An official transcript request can be made from your Populi profile or from the Evangelical Seminary web-page. Official transcripts are $10.00 and are mailed to the party to receive the transcript. Please allow up to two weeks for processing.

FINANCIAL INFORMATION

BUSINESS OFFICE

The Business Office is located at the Evangelical Congregational Church Center Building. The Business Office is across the street from the Seminary on W. Park Ave at 100 West Park Avenue, 717-866-7581. Normal business hours are 8:00a.m.–4:00p.m., Monday through Friday. Business Office staff can be available after 4:00 by appointment.

The Business Office handles all tuition and billing questions. Students will receive an email when invoices are available on Populi. This provides the student with the option to pay their bills online. If a student decides to pay by check, the check is to be made out to Evangelical Seminary and sent to the Seminary's address with attention to the Business Office. There is a 3% convenience fee for payment of tuition charges with a credit or debit card.

STUDENT FINANCIAL SERVICES
Evangelical Seminary is committed to helping you meet your financial needs through scholarships and government loans. Since financial aid is limited and may not be available to cover all the costs of your program, we encourage you to make an appointment with the Director of Student Services to discuss funding options available to you.

Deciding to come to seminary is a lifestyle-changing choice that requires a major investment of time, effort, and money. The Director of Student Services suggests you start the process of financing your education by estimating the total cost of your program, then investigating available financing options. You should consider whether educational debt is necessary to obtain your educational goals and what impact student debt will have on your future lifestyle. You should also consider alternatives to borrowing.

Types of Aid
The details regarding institutional aid vary somewhat depending on the program in which you are enrolled. The types of aid are detailed below. For further details, go to our website www.evangelical.edu/admissions/scholarships.

Need Based Grants
These grants are distributed to deserving students on the basis of 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. Evangelical's school code is G03263. Students also need to complete the Grant Application for Evangelical Seminary which may be obtained online or 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 need to apply every year 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, provides $3,000 per year for two students with 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 two students with high scholastic achievement during their undergraduate studies.

Spousal Discount
A discount option 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, at a fifty percent discount.

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, you must be admitted as a Regular or Probation student in a degree program, maintain satisfactory academic program, be enrolled at least half-time, and be in compliance with Selective Service laws, Social Security regulations, and Department of Homeland Security requirements to receive loan proceeds. 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.

Withdrawal from Classes
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, then you will owe Evangelical whatever 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. 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 the 60% point 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. Then Evangelical must return a percentage of this amount, according to the basic calculation described above. These funds will be returned electronically and charged to your Evangelical student 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), then you 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 before Title IV funds are returned to the lender. Later, when Evangelical returns loan funds, there will be a charge to your student account. IN such a case, you should hold on to the Evangelical refund in order to pay that charge. Furthermore, if you drop late in the semester, you may not receive any refund from Evangelical. If Evangelical has to return funds to your lender, then your student account will still be billed for those charges.

Please note that you must establish eligibility for federal aid by attending classes at a half-time level 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 never attended at a half-time level, then Evangelical must make a 100% return 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 given to you for living expenses.

It is very important that you attend classes at a half-time level, _especially during the first two weeks when attendance is taken_. If your receive Title IV Aid and then consider dropping all of your classes or dropping below half-time, then you are strongly encouraged to make an appointment with your advisor.

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

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** 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 you may not have an adverse credit history, as defined by federal regulation. Applicants with adverse credit may gain eligibility for the Grad PLUS loan if they apply with an endorser (co-signer) without adverse credit. Contact Director of Student Services 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); (3) any other materials requested by

Financial Aid office. Please allow a minimum of 30 days for your loan request to be processed. For specific semester and annual deadlines, contact 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 Financial Aid office.

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 last half-time attendance. In some instances repayment can begin 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 as part of your responsibility to the loan program. For a sample repayment schedule go to 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 received 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.

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 record will remain on the 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.

Default is avoidable*.*
It requires careful planning when you make a decision to borrow, and when you make choices about your lifestyle and throughout the entire repayment period. Your choices about student loan debt will enable you to finance your educational investment and to make repayment comfortable.

Financial Aid Satisfactory Academic Progress Policy
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 placed on academic probation automatically. 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 discontinued 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.

Satisfactory progress in a program of study is required of Federal Stafford Loan borrowers. 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. In compliance with federal regulations, students who are borrowing funds have only *one* semester of probation before being dismissed from the program. The grading system the seminary adheres to is found on page 13.

Payment Due Dates
All registered students are required to pay their tuition and fees in full, or make satisfactory arrangements with the business office, 14 days prior to the start of each semester. Failure to do so will invalidate their class registration. Returning or continuing students with unpaid balances from previous semesters will not be permitted to register for classes until their past accounts are settled. Student accounts must be paid in full by April 15 in order for students to participate in commencement, receive their diplomas or request transcripts.

Students may use their VISA, MasterCard or Discover Card to pay their tuition bills in person, by telephone or by mail through the business office. Such credit card payments are subject to a convenience fee.

Covered Individual

Any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits is allowed to attend in their course of study during the period beginning on the date on which they provide to Evangelical Seminary a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates.

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following g the receipt of the certificate of eligibility.

Evangelical Seminary will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirements that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to Evangelical Seminary due to the delayed disbursement funding from VA under chapter 31 or 33.

Schedule of Fees

A current schedule of fees is available on the website, in the main office of Christ Hall, or the business office located on the second floor of Church Center at 100 Park Avenue.

Refund Policy

In the event that students find it necessary to withdraw from classes or to change their schedules, written notice of the intention to withdraw should be processed through the Dean of Academic Services office. Students are responsible for being aware of withdrawal deadlines as listed in Populi, and the financial implications of withdrawal including the regulations governing any financial assistance they may be receiving (stated above). Please note that student activity and technology fees are not refundable once the semester has begun. Below is a refund schedule the business office adheres to.

Refund Schedule

If the withdrawal occurs…	the refund will be…
up to one week before or on the first day of class	100% of tuition charges (less a $25 administrative fee)
after the first day of class through the first 10% of the enrollment period	90% of tuition charges
after the first 10% of the enrollment period through the first 25% of the enrollment period	50% of tuition charges
after the first 25% of the enrollment period through the first 50% of the enrollment period	25% of tuition charges
after 50% of the enrollment period	0% (no refund)

LIBRARY INFORMATION

LOCATION AND HOURS

Rostad Library is located in the Pense Learning Center on the campus of Evangelical. You can find the daily hours of operation on the library page of the seminary's web site. Signs are also posted on the bulletin boards in Christ Hall and

the library.   If the seminary is closed, the library will also be closed. Please check hours before you come to campus; hours change according to class schedules and holidays.

INFORMATION AND RESOURCES
Books, audio recordings, DVDs and videocassettes are cataloged according to the Library of Congress system that designates a unique call number for each item, based on its subject. Paper copies of journals are shelved on the main floor of the library in alphabetical order by title. Directions to all materials are posted on the bulletin board in the library lobby. Ask the library staff if you need help in locating information or sources.

DIGITAL THEOLOGICAL LIBRARY
Rostad is a member of DTL, which provides a vast variety of online resources, including journal articles and e-books, for students. Access to DTL is through the library page on the seminary web site. You will need a LIBRARY BAR CODE NUMBER to access DTL. The library bar code is on the back of your Student ID Card which is issued at the start of your first semester at Evangelical Seminary.

All library copies of required textbooks listed on syllabi for each semester are pulled from the shelves and placed on In House Only Reserve. You will need to ask the library attendant for assistance to check out these books. Additional required or recommended reading assignments will be placed on CANVAS by your professors.

BORROWING PHYSICAL MATERIALS
Your Student ID Card is your library borrower's card. Please bring your card with you to the circulation desk when you wish to check out library materials. Student Due Dates are set for the middle and the end of each semester, and at the end of non-semester sessions. There is one week "grace period" after the stipulated Due Date before fines begin. Fines are ten cents per day. Overdue notices are generated by the circulation system. You will receive notice automatically via your Evangelical Seminary email account.

Books may be renewed one time only. Renewals can be done either in person, by telephone, by email (jmiller@evangelical.edu) or through the renewal option using your account on our library page. To use the online feature you will need the bar code number on the back of your Student ID Card. The PIN is the last four digits of that number.

Please be considerate of the next person who will be using your borrowed materials by taking care not to mark, underline, fold or cut out pages, remove electronic theft devices or in any other way damage or deface library materials. Patrons are charged replacement costs for lost or damaged library materials. Unpaid fines will be entered into the student's record as an unpaid account, with all regulations regarding unpaid accounts in effect.

OBTAINING ADDITIONAL MATERIALS
Items not owned by Rostad Library can be obtained through DTL, OR through interlibrary loan. Request forms are available online on the library page of the seminary web site. Please fill out the form completely and submit to our library staff. Articles may arrive via email within a few days, and will be forwarded to you. Books may take up to two weeks.

You may also borrow materials directly from any Southeast Pennsylvania Theological Library Association (SEPTLA) library. A list of these libraries is available online or at the library front desk. HOWEVER, you will need a special form, signed by our librarian, for each library from which you wish to borrow, and a new form for each semester must be submitted. Please request these forms from the library attendant.

ADDITIONALLY FOR YOUR CONVENIENCE
MAC and Windows computers in the library computer room are available for internet searching, word processing, and printing.

Rostad Library is covered by the campus wireless network, so you will have internet access for laptops and other electronic devices.

Library carrels for individual study are available in the main reading room.

Photocopiers/printers are located in the library lobby and the computer room. These machines are available for student copying needs at five cents per page. They are connected to the internet so you are able to scan materials to your flash drive or email, free of charge.

For the return of materials when the library is closed a book return is located next to the front entrance of the library.

Food and drink are permitted in the study areas of the library. However we request that you do not take food or drink into the computer room.

COMPUTER USE POLICIES
Computers are for the use of students, faculty and staff of Evangelical Seminary only.

Students are welcome to use the computers for word processing and research. Two computers have the Bible Works program installed and are labeled as such.

The library staff cannot be responsible for instruction in the use of software. If problems may arise they may require the attention of campus IT personnel.

STUDENT SERVICES and POLICIES

CAMPUS HOUSING
While most of Evangelical's students are commuters, there are many good rental and purchase options in the Myerstown area. If you would like to get some advice on good landlords or realtors, we would be happy to assist you. Contact the main office for assistance.

CAMPUS MAIL
The mailboxes are located on the lower level of Christ Hall. Student who request a mailbox and will be given a mailbox key. This mailbox will remain yours throughout your studies at Evangelical. If the key is lost, there will be a replacement fee of $5.00. Upon graduation, the key is to be returned to the Main Office. Mailboxes are used to communicate information as well as to return academic work from professors. If you have requested a mail box please check it each time you are on campus.

CAMPUS SECURITY POLICY
Evangelical is a commuter institution. 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.

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: 717-507-5519	
Kevin Henry, Business Office Contractor	717-866-5775,ext. 1121	
Tony Blair, President	717-866-5775,ext. 2136	

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 Business Office 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-4:00pm. Christ Hall is locked in the evenings (beginning at 4:00pm) 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.

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 28 of this 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 3. The report is prepared annually by the Business Office 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

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). 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.

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.

Notification Methods:

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

CHAPEL
Evangelical is a worshiping community. As part of the Church of Jesus Christ, we consider the worship of the Triune God—Father, Son, and Holy Spirit—a vital component of who we are as a Seminary. The Dech Memorial Chapel in Christ Hall provides the setting for most of the corporate worship opportunities at Evangelical.

CHILDREN ON CAMPUS
Evangelical strives for a family-friendly campus. We seek to find appropriate and enjoyable ways to share the campus with the students' family members and friends. If children are brought to the campus, our policy is that they are not to be left unattended. Children under 15 years of age should not use the equipment in the Student Life Center without supervision of their parents.

COMMUNITY ETHOS STATEMENT
Our faith is not primarily one of morals, but it has profound moral implications in terms of the perspectives and commitments with which we approach life and interact with each other. Christ has called us to a radical life, one in which assumed patterns of behavior are challenged and new ways of thinking, living, and relating are being formed. These are the ways of His kingdom of shalom. Some of the implications of this kingdom life are particularly important for the kind of community of learning and practice we wish to sustain at Evangelical. For example...

We embrace fully all of the wonders of God's created world, because He created it and called it good. We eat and drink together and separately in gratitude for all God has given us. But we recognize that not all things we consume are good for ourselves or those with whom we share space. Therefore, in honor to ourselves and each other, when we are on campus or otherwise together in community we refrain from partaking in alcohol, illicit drugs, and other substances that impair, rather than enhance, our life together.

We delight in the joys of being in relationship with each other and encourage each other toward maturity and freedom. But we recognize that we are all broken people, still in the process of being redeemed. Therefore, we promise to be safe for each other; that is, we will discipline our tongue to avoid gossip, we will tame our

anger to avoid causing pain, we will use edifying language to avoid giving unnecessary offense, and we will in every way we can look out for the welfare of the other.

We revel in the joys of human intimacy and seek intimate companions for our journey through the joys and challenges of life. We rejoice that God has created intimacy and makes it possible. But we also recognize how easy it is to use other people for our own pleasure or relief from pain. We also recognize that there are multiple kinds of intimacy, and joys in each one. Therefore, out of love for God and our neighbor, we limit the expression of sexual intimacy to one person of the opposite sex in the context of marriage.

We are grateful for the Church, which is on earth the parallel of that divine community of love that is the Trinity. We find some of our individual identity in the People of God, and we seek to serve them with our gifts and passions. But we also recognize our culture's temptation toward hyper-individualism and the idolatry of the self. Therefore, we make active participation in a congregation of Christ's followers a priority, for despite its many flaws, the body of Christ is necessary for our journey.

We are glad to follow Him who is the truth and to be in a community devoted to pursuing Truth. We agree that all truth is God's truth and are therefore not afraid to ask questions and to ponder deeply the mysteries of His working in the world. But we recognize that we live in a world that places a low value on truth-telling. Therefore, we covenant to speak the truth in love with each other, to be ruthlessly honest about giving and taking credit for ideas and labor, and honor each other as we pursue truth together.

There is a multitude of other ways in which we can live out the radical implications of God's Kingdom on earth, but these challenge us to look honestly at our own brokenness and sin, at our own justifications for self-serving behavior, and to offer both our pain and desires to Him who is able to heal us. We also recognize that this process of redemptive healing is lifelong, and so we will need to help each other at points along the way. Those who find themselves in need of the help of a brother or sister, a counselor or director, a pastor or mentor, will find themselves supported in a variety of ways at Evangelical Seminary.

Those available to come alongside during times of challenge or growth include our Dean of Students, our campus pastors, our faculty, staff, and administration, and, of course, our fellow students. For concerns of a particularly private, urgent, or therapeutic nature, we encourage you to begin with a campus pastor or the Dean of Students, who may then be able, as necessary, to connect you with other individuals who can provide more specialized assistance. These will be confidential and supportive conversations, except in those cases in which there is a legal mandate to report a likely threat to life or safety.

Those who find it difficult to live out these commitments of our life together may be asked to leave this community for a time or even permanently, particularly if their behavior is injurious to others or to the integrity of the Seminary's mission. Legal violations or threats to the safety of others are particularly troublesome and will be addressed both relationally and legally.

CONFERENCE LOUNGE
The Conference Lounge is located on the West End of Christ Hall on the main floor. It is furnished with comfortable seating and is available upon request for Seminary activities. Contact the main office to reserve this room. A diaper changing table is also available in the restroom located in the Conference Lounge.

DEAN OF STUDENTS
The Dean of Students serves as a resource person for students. The Dean of Students is available for basic counseling but may refer students if more intensive counseling is needed. Please contact the Dean of Students, Dr. Janet Stauffer, at 717.866.5775, ext. 2108 or visit her in Room 308 for more information.

DIRECTORY INFORMATION POLICY

Evangelical Theological Seminary, in accordance with FERPA guidelines, will make available student directory information. The directory information consists of student's name, address, telephone number, email address, and degree program. One of the ways Evangelical uses some of this information is to publish an annual Directory to help members of the Seminary community become acquainted with one another. If you do not want your directory information to be released, you may complete a "Request for Non-Disclosure" form, which can be found on Populi or in the Main Office. You must do this each semester if you want this policy regarding your information to remain in effect.

DISCIPLINARY ACTION POLICY
At the time of admissions 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.

The Judicial Committee (two faculty members – one acting as chairperson, and three students) shall hear the charges and obtain such testimony as deemed necessary to make a determinative judgment. The accused shall have the right to an advocate of his/her choice at all times. The Judicial Committee has the power to recommend: 1) dismissal of the charges; 2) student probation; 3) dismissal of the student from the Evangelical Theological Seminary.

The recommendation of the Judicial Committee will be forwarded to the Dean for review. The Dean shall inform the student of the right to appeal to the President of the Seminary. If the student so appeals, the President shall review all prior proceedings and make a judgment either to confirm the decision of the Judicial Committee or appoint an Appeals Committee to review the findings of the Judicial Committee. The President's confirmation of the recommendation of the Judicial Committee shall be final. If an Appeals Committee is constituted, its decision to recommend dismissal of the charges, student probation, or dismissal of the student from Evangelical shall be final. At no time shall the accused be denied the presence of an advocate.

From the moment a charge of violation of standards of conduct is brought against a student, it shall be the duty of the Dean of Students to assure that a written record of all proceedings is maintained.

If dismissal occurs during the course of a semester, tuition (but not fees) shall be refunded to the student according to the schedule in the catalog.

DRUG AND ALCOHOL POLICY
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.

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, in the Business Office. 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 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 admissions 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 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. Students who violate this policy will be subject to sanctions including suspension and expulsion from the seminary.

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, 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 15years 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 (Heroine, 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
  http://www.lebcounty.org/Pages/default.aspx

- New Perspective of White Deer Run
  3030 Chestnut St. Lebanon, PA 17042   (717) 270-3900
  https://www.whitedeerrun.com/locations/lebanon/

- Crisis Intervention/Information Referral Services
  https://pa211.communityos.org/zf/profile/service/id/878533

Disciplinary Sanctions
The Seminary will impose disciplinary sanctions on students 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. The Seminary may require students to satisfactory 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.

FACILITY REQUEST FORMS
Students who desire to use the facilities for meetings, educational events or special activities are required to complete a Facility Request Form. This would include the use of classrooms, Conference Lounge, Chapel, kitchen and Zinn Commons. Please contact the Main Office for a Facility Request Form and to check for availability.

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 main office.

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
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.
- Lighting candles or open flames and burning incense in ALL campus buildings is prohibited with the exception of candles used in religious ceremonies, candles for educational purposes and in food preparation and serving.

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 Director of Building and Grounds for instructions. If a fire extinguisher is used, please contact the Buildings and Grounds Office to be refilled. Buildings and Grounds has all fire extinguishers checked on a yearly basis by an outside fire appliance contractor.

Fires
Fires on Evangelical Seminary property are prohibited.

Tampering with Campus Fire Safety Equipment
Students 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 with the exception of candles used in religious ceremonies, candles for educational purposes and in food preparation and serving. Candles and open flames will not be left burning unattended.

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 Campus Administrator, Police Officer, Fire Fighter, or Employee 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.

Smoking: Smoking is not permitted inside any building on campus.

Building Evacuation Procedures
All building evacuations will occur when an alarm sounds and/or upon notification by the Campus Administrator, Police Officer, Fire Fighter, Plant Operations Employee. 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** (noted below). 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 Plant Operations personnel, Campus Administrator, Pennsylvania State Police or Myerstown Volunteer Fire Department official.

Evacuation Assembly Areas: Faculty/staff parking lot; Student parking lot; Walkway in front (south) of Christ Hall.

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. Personnel and Campus Administrator 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.

Campus Fire Log
Paper copies of previous Campus Fire Logs are available from the Business Office.

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.

Building Fire Safety Systems
Christ Hall:	Pull Stations, Fire Extinguishers, Smoke/Heat Sensors
Rostad Library:	Pull Stations, Fire Extinguishers, Smoke/Heat Sensors
Student Housing:	Smoke Sensors

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

FITNESS CENTER

The fitness center is open to all current Seminary staff, students and immediate family members (spouses and children) of staff and students. Children must be over the age of 16 and accompanied by their parents. To access the Fitness Center (basement level, behind Zinn Commons) after business hours contact the main office.

The exercise room has guidelines due to the nature of the equipment. They are:

- Sign in and out every time you use the room.
- No free weights without a spotter (bench and military).
- Wear appropriate workout attire.
- Turn off all lights and TV when leaving.
- You are responsible for proper treatment of all equipment (directions posted).
- Clean the equipment when you are finished
- No loud music heard outside of the fitness center.

Evangelical Theological Seminary is not responsible for any accidents or injuries. Evangelical reserves the right to ban fitness center users who violate the above rules.

FOOD AND DRINK POLICY

Evangelical strives to maintain an environment that is conducive to study, worship and fellowship. The maintenance of our facilities is important to making this possible. In keeping with desire to be good stewards of our facilities, the following guidelines should be followed:

- Food and drinks are not allowed in either Dech Chapel or in the Computer Lab. They are permitted in the classrooms at the professors' discretion.
- Drinks are to be in closed containers with lids.
- In the event of a spill, take immediate action to clean up the mishap and/or contact the Maintenance Department.

HEALTH INSURANCE

The individual mandate for health insurance was repealed for 2019. Americans without health coverage in 2019 will not be subject to a tax penalty. Note: Some states have their own individual health insurance mandate, requiring you to have qualifying health coverage. Be sure to know your states' regulations. Evangelical Seminary does not require students to provide proof of health insurance coverage.

KITCHEN

The kitchen located on the lower level of Christ Hall is available to the Seminary community. Regulations for kitchen use are posted. Everyone using the facility is expected to abide by the regulations and participate in maintaining its cleanliness.

MAIN OFFICE HOURS

The main office is located on the 1st floor of Christ Hall. The hours of operation are Monday – Thursday, 8:30 a.m.–4:00 p.m. The building is generally closed on Friday, Saturday, Sunday, and legal holidays.

NEW STUDENT ORIENTATION

New Student Orientation is held prior to the fall semesters. An opportunity to meet faculty and other new students, it is intended to provide incoming students with information relative to their degree program, student services, and assessment testing. This orientation is required for all incoming students. New students from the preceding summer semesters are expected to attend the orientation program as well.

PARKING REGULATIONS

The School has three parking lots:
- A small lot in the northeast angle of the building - reserved for faculty, staff, disabled persons, and visitors only.
- A large, three-bay parking lot to the west of Christ Hall - reserved for student parking.
- A small parking lot to the rear of the library - reserved for library staff, visitors and disabled persons.

Students should **not** park on West Park Avenue in front of Christ Hall. This area is kept for visitors and personnel at the Evangelical Congregational Church Center. We do try to keep unauthorized vehicles out of our parking lots. If you know of such vehicles, please report them to the Director of Buildings and Grounds. Students are encouraged to lock their vehicles while on campus. The Seminary is not responsible for any loss of property or damage to vehicles while on the premises.

SCHOOL CANCELLATIONS/SNOW DAYS/DELAYS/EARLY DISMISSAL See page 11 under Class Attendance.

SEXUAL MISCONDUCT POLICY
God made humans male and female and saw that this was good. Genesis 1:27; 2:21-23; 5:1-2. God gifted humans with gender and sexuality. The Bible teaches that any good gift from God can become misused or distorted and that such corruption can result in injury, shame, and humiliation. Genesis 3:8-13 and II Samuel 11:1-12:15.

In conformity with the pertinent requirements of Title IX of the Educational Amendments of 1972 enacted by Congress of the United States, Evangelical Seminary does not discriminate, within the context of its religious principles, its heritage, its mission or its goals, on the basis of sex in the areas of employment, admission, educational programs, or other activities. In our efforts to end gender discrimination and sexual misconduct, the seminary expects all members of its community to never:
- Pressure anyone to suppress a report of gender discrimination and/or sexual misconduct
- Cause a victim to believe that s/he is responsible for the commission of the gender discrimination and/or sexual misconduct committed against her/him
- Imply to a victim that s/he was negligent or assumed the risk of gender discrimination and/or sexual misconduct by reason of circumstances, dress, or behavior
- Suggest to anyone that the complaint will bring unwanted publicity to Evangelical Seminary

For concerns of inappropriate behavior described in the Title IX policy, please contact: Ann Steel, VP of Institutional Advancement, asteel@evangelical.edu or 717.628.2143. A complete copy of our Title IX policy and Evangelical's annual Comprehensive Campus Safety and Fire Safety report can be found in the Main Office

Prevention of Sexual Harassment on Campus and Violence Against Women Student Education
Each year all Evangelical students (enrolled for a degree, special students, auditors and Institute for Church Leadership) must complete annual training on "Preventing Sexual Harassment on Campus and Violence Against Women". The training is required by U.S. Department of Education regulations. An online training class will be available for all students on the Canvas LMS. The class must be completed by the announced deadline. Student will not be allowed to graduate, receive a diploma or a grade transcript until the training is completed. Students will be notified prior to the start of the fall semester when the annual training must be completed.

Sex Offenders (Megan's Law)
The Pennsylvania State Police maintain an online database of individuals who have either been convicted of, entered a plea of guilty to, or adjudicated delinquent of certain sex offenses in the Commonwealth of Pennsylvania. The website may be found at http://www.pameganslaw.state.pa.us. Students, prospective students, faculty and staff may access the database at their discretion.

SMOKING, ALCOHOL, AND ILLEGAL DRUG USE
No smoking, use of alcoholic beverages, or use of illegal drugs is permitted anywhere on any Evangelical campus – on the grounds or in the buildings. (See Drug and Alcohol Policy- Page 29).

SPRING BANQUET
In the spring, a banquet is sponsored by the Student Forum to honor the graduating class. It is an evening of good food, fellowship, and a time for some students of the graduating class to offer memories of their times at Evangelical. We also worship together, and faculty and staff gather around to pray for the graduates individually. Students, faculty, staff, and family members are encouraged to attend this special event.

STUDENT GRIEVANCE POLICY
Whenever people live and work together, problems and issues are inevitable. Since Evangelical Seminary is a community of faith, the biblical principle of going directly to a person to try to resolve an issue should be attempted first. That person could be a fellow student, a faculty member, or a staff member. If sexual harassment is thought to be involved, refer to the published Sexual Harassment Policy. If there is no resolution by that means, the person bringing the complaint must put it in writing (not anonymously, but signed and dated) and present it to the Dean of Academic Programs (for academic matters) or to the Dean of Students (for non-academic matters) within fourteen days after the date that the complainant first knew or had reason to know of the issue. If the parties had agreed to a resolution, the violation of the terms of that resolution shall constitute a new issue. The appropriate dean will develop and act on a strategy to bring resolution to the issue. Within 14 days of the receipt of the written grievance, the dean will meet (separately or together) with the student bringing the complaint, the one against whom the complaint is brought, and others, if appropriate, to discuss the resolution. The strategy may include bringing the issue to an Administrative Cabinet or Faculty meeting or to other Seminary personnel for discussion. Within 30 days of the receipt of the written grievance, the dean shall give the decision in writing to the student.

If the student is dissatisfied with the decision, the student may appeal in writing to the Seminary President within 7 days of receipt of the written decision. The President will, within 14 days, review the complaint and meet with the student, and others, if necessary. The President will issue his decision in writing to the student within 30 days of receiving the written grievance. The decision of the President shall be final.

If, however, the grievance involved actions by the President, the student may appeal to the Chairman of the Board of Trustees, in writing, within 7 days of receipt of the dean's written decision. The Chairman will, within 14 days, meet with three current trustees and hear the student with the complaint and issue a decision in writing to the student within 30 days.

If the complainant is found to be valid and the person is a staff member, appropriate action shall be taken by that person's supervisor or the President. That action might involve dismissal, suspension, and/or reporting that person to appropriate law enforcement authorities. If the person is a student, they will be subject to the Disciplinary Action Policy.

Where sexual harassment is found to be involved, the published Title IX Policy will be invoked.

The student, by bringing the complaint, will not jeopardize their academic standing. The Dean who receives the complaint will keep the written document on file. If, however, the complaint brought by the student is found to be without merit and foundation in truth, the student will subject to the Seminary's Disciplinary Action Policy and the written complaint shall be destroyed.

STUDENT LIFE CENTER
Evangelical Seminary seeks to provide a comfortable atmosphere for both resident students and commuters. The Beers Student Life Center is located on the lower level of Christ Hall. Wireless internet service is available. The Beers Student Life Center also consists of:
- Tables for informal mealtimes, gatherings and meetings.
- Snacks which can be purchased.
- Pool table, television, radio, cassette and CD player. A DVD player is also provided.

Please note: Children under 15 years of age should not use the equipment listed above without supervision of their parents.

STUDENT RECORDS POLICY

Evangelical Seminary maintains records for each student. A copy of the Student Records Policies and Procedures is available in the main office. These records exist in three forms:

1. A file in the Admissions Office that is started as admissions materials are received. This file may contain basic directory information and personal identification information, application materials, information regarding transfer credits, course waivers, transcripts, and staff and faculty notations. Application forms, transcripts, and information regarding transfer credits are kept indefinitely. Other materials are destroyed at admission or graduation. Only Seminary officials (as defined in Student Records Policies and Procedures) who have legitimate educational interest may access them. (Note: For security reasons a file of all students' transcripts are kept in an off-site location).

2. A file in the Financial Aid Office if the student receives financial aid in the form of Federal Stafford Loans, grants administered by Evangelical Theological Seminary, or other funds. This file contains a record of all financial aid received by the student. If a student borrows through the Federal Direct Loan Program, FAFSA forms, loan applications, and personal financial information are maintained. This file is kept for three years following graduation or leaving school after which the entire contents are then destroyed. Only Seminary officials (as defined in Student Records Policies and Procedures) who have a legitimate educational interest may access them.

3. An online file, in Populi which allows the Director of Academic Services and authorized staff to track academic work for each student. This file contains students' directory and personal identification information as well as all transcript information. The system is password protected and cloud-based, which is crash-proof. Files are accessible only by password. This information will be maintained indefinitely. Only school officials (as defined in Student Records Policies and Procedures) who have a legitimate educational interest may access them.

The information in these files is intended only to assist the student in achieving their personal and vocational goals and is treated with confidentiality. Students are permitted to examine their educational records after submitting a request to the Director of Academic Services in writing. In addition, they may request an amendment or correction to a record following the guidelines in Student Records Policies and Procedures.

TECHNOLOGY POLICIES AND SERVICES

All students entering Evangelical should be capable of using a word processing software (ex. MS. Word, Google Docs) and spreadsheet software (ex. MS Excel or Google Sheets). In addition, students should be familiar with using email and internet.

All first year students must take and complete the Seminary Library and Information Technology Course (GS411). Only those given permission by the Dean of Academic Services will be exempt from this course. **Students who are registered for this course and do not complete it within the semester they are registered will receive an incomplete and will need to retake the course and will be charged for an additional course fee.** This course provides students with instruction in how to access and use library resources as well information literacy skills needed for course work at Evangelical. (Example, ebsco-host, canvas, google hangout, google drive, blackboard, citing software, etc.)

All students will receive introductory training on software and programs used by Evangelical students, faculty and staff at new student orientation (email, Populi and canvas). In addition, students will have access to instruction videos on a number of programs through the Library's website: http://evangelical.edu/pense-center/rostad-library; and students using subject specific software and programs will be given instruction by faulty members (For example, Bible students will receive instruction in programs such as Bible Works or LOGOS from Bible faculty if software is required for coursework).

Students are always free to direct technology and software program questions to the Dean of Academic Services.

Minimum Computer Recommendations for Evangelical Students. (Due to the speed at which computer technology advances it is always best to purchase the most up to date operating systems and software packages that you can afford. The same is true with hardware. Students should try to purchase computers with the most memory and speed they can afford. You can always check with the Librarian/Director of Online Learning about recommendations.)

- CPU - Intel Core i5 or greater (or AMD equivalent)
- Operating System - Windows 7 or newer. Mac OS 10.6 or newer.
- Memory - 4GB or greater.
- Hard Drive - 250GB or larger.
- Video Adapter - Graphics card with 256 MB or greater.
- Wireless Network Access - A dual band IEEE 802.11 a/b/g/n/ac wireless adapter is recommended
- Hardwired High Speed internet connection in your home if you plan to do course work or do online courses.
- Webcam for online courses and synchronous events. (Most newer laptops come with these and microphones)
- Recent edition of Microsoft Office
- Up to date anti-virus software.

Computer Lab

The lab, located in and operated by the 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 Life 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 the academic catalog, the student handbook, Populi, and financial aid applications.** Other services, such as the course syllabi are available as downloaded files through Canvas. Many faculty members may require their students to do research for their courses on the Internet. In addition, some faculty members will receive coursework as electronic documents submitted via e-mail; some will even require this. For those students who do not have access to a computer, the seminary provides limited access to computers in the Rostad Library. 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. Therefore, each student is expected and responsible to check 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. Therefore, each student is expected and responsible to periodically review these seminary policies.

Questions related to seminary technology policies should be directed to the Dean of Academic Services

Acceptable Use Policy

Internet access is available to employees and students at Evangelical 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. 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.

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 Executive Director of Finance and Operations. The Executive Director of 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 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 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 jehrman@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 Dean of Academic Services. Users are encouraged to periodically review this policy. Questions related to seminary technology policies should be directed to the Dean of Academic Services.

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 Dean of Academic Services.

- 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 Executive Director of Finance and Operations. All users are encouraged to periodically review this policy. Questions related to seminary technology policies should be directed to the Dean of Academic Services.

User Responsibilities for Secure Computing

<u>Who Is Responsible for Security?</u>
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 found on page 38.

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.

<u>*FOR ALL USERS*</u>
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.

ZINN COMMONS

The room adjacent to the kitchen is available for students and Seminary personnel for eating and fellowship time. Please assist in keeping this area clean. In the event that Zinn Commons is reserved for a special event by a Seminary or non-Seminary group, students are asked to use other areas of the Seminary for their lunch and dinner times.

Appendix I

Turabian (T) Style Highlights
(a quick reference guide for formatting research papers for all but MAMFT students)

Laying Out the Text (the appendix in T)
- *Margins* (**T** A.1.1)*:* Use one inch (1") margins on all sides of each page with left margin justification (the right side of the paper should be "jagged").

- *Typeface* (**T** A.1.2)
  - Choose a readable typeface designed for text, such as Times New Roman or Arial, and use it throughout. Use eleven-point or twelve-point type.
  - Use a smaller font for footnotes (most word processing programs do this automatically).

- *Spacing and Indentation* (**T** A.1.3)
  - Double-space all text in papers except block quotations (see **T** 25.2.2—five lines of text or more constitutes a block quote), which should be single-spaced.
  - Single-space footnotes, bibliographies, and reference lists, with a blank line between items.
  - Put only one space, not two, following the terminal punctuation of a sentence.
  - Indent all paragraphs consistently (use the Tab key).

- *Pagination* (**T** A.1.4)
  - *Numbering*: If your only "front matter" is a title page, do not number that page. Number pages in the body of the paper with Arabic numerals, starting on the first page of text.
  - *Placement:* Page numbers are usually placed in one of three locations: centered in the *footer* (at the bottom of the page), centered in the *header* (at the top of the page), or flush right in the header. For class papers, choose one of these locations and follow it consistently.
  - *Other Identifiers*: You may include identifying information (such as your last name) in the header or footer along with the page number.

- *General Rules*
  - Staple papers together; do not use folders, binders, report covers, etc.
  - Title pages are optional, but be absolutely certain to provide your name and other identifying information (course name, date of submission, etc.) at the beginning of the paper.
  - Use standard written English; write in the third person and use the active voice (generally).
  - See **T** Appendix for sample pages: title, text with footnotes, bibliography, etc.

Punctuation, Capitalization, Typography, & Numbers (chapters 21-23 in **T**)

- *Punctuation* (**T** 21): Please review rules for use of punctuation marks, especially commas (**T** 21.2). These rules may or may not correspond with rules you learned in school.

- *Capitalization* (**T** 22.3.1)
  - In text, capitalize titles of books, articles, pamphlets, etc. headline style (see **T** 22.3.1). For example, capitalize "Bible" or "Genesis," but do not capitalize "biblical," "godly," or "scriptural."
  - In citations, use headline style capitalization for bibliography-style citations, and sentence style capitalization for reference list-style citations. (There are some exceptions; see **T** chapters 17 and 19 respectively.)

- *Typography* (**T** 22.3.2)
  - Italicize the titles of longer works that have been published, including books; plays and book-length poems; journals and other periodicals; movies, television, and radio programs, etc.
  - Enclose in quotation marks, but do not italicize, the title of shorter works, including chapters of books; short stories or essays; articles in journals and other periodicals; individual episodes of television programs; songs, etc. Also use quotation marks to indicate whole works that have not been formally published, including theses, dissertations, or lectures and papers presented at meetings.

- *Numbers* (**T** 23.1.1-2)
  - Never begin a sentence with a numeral. Either spell out the number or recast the sentence.
  - Spell out numbers from one through one hundred. If the number has two words, use a hyphen (fifty-five). Also spell out round numbers followed by *hundred, thousand, hundred thousand, million,* etc.
  - For all other numbers, including biblical references, use numerals (e.g., Mt 7:4 or v. 4; 200 BC or AD 400). Separate biblical references with semi-colons (for example, Lv 16:4; Ps 23:5; 1 Jn 1:9). See **T** pp. 341-343 for abbreviations for biblical books.

Citation of Sources: Turabian provides two options for source citation—either footnotes with a bibliography, or parenthetical citations with a reference list. Choose one of these options and apply it consistently throughout the paper.
- *Footnotes* (see **T** chapters 16-17 for complete instructions and formats)
  - Use the **N** citation format in **T** chapters 16-17. Also use your word processing program's automatic footnote placement function (look in the Insert menu under "Reference").
  - Indent the first line of the footnote and place subsequent lines at the left margin.
  - End each footnote with a period.
  - Single-space footnotes, adding an extra line after each note.
  - When you use subsequent entries from the same source interspersed with other footnotes from other sources, you may use a shortened form. See **T** 16.4.
  - **T** 7th edition is very clear about how to cite online sources; consult chapter 17.

- *Bibliography Entries* (see **T** chapters 16-17 for complete instructions and formats)
  - Use the **B** citation format in **T** chapters 16-17.
  - Begin the bibliography on a separate page, and title it "Bibliography" or "Works Cited." Include only sources actually cited in the paper (see the instructor for exceptions to this recommendation).
  - Place the first line of each entry at the left margin; use a hanging indent for subsequent lines.
  - If you use more than one source by the same author, use a 3-em dash (type six hyphens without spacing) to represent the repeated name (**T** 21.7.3).
  - Single-space bibliography entries, adding an extra line after each entry.

- *Parenthetical Citations* (see **T** chapters 18-19 for complete instructions and formats)
  - Use the **P** citation format in **T** chapters 18-19.
  - Place the citation in parentheses at the end of the clause or the sentence, but always before the comma or the period that ends the clause or the sentence (**T** 18.3.1).

- o Do not use a comma to separate the author's name and the date: (Smith 2004). However, use a comma between the date and the page number, if you include one: (Smith 2004, 26).

- ▪ *Reference List Entries* (see **T** chapters 18-19 for complete instructions and formats)
  - o Use the **R** citation format in **T** chapters 18-19.
  - o Note that you must capitalize titles of works sentence style in this method of citation (capitalize **only** the first word of the title, the first word of any subtitle, and any proper nouns).
  - o Begin the list of references on a separate page, and title it "Reference List." Include only sources actually cited in the paper (see the instructor for exceptions to this recommendation).
  - o Place the first line of each entry at the left margin; use a hanging indent for subsequent lines.
  - o If you use more than one source by the same author, use a 3-em dash (type six hyphens without spacing) to represent the repeated name (**T** 21.7.3).
  - o Single-space reference list entries, adding an extra line after each entry.

APA Style Highlights
(a quick reference guide for formatting research papers for MAMFT students)

Laying Out the Text

- *Margins* (5.04)
  Use at least one inch (1") margins on all sides of each page with left margin justification (the right side of the paper should be "jagged").

- *Typeface* (5.02)
  Choose a readable serif typeface designed for text, such as Times New Roman, and use it throughout. Use standard (twelve-point) type.

- *Spacing and Indentation* (5.03-5.08)
  o Double-space all text in papers including block quotations (see 3.34—quotes 40 words or more in length).
  o Double-space references.
  o Indent all paragraphs consistently (use the Tab key).

- *Pagination* (5.06)
  o *Numbering*: Number all manuscript pages consecutively, beginning with the title page. Number all pages, except artwork for figures, in Arabic numerals in the upper right-hand corner.
  o *Placement:* Place page numbers in upper right-hand corner of the page within the header.
  o *Other Identifiers*: Identify each page with the first 2-3 words of the running head 5 spaces to the left of the page number.

- *General Rules*
  o Papers should be stapled together; do not use folders, binders, report covers, etc.
  o Title page (5.15) includes: 1) the "Running head" on the first line, justified left (Running head: YEARNING OF THE SOUL); 2) the title (in uppercase and lowercase letters, centered vertically and horizontally), your name (in uppercase and lowercase letters one double-spaced line below the title), and the school's name.
  o Use standard written English; write in the third person and use the active voice (generally).
  o See Figure 5.1 (p. 306-316) for sample pages: title, text with references, etc.

Capitalization, Typography, & Numbers (chapter 3)

- *Capitalization* (3.12-3.18)
  o In text, capitalize major words in titles of books, articles, etc., proper names and trade names, nouns followed by numerals or letters, titles of tests, names of conditions or groups in an experiment, and names of factors, variables, and effects.
  o In titles of books and articles in reference lists, capitalize only the first word, the first word after a colon or dash, and proper nouns.
  Punctuation (3.01-3.09)
  Please review rules for use of punctuation marks, especially commas. APA rules may or may not correspond with rules you learned in school. Use one space after all punctuation.

- *Typography* (3.19)
  Italicize the titles of longer works that have been published, including books, and journals and other periodicals.
- *Numbers* (3.42-3.49)
  o Never begin a sentence with a numeral. Either spell out the number or recast the sentence.

- Spell out only: numbers from one through nine if they do not represent precise measurements and are not grouped in comparison with numbers over 10, common fractions, and common expressions including numbers. Combine figures and words to express rounded large numbers (starting with millions).
- For all other numbers, including biblical references, numerals are used (e.g., Mt 7:4 or v. 4; 200 BC or AD 400). Use commas between groups of three digits in most figures of 1,000 or more. Form plurals of numbers (whether figures or words) by adding *s* or *es* without an apostrophe.

Citation of Sources: APA requires citation of sources used in preparation of a manuscript.

- *In-text Citations* (3.94-3.103)
  - APA indicates the source of information or opinion used in a text with the surname of the author(s) of the source and year of publication inserted in parentheses at the appropriate point.
  - If the name of the author appears as part of the narrative, cite only the year of publication in parentheses. Place the citation in parentheses in the text where information from it is stated.
  - Use a comma to separate the author's name and the date: (Smith, 2004). When using a quote in the text, you must give the page number after the year (Smith, 2004, p.100). To cite a specific part of a source, indicate the page, chapter, figure, table, or equation, separating it from the date with a comma: (Cheek & Buss, 1981, p. 332). For electronic sources lacking page numbers, use the paragraph number or heading and paragraph number.
  - When a work has two authors, cite both names every time the reference occurs in text. When a work has three, four, or five authors, cite all authors the first time the reference occurs; thereafter, cite only the surname of the first author followed by et al. (Winely et al., 2007). When a work has six or more authors, cite only the surname of the first author followed by et al.
  - Publication dates are not used with major classical works, such as ancient Greek and Roman works and the Bible. Simply give chapter and verse and version: 1 Cor. 13:1 (Revised Standard Version).
  - Since personal communications (letters, memos, e-mail, conversations, and telephone calls) do not provide recoverable data, they are not included in the reference list but are cited in text only.

- *Reference List Entries* (4.01-4.95)
  - All sources cited in the text (except personal communications) must appear in alphabetical order in the reference list, and every item in the reference list must have been cited in the text.
  - Note that titles of works are capitalized sentence style, in this method of citation (capitalize **only** the first word of the title, the first word of any subtitle, and proper nouns).
  - Begin the list of references on a separate page, and title it "References" (centered at the top of the page). Include only sources actually cited in the paper.
  - The first line of each entry belongs at the left margin; use a hanging indent for subsequent lines.
  - Double-space reference list entries.
  - APA provides rules for alphabetizing surnames (4.04) and detailed rules and examples for every type of source in Chapter 4.

http://owl.english.purdue.edu/owl/resource/560/01/ is a wonderful resource for answering questions about APA style and format.

THREE YEAR SUMMARY OF INCIDENTS
REPORTED AT EVANGELICAL THEOLOGICAL SEMINARY
Myerstown Campus - Student Housing

	2018	2017	2016
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	0	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 Injury	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