

# Student Handbook



**2016**

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# 1 Student Guide/General Information

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## 1.1 Organizational Structure

### 1.1.1 Corporate Identity and Authority

Meadville Lombard is an independent Theological School with Unitarian Universalist roots and connections, located in Chicago. Meadville Theological School of Lombard College is the surviving corporation of the merger of the Meadville Theological School, incorporated in Pennsylvania by a Special Act of April 14, 1865, and Lombard College, incorporated by Illinois by the Secretary of State on May 15, 1851. The “surviving corporation” under the merger operates under the original Lombard College charter. The corporate name is Meadville Theological School of Lombard College. Meadville Lombard is accredited by the Association of Theological Schools.

### 1.1.2 Board of Trustees

As provided in its charter, the Board of Trustees holds final authority for the governance of the institution. It has final responsibility for appointing the School’s chief executive and full-time faculty, for approving budgets and faculty salaries, and for conferring both earned and honorary degrees. The Board consists of no fewer than fifteen and no more than twenty-three members, including the President, a faculty trustee, and a voting student trustee. Except for the President (who serves ex-officio) and the student and faculty trustees (who serve for one-year terms), the Board elects members to serve a term of three years. Members can be re-elected to a second three-year term. The President of the Meadville Lombard Alumni/ae Association is a member of the Board. The Board presently meets three times a year. The Executive Committee, composed of four officers and one at-large member, carries on necessary business between meetings, but special meetings of the Board may be called. Other committees of the Board may also meet between regular Board meetings.

The By-Laws presently require the following standing committees:

- Executive
- Finance and Investment
- Trusteeship
- Academic Affairs
- Student Affairs
- Development
- Honorary Degrees
- Personnel

Members of these committees are either ex-officio or elected by the full Board. Because its

primary work is to make policies, the Board does not involve itself directly in the administrative and academic affairs of the School. Major administrative decisions are discussed with members of the Executive Committee and others as needed. The Board's duties are diverse and include taking an active role in the selection of the Chief Executive; in reviewing, providing counsel for, and adopting broad institutional goals and policies; and in fundraising. Present and former Board members are major financial supporters of the School. Others continue to work to develop financial support from other individuals and churches. Thus, while formal authority rests with the Board, in practice most of the authority for running the School is delegated to the President, Administration, and other Faculty. For a list of current Board of Trustees members, please visit our website ([www.meadville.edu](http://www.meadville.edu)).

### 1.1.3 **President**

The President is responsible for external relations, public contacts, and fundraising and oversees the Development and Business departments. All work at Meadville Lombard is carried out on a collegial basis. The President's roles and responsibilities in governance are primarily those of providing persuasive leadership within a fundamentally collegial environment.

### 1.1.4 **Provost**

The Provost has a very active role in the development of planning, administrative policies, academic programs, and fundraising efforts. However, significant policy matters are routinely discussed, and typically decided by, the School's Council, the Faculty, or occasionally by the Administration, Faculty, and Students meeting as a community.

### 1.1.5 **Faculty**

The Meadville Lombard faculty includes the President and Provost and meets weekly. Considerable time is devoted to meeting with individual students concerning their first year of study; their experiences in Signature Courses, internships, and Clinical Pastoral Education; and their progress in their degree programs. Individual Faculty members frequently agree to assume tasks, such as the development of draft statements, which might be referred to a committee within the larger faculty. In addition, individual faculty members serve on School committees, sometimes as the chair of the committee.

### 1.1.6 **Meadville Lombard Council**

#### 1.1.6.1 *Purpose*

The Meadville Lombard Council acts as an advisory committee to the Meadville Lombard President on academic and non-academic issues related to community life. To accomplish this aim, the Council meets every Fall and Spring semester to discuss and examine the issues that Council members see as important. Along with this, the Council examines issues brought to its

attention by community members provided that the Council members agree that the issue falls under Council jurisdiction.

#### 1.1.6.2 *Structure*

Each Council member has one vote. For voting purposes, five Council members constitute a quorum. Council membership consists of:

- Faculty/Staff positions (five votes)
  - The Provost
  - The Vice President of Finance and Administration (or representative)
  - The Vice President of Enrollment and Student Affairs
  - One Staff member (elected by the Staff)
  - One Faculty member (elected by the Faculty)
- Student positions
- The President serves ex-officio

#### 1.1.6.3 *Leadership*

The two offices of the Council are Chair and Recording Secretary. They are one-year terms that are filled by members of the Student Leadership Team. The Student Leadership Team decides which member fills each role.

#### 1.1.6.4 *Open Meeting Policy*

Unless otherwise noted, all Council meetings are open to the entire Meadville Lombard community. Council members are specifically charged with conveying information back and forth between their constituencies and the Council.

#### 1.1.6.5 *Accountability*

The Meadville Lombard Council is expected to engage in ongoing communication with the President in matters related to its discussions. The Meadville Lombard Council is also charged with annually communicating to the Meadville Lombard community summaries of its deliberations and recommendations in the form of an Annual Report. However, the yearly publication of this Annual Report does not relieve the Council of regularly reporting on its actions and discussions to the Meadville Lombard community by publishing its minutes.

#### 1.1.6.6 *Committees*

Committee structure within the community is flexible and may change to meet new concerns or situations. Special committees appointed by the Council have discussed such issues as course evaluation and spiritual life, and conducted sessions to provide conflict resolution skills. Frequently other individuals or groups may assume or be given responsibility for some aspect of the School's life or operations. Committees within the community can be broadly classified into

two categories: voluntary and elected. Elected committees have student, faculty, and staff representatives on them.

## 1.2 Catalyst for Change

The Catalyst for Change Committee is created out of the President's Office and reports to the Board of Trustees. The committee is responsible for overseeing Meadville Lombard's antiracism, anti-oppression, and multiculturalism efforts by introducing and monitoring institutional policies and procedures, introducing and monitoring educational efforts, maintaining relationships of accountability with outside agencies and stakeholders, and ensuring that issues of racial/ethnic equity, representation, and social justice are addressed in every aspect of seminary life.

## 1.3 Student Leadership

The Student Advisory Council (SAC) is a group of Meadville Lombard students elected yearly by their colleagues, and it represents the interests of currently enrolled students. Roles in the SAC may include co-chairpersons, a student representative to the Meadville Lombard Board of Trustees, a treasurer, a communications officer, a buddy coordinator, and other positions as needed.

Functions of the SAC include: sharing meeting minutes with the student body, maintaining on-line discussion groups for both the SAC and the entire Meadville Lombard student community, participating in monthly Meadville Lombard Council meetings, ensuring that students are represented in Meadville Lombard committees and task forces (such as Catalyst for Change), making buddy assignments for incoming students, managing the finances of the student community (including student activity fees), selecting Good Offices persons, and distributing the Meadville Lombard Guidelines of Right Relations for all classes. Only registered students in Academic Good Standing as defined by the Student Handbook can participate in SAC or represent students in the Meadville Lombard Council.

## 1.4 Registered Student Organizations

Requirements to Registered Student Organization with Meadville Lombard

A group of 3 or more currently enrolled students may form a registered student organization by following these steps:

- Complete a yearly registration form to the Vice President of Enrollment Management and Student Affairs
- Secure a full-time faculty/professional staff advisor
- Develop a constitution and bylaws to govern the organization and ensure a version is on file with the Vice President of Enrollment Management and Student Affairs. The bylaws must include the following information:
  - Name of organization
  - Purpose of the organization

- Eligibility for membership
- Description of the duties of each officer
- Voting procedures
- Schedule of meetings
- Description of committees and their functions
- Provisions for amendments to the constitution
- Limit group membership to students, faculty and staff at Meadville Lombard
- Extend membership without biases prohibited by applicable law, including but not limited to sex, race, color, national origin, religion, age, veteran status, disability, marital status or sexual preference
- Agree to conduct organization affairs in accordance with school regulations
- Only students in Academic Good Standing as defined by the Student Handbook can participate in student organizations.

For any questions or assistance starting or registering a student organization contact the Director of Student Records/Registrar.

## 1.5 Communication

### 1.5.1 Email

Upon matriculation, students are given a Meadville Lombard email address (usually, but not always, the student's first initial of their first name, last name .edu (i.e., Jenny Chicago would be jchicago@meadville.edu). This email account is the School's official means of communicating to the students, and, therefore, all students are expected to check their incoming mail regularly. Graduating students can keep their Meadville email for up to one year after graduating. An official email request should be sent to the Director of IT and Library in May of the graduation year.

Students on Leave of Absence XXX

Students taking summer classes will get their email addresses after submitting ID verification paperwork to the Director of Student Records, before the start of Summer Term. Students taking fall classes will get their email addresses after submitting ID verification paperwork to the Director of Student Records, before August Convocation.

When the email address is created, an eight-character temporary password will be automatically generated. Students will be required to change the password to something both familiar and strong. Some guidelines, tips, and suggestions follow:

- The password should be at least eight characters in length, and will have a combination of letters, numbers, and symbols.
- "Password" is a commonly used passphrase, and is easily hackable. A way to strengthen this otherwise weak password would be to replace some of the letters with



numbers: Pa55w0rd and 94s5W0RD. However, to make it even stronger, one can translate "password" into another language. For example, the Dutch word for "password" is "wachtwoord." To better remember that, think of "wachtwoord" as "watchword," which could become W@tc#W0rd. Not only did we translate our base password, we made it a similar yet memorable word, then exchanged the characters for visually similar ones. Together, they don't actually make any word at all, which makes it harder to crack.

- Another suggestion is to think of a silly scene, such as a zebra wearing an orange top hat in the rain. From this we can condense the scene to nonsensical imagery / words: ZebraHat, TopRain, OrangeZebra. And, of course, don't forget to replace the characters: Z3br@H@t, T0pRa!n, Oran&3Zebra.

### 1.5.2 Meadville Lombard: This Week (aka "The Bulletin")

During the Academic Year, the Communications Department sends out a weekly bulletin, "Meadville Lombard: This Week." The bulletin includes announcements of policy changes, upcoming deadlines, and any other news affecting the entire community. This is the official vehicle for the delivery of such news. The bulletin is delivered via the student's Meadville Lombard email account.

### 1.5.3 Populi

Our e-community classroom forum, called Populi is where students and faculty upload assignments, papers, media, PowerPoint presentations, etc. Populi enables students to archive and track electronic documents and assignments, participate in forums, form private on-line study groups, and even share ministerial formation sermons and documents electronically with congregations or groups.

## 1.6 Finance Policy

Meadville Lombard is a non-profit, educational institution and its financial records are public information. For questions about non-confidential budget items, contact the Vice President of Finance and Administration.

## 1.7 Tuition and Fees

Information on current tuition and fees can be found on our website ([www.meadville.edu](http://www.meadville.edu)).

## 1.8 Student Accounts

In the event of a past due balance of any nature on the student's account, diplomas will not be issued, enrollment for subsequent terms will not be allowed, and transcripts of college credits will not be released until the balance is paid in full. A "hold" will be placed on the student's Populi account.

Federal financial aid awards are applied to student accounts based on the disbursement schedule for the term designated and cannot be used to pay for outstanding balances from a prior term.

Institutional tuition reduction awards and scholarships cannot be used to pay for fees or prior year outstanding balances.

### 1.8.1 Tuition Refund Schedule

Students allowed to withdraw all or part of their registrations will be granted a refund of the portion of the original tuition according to the procedure and schedule outlined on our website (meadville.edu). Course and Program withdrawals must be made in writing on the approved form and submitted to the Director of Student Records. Add/Drop/Withdrawal dates will be based on the submission date of the form. Approval of any withdrawal, including the date on which the withdrawal takes effect, must be certified by the Director of Student Records.

- An approved reduction will be reflected on the invoice/statement issued by the Business Office after formal notification from the Director of Student Records of the student's withdrawal.
- A registered student is liable for all assessed charges until registration is formally withdrawn.
- A student who is permitted to change courses by dropping and adding one or more courses will be given full tuition credit for the courses dropped to be applied toward the tuition charges for the courses added if the drop and add occur simultaneously.
- A student whose registration is withdrawn for disciplinary reasons is not entitled to a refund of tuition.
- Fees are not refundable.
- When the deadline falls on a weekend, the deadline date will be extended to the following regular workday.

Students allowed to withdraw all or part of their registrations will be granted a refund of the portion of the original tuition according to the schedule below. Approval of any withdrawal, including the date on which the withdrawal takes effect, must be certified by the Director of Student Records.

#### **Fall and Spring Semester Courses**

The deadlines for tuition refunds for Fall and Spring Semester courses are as follows:

- End of the last week of registration per semester: Last day for full refund of tuition.
- End of the first week of classes per semester: Last day for 50% refund of tuition. No refunds after the first week.

An approved reduction will be reflected on the invoice/statement issued by the Business Office after formal notification from the Director of Student Records of the student's withdrawal.

A registered student is liable for all assessed charges until registration is formally withdrawn.

Institutional tuition reduction and scholarship awards are not available to pay for non-refundable late withdrawal tuition balances.

Fees are not refundable.

### 1.8.2 **Returned Check Policy**

Meadville Lombard expects students to be responsible in their financial dealings with the school. However, we do understand that, on occasion, mistakes are made that may result in a check being returned by the bank.

In the event that a check is returned, an additional Returned Check Fee will be added to the students account in the amount of \$30. Checks returned for reasons other than insufficient funds will be charged the Returned Check fee and the student will be contacted to resolve the reason for the returned check. Students are reminded that in order for them to graduate or register for future courses accounts must be current.

Questions regarding student accounts or this policy can be addressed to the Business office.

## 1.9 **Technology Requirements**

Significant aspects of learning for all students will be facilitated through various forms of technological media over the course of the degree program. In a distance learning format, technology and the associated equipment should be thought of as a “required textbook” that is necessary to complete the coursework. We *strongly* suggest that you have reliable and steady access to the internet, specifically through Broadband access that will allow you to participate more seamlessly in electronic classroom forums, video conferencing, podcasts, chat rooms, and Populi. There will also be times when you will be exchanging documents with fellow students and faculty and using software such as Microsoft Word, Excel, and PowerPoint.

### 1.9.1 **Minimum Specifications**

- Internet connection, at a minimum, should be a 56k dial-up. We strongly recommend that you have access to high-speed internet (DSL/Cable/T1). Broadband access will most likely be necessary.
- Sound card;
- Internet browser set up to accept cookies and to show the newest version of a page. Firefox, version 33 or greater; or Internet Explorer, version 11 or greater; or Safari, version 7.1 or greater; or Chrome, version 38 or greater; or equivalent;
- QuickTime media player and/or Microsoft Media Player; VLC Media Player or iTunes; and
- Disabled pop-up blocking software.

### 1.9.2 **Recommended Specifications:**

All of the items above PLUS the following:

- Cable modem.
- Screen resolution: 1024 x 768.
- Software Specifications:
  - Microsoft Office (Word, Excel, PowerPoint) or compatible products such as OpenOffice or NeoOffice (for Mac users).
  - Podcast software such as Quicktime, MediaPlayer, VLC Media Player, or iTunes, or equivalent.
- Conferencing:
  - Students should explore various telephone packages that will allow for free long-distance calling. We expect that some courses will require approximately two hours of conference calls per week plus additional monthly conference calls on the weekend.
  - Video conferencing – Meadville Lombard expects that video conferencing will be used as a teaching strategy over the course of your study. If you are making a computer purchase, we suggest you consider choosing hardware that includes a built-in video camera and microphone as part of the package. Students should expect to use various video-conferencing tools such as Skype, Fuze, Zoom, and Google Chat.

### 1.10 **Health Insurance**

All students enrolled in a degree program at Meadville Lombard must provide proof of health insurance coverage each year. Finding health insurance coverage and providing proof of same is the student's responsibility. Students must also provide immunization record.

### 1.11 **Campus Security**

#### 1.11.1 **Security**

It is the policy of Meadville Lombard to make reasonable effort to provide security for its students, faculty, staff, and authorized visitors to its premises, and for its property. All members of Meadville Lombard are expected to know and comply with the Meadville Lombard security procedures and to report any violations or potential problems to the Security Officer, designated as the Vice President for Finance and Administration. It is the responsibility of the Security Officer to respond to reports of Security violations.

#### 1.11.2 **Security Officer**

Meadville Lombard has appointed the Vice President for Finance and Administration as Security Officer of the School. The responsibilities of the Security Officer include:

- Recommending, implementing, and enforcing all security procedures, plus making periodic audits of existing procedures.
- Coordinating with building owner the systems to issue and control school identification devices and keys and to identify and control Meadville Lombard's physical assets.
- Investigating thefts and acts of vandalism
- Safeguarding electronic communications and files, confidential information, and the release of sensitive information.
- Communicating security procedures to Meadville Lombard personnel and training and retraining of Meadville Lombard personnel with respect to their security responsibilities.
- All Meadville Lombard personnel are encouraged to accurately and promptly report all crimes to Spertus, appropriate police agencies, and the Meadville Lombard Security Officer.

### 1.11.3 Access

Meadville Lombard is not a public access facility. Accesses to campus facilities are limited to members of the Meadville Lombard community and their designated invitees. Private offices are restricted to designated occupants and their invitees. Assigned Meadville Lombard employees are posted at the entrance. These employees are authorized to ascertain the appropriateness of entry and to deny access when warranted. These employees are authorized to contact the Security Officer or designate, or the police, if warranted. Students and employees are responsible for their guests.

#### 1.11.3.1 Student ID

The Meadville Lombard Student ID Card is an official School picture ID card. In addition to identifying the relationship with Meadville Lombard, the card provides access to the Spertus Building and Meadville Lombard's Offices. The first ID is free, expiring IDs are replaced free, and IDs that are lost or damaged can be replaced for \$20.

### 1.12 Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that each institution of higher education in the United States which participates in federal student aid programs must prepare, publish, and distribute an annual report containing crime statistics and statements of security policy.

The Campus Crime Statistics and the Annual Security Report are available at the V.P. of Enrollment Management and Student Affairs.

Meadville Lombard issues a warning report in a timely manner to students and employees via email and text (if registered) regarding any emergency situation that represents an ongoing threat to the safety of those students and employees

### 1.13 Harassment

All forms of harassment by any member of the Meadville Lombard community are prohibited. These include, but are not limited to, harassment regarding sex, race, color, ethnicity, religion, national origin, age, disability, gender identification, or affectional orientation. The intent is to prevent action that subverts the mission of the School and threatens the well-being, educational experience, and careers of students, faculty, and staff.

Extensive policies with the expressed goal of protecting the rights and concerns of both complainant and respondent have been developed and are available in the Business Office. The policies attempt to provide guidelines as to what constitutes the prohibited harassment. This not only provides guidance to the body charged with processing a complaint, but also may prevent prohibited actions from happening in the first place. The School has had and will continue to have discussions, workshops, and other opportunities for all members of the community to become better aware of ways to avoid charges of harassment and to avoid actions that interfere with the mission of the School and the well-being of any or all members of the community. Students are encouraged to not only take part in these events, but to initiate any that aid in the active effort in this regard.

#### 1.13.1 Title IX

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the College's Title IX Coordinator has primary responsibility for coordinating the School's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this School, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX Coordinator oversees the School's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the School can address issues that affect the wider school community.

Inquiries regarding Title IX should be referred to the Meadville Lombard's designated Title IX Coordinator(s):

Ken McHugh  
V.P. of Enrollment and Student Affairs  
312.212.0673

#### 1.14 **Student Records and FERPA**

The Buckley Amendment, also called the Family Educational Rights and Privacy Act of 1974 (FERPA), and related federal regulations establish guidelines protecting the privacy of student records and give a college student the right (subject to certain exceptions) to review her/his “educational records,” and, within forty-five (45) days of formally requesting to do so, to challenge and/or seek to amend the contents if she/he believes the records are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. FERPA also gives students the right to consent to the disclosure of personally identifiable information contained in the student’s education records, except to the extent that the law authorizes disclosure without consent.

FERPA permits disclosure of educational records without a student's knowledge or consent under certain circumstances including:

- Directory Information (if available).
- Meadville Lombard officials.
- Other institutions of higher learning.
- Federal and State Officials.
- Accrediting Organizations.
- Appropriate officials in case of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Appropriate parties in connection with financial aid to a student.
- Parents of dependents.

FERPA provides students the right to file a complaint with the Department of Education concerning alleged failures by the school to comply with the Act. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave., S.W., Washington, D.C., 20202-4605.

#### 1.15 **Non-Academic Student Discipline Procedures**

Behavior relating to moral character is of three types: actions contravening accepted canons and standards of scholarship, actions contravening accepted canons and standards of ministerial practice, and actions seriously disrupting the educational experience of others. Actions that

contravene accepted canons and standards of scholarship include plagiarism, cheating in examinations, or knowingly submitting a paper that has received credit in another course without previously receiving consent. Actions that contravene accepted canons and standards of professional and ministerial practice include unethical conduct violating the rights of another person or of the School. Guides for this category can be found in the “Code of Professional Practice of the Unitarian Universalist Ministers’ Association,” “Ministerial Guidelines,” and the “Ministerial Fellowship Rules and Policies” of the Unitarian Universalist Association. Copies of the guidelines and policies are in the library and the Vice President of Enrollment Management and Student Affairs. You may also request a copy from the UUA’s Department of Ministry or the UU Ministers’ Association, or download them from their respective web sites.

Complaints relating to moral character may be brought to the attention of the Vice President of Enrollment Management and Student Affairs or designee by individual students, faculty members, or other members of the Meadville Lombard community. The complaints will be investigated by the Vice President of Enrollment Management and Student Affairs. The Vice President of Enrollment Management and Student Affairs or designee will conduct an investigation, determine whether to proceed with the charges, and, if so, propose the appropriate sanction. Students will have the opportunity to appeal any disciplinary action. The intention of the following procedure is to resolve such issues while providing immediate assistance and confidentiality to those students involved in non-academic disciplinary measures.

The Disciplinary Proceedings at Meadville Lombard include two phases: Administrative Conduct Procedure and Hearing Process.

#### 1.15.1 **Administrative Conduct Procedure**

- a. Written Notification.
  - i. The Vice President of Enrollment Management and Student Affairs or designee will notify the student about the allegations of misconduct.
- b. Investigation.
  - ii. Allegations of misconduct will be investigated by the Vice President of Enrollment Management and Student Affairs or designee. Evidence can include statement of charges, police reports, witness testimony, and other relevant data and information. The Vice President of Enrollment Management and Student Affairs may then consult with outside professional resources, including legal counsel, if necessary. Otherwise, the complaint will be kept confidential with that office.
- c. Meeting with Student.
  - i. The Vice President of Enrollment Management and Student Affairs or designee will summon the student to appear for purposes of discussing the allegation. The meeting can take place face-to-face or via an online platform. The refusal of a student to accept delivery of the summons or failure to maintain and read student email will not be considered good cause for failure to respond.



- ii. If a student fails to appear without good cause, the Vice President of Enrollment Management and Student Affairs or designee may proceed with disciplinary action based upon other information available.
- iii. The student may wish to bring a supportive person to this meeting. The Provost or the Vice President of Enrollment Management and Student Affairs may wish to include the student's Faculty Advisor. This initial meeting will attempt to clarify the specifics of the behavior of the student against whom a concern or complaint has been lodged. Ideally, this initial session will attempt to facilitate a resolution to the problem. A written summary of this resolution will be sent to the student and placed within the student's official Meadville Lombard file within seven days of the resolution.
- d. Review of Evidence and Interim Sanctions
  - i. The Vice President of Enrollment Management and Student Affairs or designee will review the evidence, determine whether to proceed with charges, and, if so, determine the sanction appropriate to the charges.
  - ii. The student may be subject to probation, suspension, or dismissal, as decided by the Vice President of Enrollment Management and Student Affairs or designee.
- e. Uncontested Cases with Agreed Sanctions
  - iii. In any case where the accused student elects not to dispute the facts upon which the charges are based and agrees to the sanctions the Vice President of Enrollment Management and Student Affairs or designee assesses, the student may execute a written waiver of the hearing procedures and waiver of any appeals under the policy. This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charges.
  - iv. In those cases in which the accused student disputes the facts upon which the charges are based, the charges shall be heard and determined by a fair and impartial Hearing Committee in accordance with Section 1.13.2, below.

### 1.15.2 Hearing Process

- a. The formal hearing process is initiated by a hearing form signed by the student (Forms are available in the Provost's Office.) The form must be completed within fifteen (15) working days of the end of the Administrative Conduct Procedure phase. The form is to be given to the Provost.
- b. Upon receiving the complete form, the Provost shall appoint a three-person Hearing Committee. In the event that the formal complaint involves the Provost, the President shall assume the function of the Provost within this process. Individuals implicated in the complaint cannot serve on the Hearing Committee. The Hearing Committee shall respond to the complaint in writing within thirty (30) working days from receiving the hearing form.
- c. The investigative hearing and decision-making phases of the process shall begin promptly after the signed form is received.

- d. The Vice President of Enrollment Management and Student Affairs and the person charged with the misconduct are both to have an opportunity to present evidence to the charge and to respond to evidence presented by the other party. The Hearing Committee shall have the responsibility to determine what is relevant in each situation. The person charged has the opportunity to be represented.
- e. An audio recording of the evidence presented and considered by the Hearing Committee is to be kept under lock in the President's Office.
- f. The decision of the Hearing Committee shall be based only on evidence presented to the Hearing Committee.
- g. The Hearing Committee has a variety of options available to it following its decision as to the merits of the complaint:
  - i. It may uphold the complaint and recommend to the Provost that:
    1. An unrecorded reprimand be given to the one charged.
    2. The one charged be given some recommendations and/or requirements.
    3. The appropriate body and/or individual be asked to add documents detailing (1) or (2) above to the official record of the one charged.
    4. The Provost suggest to the appropriate body and/or individual that disciplinary action be initiated against the person charged.
    5. The Provost initiate termination of the person charged through the established processes for that constituent group.
  - ii. It may dismiss the complaint, and:
    1. It may, upon request of the one charged, include that dismissal in the record of the one charged.
    2. It may decide to destroy the record.
    3. It may admonish the complainant.
    4. In extreme cases, it may recommend disciplinary action against the complainant as in (i.4) above.

### 1.16 Sanctions

The following sanctions may be assessed, singularly or in any combination, by the Vice President of Enrollment Management and Student Affairs or designee or/and by the Hearing Committee as applicable, in accordance with these procedures:

- A written warning that further violations may result in a more severe penalty.
- Disciplinary probation. Students are not eligible to register until a plan of action is developed.
- Reimbursement for damage to or misappropriation of Meadville Lombard's property.
- Suspension of rights and privileges, including participation in extracurricular activities.
- Suspension from Meadville Lombard for a specified period of time.
- Expulsion (permanent separation from Meadville Lombard) and bar against readmission.
- Other sanction as deemed appropriate under the circumstances.

### 1.16.1 Appeal Policy

If a student is assigned a disciplinary action after the hearing, the student has the right to appeal to the President based on the following criteria:

- a. New evidence is available that was not submitted at the Administrative Conduct Procedure phase or the Hearing Process.
- b. The conduct process as described above was not followed.

The student has seven (7) calendar days from the delivery of the decision from the Hearing Committee to file an appeal. Appeal requests may be denied in cases not having sufficient grounds in one or more of these areas.

After reviewing the appeal, and depending upon the demonstrated grounds for appeal, the President may take any of the following actions:

1. Affirm the charge;
2. Impose greater sanctions; or
3. Impose lesser sanctions.

### 1.17 Alcohol/Drug Policy

Meadville Lombard recognizes both alcohol and drug abuse as potential health, safety, and security problems. The School expects everyone to assist in maintaining an environment free from drug and alcohol abuse. Meadville Lombard prohibits all students and employees from the unlawful manufacture, possession, use, distribution, sale, or purchase of alcohol and drugs on its premises or as part of any School activity, and prohibits work performed under the influence of alcohol or illicit drugs. Meadville Lombard allows moderate consumption and/or possession of alcohol on School premises at approved functions (e.g., receptions) by those legally permitted to consume or distribute alcohol. Such functions must comply with the following guidelines:

- When there are two or more contiguous social events sponsored by Meadville Lombard, alcohol will be available (if at all) at only one event.
- At all events at which alcoholic beverages are available, nonalcoholic beverages and snacks will be made available in quantity and variety.
- At a school-sponsored meal where alcohol is available at the beginning of the gathering, it will not be replenished throughout the duration of the gathering.

All members of the Meadville Lombard community are responsible for being fully aware of the requirements of federal and Illinois statutes and Chicago ordinances concerning the consumption, possession, and sale of alcohol and other drugs. The School expects each member of the community to be responsible for his or her own conduct and the consequences of that conduct. Various federal and state laws prohibit the possession, distribution, and use of controlled substances, unless in compliance with licensing requirements or a doctor's

prescription. Moreover, Illinois law prohibits the consumption and possession of alcohol by persons under the age of 21 and the supplying of alcohol to any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages. Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and a permanent criminal record.

### 1.17.1 **Sanctions**

Besides legal consequences, the unlawful possession, use, or distribution of illicit drugs and alcohol, and any violation of the School alcohol and drug policy by a student will result in appropriate discipline under the student disciplinary procedures in Section 1.13. Sanctions include, but are not limited to: discharge from student employment, probation, suspension, or expulsion from the School. The School retains full and final discretion on whether, when, and under what conditions a student may be reinstated or reemployed after an instance of alcohol abuse and/or improper drug use. Student organizations violating this policy are also subject to sanctions, including, but not limited to, probation and removal of recognized student organization status. The particular sanction in a given case will depend on such factors as the nature of the individual or organization, and may include the successful completion of an approved rehabilitation or chemical dependency program.

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

### 1.17.2 **Counseling, Treatment, and Referral**

Meadville Lombard, as a concerned community, recognizes that in our society and our community there exist numerous illnesses, among which are alcoholism and other chemical dependencies. It is Meadville Lombard's policy to encourage the earliest possible identification, intervention, and appropriate help for anyone suffering from these harmful dependencies. Such illnesses manifest in impairment of one's bodily, mental, social, and spiritual capacities and, unless arrested and treated, can lead to irreparable damage. Extensive experience indicates that persons afflicted with these illnesses are usually blind to developing symptoms in themselves and are rarely capable of effective self-help. Hence, the Meadville Lombard community

recognizes the need to develop a procedure to facilitate proper education, intervention, diagnosis, treatment, and recovery.

### 1.17.3 Procedure

1. Any student who becomes aware of his or her own need or knows someone who suffers from these illnesses is encouraged to seek advice and/or assistance from the Vice President of Enrollment Management and Student Affairs. Any and all inquiries are kept confidential.
2. The Vice President of Enrollment Management and Student Affairs, along with professional consultants, will assess the dependency, evaluate its seriousness to the individual, and provide appropriate recommendations/referrals for help.
3. Anyone who is referred or who seeks assistance may become a part of the evaluative procedure in determining what course of action is best suited for that individual.
4. Every effort will be made by the School to cooperate with any student undergoing treatment and to minimize disruption of studies during treatment. To further guarantee confidentiality, only the Vice President of Enrollment Management and Student Affairs and the President (if necessary) will know the reasons for such leave.

The primary objective of this policy is one of concern, formulated in the hope of relieving pain and suffering, as well as restoring the individual to health, dignity, and a productive, rewarding involvement in his or her school, ministry, and/or community.

### 1.18 Grievance Against Faculty/Staff

If a student's complaint is based on alleged misconduct by School employees including faculty and staff, the relevant disciplinary procedures should be used to resolve the complaint.

Staff: Alleged misconduct by the School staff or administrators should be reported to the accused's supervisor who will review the facts. If misconduct is found, the supervisor may take corrective action in accord with applicable personnel policy.

Faculty: Alleged misconduct by faculty members should be reported to the Office of the Provost who will review the facts. If misconduct is found, the Provost may take corrective action in accord with applicable faculty policy.

### 1.19 International Programs

For more than 130 years, Meadville Lombard Theological School has educated religious leaders under the Unitarian Universalist values of compassion, equality, and justice. The international formation office aims to take this mission to a global audience. By welcoming international students to the school's graduate programs, offering short-term program for international religious leaders, and creating study abroad opportunities for current students, Meadville

Lombard Theological School is looking to educate ministers and lay leaders with the skills to lead in today's globalized world.

### **International Students**

International students must be taking graduate level classes towards degree completion at MLTS. They have to demonstrate a valid immigration status and maintain it during the time they are enrolled at MLTS.

After being accepted in the program, international students must obtain a valid U.S Visa. Please follow the next steps:

1. I-20 Form: Complete the I-20 and email it to the Director of Student Records/Registrar. Make sure you attached all the required documents:
  - a. Copy of your passport
  - b. Confirmation of financial resources (Bank statements from you or your sponsor or/and scholarship letter)
2. MLTS will send you over mail your original I-20 form. You will need to apply for your F1 visa.
3. Pay the SEVIS fee. You will need to pay the SEVIS fee at least 3 days before your visa interview.
4. Apply for and receive an F-1 student visa. The procedure to apply for the F1 visa varies from country to country. Please visit the website of the American Embassy in your country to get more information.
5. International students will always have to carry their American Visa and I-20 when traveling to the United States to take classes at Meadville Lombard.

Upon arrival to Meadville Lombard international students need to report to the Director of International Formation or the Director of Student Records/Registrar for the required orientation. Make sure do it the first day of classes. This meeting will take approximately 30 minutes in which you will be explained your rights and responsibilities as an International Student. Please bring with you:

- A copy of your visa
- A copy of your I-94
- Your I-20

At the end of the week, MLTS will give you back your I-20 with an updated signature. Every time you attend classes you will need to get new a signature.

In order to maintain your F-1 Visa you have to:

- Be enrolled full-time for every term but summer term. A full-time status is equal to 9 credits per term.

- You can't be outside the country for more than 5 months. If you leave the country for more than 5 months, you will need to apply again for the F1 Visa. You will need to request a new I-20 and followed the procedure explained above.

#### Health Insurance:

You must have a health insurance valid in the United States in order to attend classes at Meadville Lombard. Please check with your local provider about international coverage.

Before traveling to the United States make sure you pack all the medicine you will need. International prescriptions are not valid in the United States.

#### Housing:

Students are responsible to make their own housing arrangements. Please visit the MLTS website to get information about housing around campus.

#### **Non-degree Seeking International Scholar:**

##### Visa Requirements:

Applications for the U/U Global Conference and the Global Fellowship for Multi-faith and Multicultural Engagement are by invitation. After acceptance into the program, scholars need to process their B1 Visa. Meadville Lombard Theological School send a digital letter of invitation that the scholar can take to the interview at the American Embassy.

For more information, please contact the American Embassy in your country.

##### Program Commitment:

Participants in the international programs commit to

- Complete class assignments and reading material
- Travel to the United States during the time stipulated in the call for applications
- Actively participate in the Peer Collaboration portion of the programs
- Submit all required papers
- Submit a final evaluation of the program

#### Health Insurance:

International scholars will need to provide proof of health insurance coverage that is valid in the United States

#### Other activities:

As part of the programs, International scholars will attend all activities related with the program and upon request will speak at school events, donor events, or religious services.

#### **International Learning Experience:**

Meadville Lombard Theological School has two study abroad programs –Transylvania and Tsubaki Grand Shrine- and one scholarship to work with international religious leaders. In

order to apply for these programs, students need to be in good academic standing, have a passport, and a valid visa to travel.

Students apply online and need to have a letter from their academic advisor. More information about the application process is distributed to the school's communication channel or can be obtained at the International Formation Office.

The awardees need to complete the pre-travel reading and reflections and submit a final reflection one month after the program finalizes.

For the scholarship to work with international religious leaders, the awardee must commit to attend the one week workshop in Chicago, actively participate in the remote Peer Collaboration portion of the program, develop a local initiative, and submit all required papers.



## 2 Academic Policy and Procedures

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### 2.1 Educational Goals

The Master of Divinity degree curriculum is designed to challenge and support students in an on-going process of developing their individual and unique gifts for service in the liberal religious community. It provides a foundation of basic preparation for ministry centered in the following values:

**Liberal religious heritage:** The ability of students to read themselves deeply, passionately, and critically into the story of liberal religion, especially Unitarian Universalism, as part of the larger human story.

**Excellence in ministerial practices:** The ability to demonstrate a significant understanding of and progress in the basic arts and skills of ministry: leadership and administrative skills, worship leadership, religious education, preaching, pastoral care, and prophetic ministry in the larger community.

**Intellectual capacities:** The capacities that will open for students the fields of intellectual discourse, allowing them to make significant contributions to the cause of liberal religion.

**Moral vision grounded in an engagement with a diverse world:** A deep moral engagement with the world, celebrating its rich diversity, and confronting its problems of oppression, injustice, poverty, and environmental degradation.

**Personal readiness:** Personal self-awareness, resilience, humor, good judgment, ethical and moral integrity, a well-tested seriousness of intent, and the ability to balance personal needs with the needs of ministry.

**Spiritual depth:** A spiritual depth united with disciplines that aim to preserve and increase that depth as they encounter the challenges and distractions of a ministerial life.

**Interdependence:** Ability to exercise collaborative leadership of the church understood as a covenant community, learning institution, and agent of broader cultural transformation.

### 2.2 Degree Programs

Meadville Lombard offers the following degree programs:

#### 2.2.1 The Master of Divinity

This degree program prepares students for religious leadership in congregations or wherever else they choose to serve. Graduates of this degree program hold positions as ordained ministers in congregations, as leaders of community or not-for-profit organizations, and as chaplains in hospitals, correctional facilities, and hospice centers.

### 2.2.2 **Master of Arts in Leadership Studies (MALS)**

This degree program is for students seeking a deeper exploration of religious leadership and involves a full-time internship. The Master of Arts in Leadership Studies (MALS) provides advanced work for lay leaders, ministers, and ministerial students in the theory and practice of leadership within congregations and community-based ministries.

The MALS degree is designed to develop liberal religious leadership for congregational and community life, grounded in a clear sense of the current challenges leadership face within our contemporary pluralistic, multi-faith, cross-cultural world.

### 2.2.3 **The Master of Divinity/Master of Arts in Leadership Studies Dual Degree Program**

This dual degree program allows a student to complete the three-year Master of Divinity Program while completing most of the coursework for a second, experiential-based Master of Arts in Leadership Studies (MALS). In the dual degree program, students complete an additional year comprised of an immersion internship plus thesis work.

### 2.2.4 **The Master of Arts in Religion**

This degree stresses opportunities for personal discernment and in-depth study in specific areas of concentration.

## 2.3 **Core Curriculum Requirements**

### 2.3.1 **Master of Divinity**

### 2.3.2 **Contextual Learning Model**

Under the Contextual Learning Model, the Master of Divinity degree program consists of ninety (90) units anchored by and organized around three Signature Courses: Community Studies, Congregational Studies, and Leadership Studies. The Signature Courses are multi-unit, interdisciplinary courses that integrate practical fieldwork and seminar learning. In addition to the Signature Courses, students meet their total unit requirements by taking nine (9) units of Clinical Pastoral Education and a combination of traditional courses and rotations (fieldwork that supplements traditional courses).

All students (part-time and full-time) will be required to complete each Signature Course during one academic year. All students are required to attend the January Learning Convocation when enrolled in a Signature Course.

Full-time students can plan on completing the MDiv degree in three years and the dual Master's degree in Leadership Studies in four years. Part-time students may take as long as six years to complete the MDiv program and seven years to complete the dual degree program.

Following is a list of core requirements for the degrees. We do recommend that certain academic courses be taken as early in the program as possible (Introduction to Pastoral Ministry, Arts and Aesthetics, and Liberal Theology), but we also recognize that these classes may not be offered each year. Faculty Advisors help students set the schedules they need to complete the degree requirements.

Students matriculated in the MDiv degree program are allowed to transfer credits from prior graduate work, with approval from the Faculty. The amount of credits transferred will be looked at on a case by case basis. Once students matriculate, they may take up to nine (9) credits outside of Meadville Lombard Theological School, at another accredited graduate institution. Students may take as many as twelve (12) credits at any of the Association of Chicago Theological School member schools.

### **Distribution and Specific Course Requirements for the Master of Divinity Program:**

#### **Required Courses | 60.0 required credits**

Community Studies | 8 hours site work per week | 9 credits

Congregational Studies | 20 hours site work per week | 12 credits

Leadership Studies | 20 hours site work per week | 12 credits

UU History and Polity\* | 3 credit

Religious Education for A Changing World | 3 credit

Liberal Theology | 3 credit

Arts and Aesthetics | 3 credit

Preaching As If You Mean It | 3 credit

Introduction to Pastoral Ministry | 3 credit

Clinical Pastoral Education | 9 credits

#### **Distribution Requirements | 30.0 credits**

Scripture | 6 credits

Western Religious History | 6 credits

Theology/Ethics | 6 credits

Religious Education | 3 credit

Choose remaining elective credits (9.0) from any of the other course offerings/rotations in Theology, Ethics, Pastoral Ministry, Aesthetics, History, World Religions, Scripture, Religious Education, etc.

\*Students from other denominations are not required to take these courses but should consult with their credentialing body for equivalent requirements.

#### 2.3.2.1 *UUA Credentialing Requirements*

In order to be granted Ministerial Fellowship with the UUA, Master of Divinity students need to prepare for credentialing throughout their studies, beginning even before they enter the degree program. Meadville Lombard works closely with students to insure that they have the opportunity to meet the requirements of the Ministerial Fellowship Committee (MFC) credentialing process. MFC guidelines are subject to change and so it is important that students stay apprised of the current guidelines. For the most current and complete information on UUA requirements for UU Fellowship, please see the UUA website. Among the items that may be found there are “The Requirements for Ministerial Fellowship with the Unitarian Universalist Association” handbook, forms, and scholarship information.

#### 2.3.3 **Master of Arts in Leadership Studies (MALS) and MALS with a Concentration in Lay Community Ministry**

The Master of Arts in Leadership Studies (MALS) provides advanced work for lay leaders, ministers, and ministerial students in the theory and practice of leadership within congregations and community-based ministries. The MALS degree is designed to develop liberal religious leadership for congregational and community life, grounded in a clear sense of the current challenges leadership face within our contemporary pluralistic, multi-faith, cross-cultural world.

2.3.3.1 *The MALS with a Concentration in Lay Community Ministry is designed for people whose ministries seek to effect change by addressing the social and spiritual needs of people and organizations outside the direct care of congregations. It prepares lay community ministers to bring the artistry of cross-cultural and multiracial leadership to their ministry. The program incorporates a unique series of courses and real world engagement that integrate personal awareness, professional proficiencies, and global consciousness for more mindful, compassionate leadership in any organizational context.*

#### 2.3.3.2 Context. Educational *Goals*

- Develop leadership skills for a pluralistic, multifaith, crosscultural world.
- Develop competency in the history, theology, and polity of one’s own religious community.

- Demonstrate spiritual and ministerial discernment through course work, site supervision, and thesis.
- Utilize the insights of leadership and organizational theory in parish and/or community ministry.
- Demonstrate leadership specific to area of specialization (such as R.E., worship, youth ministry).
- Participate in discourse with diverse constituencies of the Meadville Lombard community.

### 2.3.3.3 *Degree requirements*

Successful completion of 36 units of credit (1 full course = 3 units of credit) are required. Of the 36 credits the student will receive 6 units of credit for the thesis, 18 units of credit for a supervised full internship OR 9 units of credit for a supervised half internship, and, depending on the internship option chosen, either 12 or 21 units of credit for intensive academic coursework.

#### **REQUIRED COURSES FOR MALS**

- 1 course in each of the following areas: Theology, History, Scripture, and Research Methods;
- Depending on internship option chosen, choose either 1 course or 4 courses from the following areas: global issues, theology and ethics of community engagement, theology and ethics of border crossing, professional boundaries, fundraising and administration, spiritual practices, cross-cultural and multiracial community leadership, religious education, compassionate communication.

#### **DEGREE REQUIREMENTS FOR MALS with a CONCENTRATION IN LAY COMMUNITY MINISTRY**

Successful completion of 36 units of credit (1 full course = 3 units of credit) are required. Of the 36 credits the student will receive 6 credits of thesis: 3 credits for "Research Methods" class + 3 credits for thesis itself; exceptions for students who have done a prior thesis or dissertation (i.e. for those who have done enough research to not need the class on research methods; , they will simply have 6 credits for the thesis), 18 units of credit for a supervised full internship OR 9 units of credit for a supervised half internship, and, depending on the internship option chosen, either 12 or 21 units of credit for intensive academic coursework.

#### **REQUIRED COURSES FOR MALS with a CONCENTRATION IN LAY COMMUNITY MINISTRY**

- 1 course in each of the following areas: Theology, History, Scripture, and Religious Education;
- Choose 3 additional courses from the following areas: global issues, theology and ethics of community engagement, theology and ethics of border crossing, professional boundaries, fundraising and administration, spiritual practices, cross-cultural and multiracial community leadership, compassionate communication.

## **TRANSFER CREDIT (enables a dual degree with the MDIV)**

Up to 12 units of credit may be transferred from another graduate degree program. All gpas must be pre-approved by the student's academic advisor. Transferred credits will not appear on the Meadville Lombard transcript with a letter grade (only the credit is transferring) and the letter P, for Pass, will accompany all transferred credits.

### **2.3.4 Master of Divinity/Master of Arts in Leadership Studies Dual Degree**

Students enrolled in the Master of Divinity degree may also enroll in the MDiv/MALS dual degree program. The procedure for applying for admission into the dual degree program or being released from a requirement to be so enrolled follow.

#### **2.3.4.1 *Requests to apply to the dual degree program***

Students currently enrolled in the Master of Divinity degree program may apply to be considered for the Master of Arts in Leadership Studies dual degree program at any time before their graduation from the Master of Divinity degree program. However, because the admissions process requires a project proposal and because students will wish to be considered for Institutional Tuition Reduction, **students must request for admission process by March 15 of their final year in the MDiv degree program.** Students seeking to complete the supervised internship component of the MALS in the context of a congregation should follow the guidelines posted on the UUA's website and pay close attention to those deadlines.

Current students seeking admission into the MALS degree program shall follow these steps:

1. Request a meeting with your Academic Advisor or the Provost to consider ideas for the internship and thesis components of the degree and to determine what academic courses are still required for the completion of the degree.
2. Draft a project/internship proposal as a result of that meeting and submit it to the Vice President of Enrollment Management and Student Affairs as the application for admission to the MALS dual degree program.
3. The Faculty will meet to determine if the project proposal meets the requirements of the degree program.
4. The Vice President of Enrollment Management and Student Affairs will contact the student with the admission decision.

#### **2.3.4.2 *Requests to be relieved of MALS requirement***

On occasion, students are admitted into the Master of Divinity degree program with a qualification that they complete the dual degree program. These admissions decisions are made for many and varied reasons, and students are told they may make a formal request to the

Faculty to be relieved of this requirement during their Congregational Studies or Leadership Studies years. The procedure for making such a request is as follows:

1. Student contacts their Faculty Advisor in writing to request to be relieved of the requirement to complete the dual degree. This request should include:
  - a. A copy of the admissions decision which stipulates the requirement (students may request a copy of this letter from the Director of Student Records if they cannot locate their original copy).
  - b. A statement by the student as to why they believe the Master of Divinity degree is sufficient for their formation.
2. The Faculty Advisor will bring the request to the Faculty to review the request and determine the disposition as follows:
  - a. Approved (no further action required by the student);
  - b. Deferred (may require further action or documentation from either the Teaching Pastor or Signature Course faculty; or the faculty may think the request is premature and request the student to re-petition during the Leadership Studies Signature Course); or
  - c. Denied (Faculty believes that the dual degree continues to be the best formation route for the student).
3. Faculty will communicate the decision to the Vice President of Enrollment Management and Student Affairs, who will contact the student with the decision.

### 2.3.5 **Master of Arts in Religion**

A total of forty-eight (48) credits are required for the Master of Arts degree. Twelve (12) credits are granted for a thesis written in consultation with a Faculty Advisor and the Director of the Master of Arts program. Of the remaining thirty-six (36) credits, eighteen (18) must be taken at Meadville Lombard. At least four (4) courses must be taken from the area of concentration. The remaining courses for the degree must be taken in four of the following eight disciplines: Ethics, Theology, Religious Education, Religion and the Arts, the Historical Context of Ministry, Ministry and the Church, and the Cultural Contexts of Ministry.

The Area of Concentration can be chosen from the following areas:

- Ethics
- Theology
- Religious Education
- History

## 2.4 General Academic Policies (Applicable to all degree programs)

### 2.4.1 Credits

Meadville Lombard assigns three (3) unit of credit to intensive courses that meet for 37.5 class hours. Half-credit classes are also available, as are multi-unit courses that include our integrated internship. Our credit requirements, then, are as follows:

- Ninety (90) units are required for the MDiv degree. (one hundred and eight [108] units required for all MDiv students matriculating into an MDiv degree program before September 2009.)
- Thirty six (36) units are required for the MALS degree.
- Forty-eight (48) units are required for the MAR degree.

### 2.4.2 Grades

Grades are assigned by the faculty at the end of the term. A, P, B, C, and D are passing grades. The number value of grades is as follows:

A+ = 4.0	A = 4.0	A- = 3.67
B+ = 3.33	B = 3.0	B- = 2.67
C+ = 2.33	C = 2.0	C- = 1.67
D+ = 1.33	D = 1.0	D- = .67

F = Failing; non-credit

P = Pass

S = Satisfactory; non-credit unless otherwise specified

GNA = Grade Not Yet Available (used for Fall Intensives)

U = Unsatisfactory; non-credit

AU = Audit; non-credit

W = Withdrew Without penalty; non-credit

I = Incomplete; non-credit unless changed to a letter grade

PI = Permanent Incomplete; non-credit

- A: A thorough mastery of the material, critical use of sources, exceptional creativity, constructive imagination, and outstanding use of English and form of work.
- A-: Exceptional graduate-level attainment, with conspicuous excellence in most respects, but not uniformly so.
- B+: Superior level of attainment marked by consistently good work, advanced understanding of the material, clear logic, circumspect judgments, originality, and good English style and grammar.
- B: Good work, with general indication of constructive ability in application.
- B-: Satisfactory achievement, with assignments completed accurately and on time,



- but without significant evidence of excellence or distinction.
- C+: Adequate attainment with some ability to use knowledge of the course and meeting minimal expectations.
- C: Attainment below minimal standards with less than adequate performance in writing, demonstrating familiarity with course, completing assignments, and use of facts and interpretation.
- D: Serious inadequacies in preparation, logic, information, and use of sources.
- F: Work is unacceptable and fails to meet requirements.

#### 2.4.2.1 *Grade Averages*

A student matriculated for a degree must maintain an average of B or better in the academic program. A student may repeat a failed course, but cannot receive Institutional Tuition Reduction for the repeated course. A student's failure to achieve a "B" average by the end of the first year will result in probation. A "B" average must be achieved by the end of the second year of study, or enrollment may be suspended or terminated. (Note: As of 1/1/01, Meadville Lombard Faculty voted to not include a grade of P when computing grade point averages. A grade of P is equivalent to a B.) Pass grades ("P") are excluded from the computation of the GPA when computing for the "B" average needed to graduate.

#### 2.4.2.2 *Policy for "P" (Pass) Grade*


Each professor will designate whether they will offer the class for a letter grade or Pass/Fail. If they do not designate on their syllabus what the grading requirements are, the default will be a letter grade. A student wishing for Pass/Fail grading in such a class must petition the professor for approval to receive such a grade by the posted add/drop date.

### 2.4.3 **Registration Procedure**

Students are encouraged to register for classes online (see 2.4.3.1 for instructions). Under certain circumstances, students may need to register directly with the Director of Student Records; this can be done via email (from Meadville.edu accounts only), via phone, or via fax using the Course Registration Form.


#### 2.4.3.1 *Online Registration using Populi*

To register for courses, go to your **Profile** and click the **Registration** tab. Courses you are currently registered for will list under the **My Courses** header.

To register for a course section, find it in the Available Courses table and click  in either the **Enroll** or **Audit** column next to it. The course will appear under My Courses.

As you select courses, those remaining in the Available Courses section will update their information in relation to your selections:

If you register for a course section, the “enroll” and “audit” buttons for the other sections of that same course inactivate themselves.

To drop a course, click  next to the course under My Courses. You cannot drop a course after the terms add/drop date without withdrawing and getting a “W” for that course on your transcript. You will also need to pay any fees if applicable.

### **Don’t Forget to Save!**

#### **2.4.3.2 ACTS/U of C Registration**

Matriculated students have the opportunity to cross-register for classes at any of the ACTS schools (Association of Chicago Theological Schools) and at the University of Chicago, but are limited as to how many of these classes may be counted toward the completion of their degree program. Students may take as many as four (4) classes at ACTS member schools and as many as three (3) courses at the University of Chicago.

- **ACTS Cross Registration:** Contact the Director of Student Records at Meadville Lombard to obtain and complete the ACTS Cross Registration Form; save it as a Word document, then email it to the Director of Student Records. Before completing the form, however, verify that the desired course is being offered by referring to the most recent course schedules available in the ACTS catalog or on the secondary school's website.
- To take a course at the University of Chicago (U of C), you must first get your Faculty Advisor’s approval. You will then be given a Bi-Registration form to complete. The Director of Student Records will sign and give the form to you, then you will submit it to the Office of the Registrar at the U of C Divinity School (Swift Hall, Room 103). The Divinity School Registrar will process your registration. Meadville Lombard students must register with the Divinity School Registrar regardless of the course/school for which they are registering (SSA, Divinity, Business, etc.). **NOTE:** When you take a U of C course, you must maintain contact with the Meadville Lombard Registrar and the Divinity School Registrar to assure that no problems occur.

#### **2.4.4 Add/Drop and Deadlines**

The Registration Periods for the Fall, Spring, and Summer semesters are designated on the **Academic Calendar** as published on our website each academic year. These registration dates vary from year to year, according to how the Calendar is established in relationship to classes at other schools in the ACTS consortium and to classes at the Divinity School at the University of Chicago. For more information about refunds, please see **Refund Policies**.

You must contact the [Director of Student Records](#) in order to add or drop a course. You will complete an Add/Drop Form and the Director of Student Records will process the program change. You will be given a copy of the program change. If the program change results in a

tuition/fee adjustment, the adjustment will be made at that time and you will receive a copy of the adjustment.

If you are adding or dropping a U of C course, after you make the program change with the Meadville Lombard Registrar and receive your copy of the Add/Drop Form, you must take your form to the Divinity School Registrar to assure the proper program change. The Divinity School Registrar will then give you the proper forms for the U of C program change. If you by-pass the Divinity School Registrar, you risk losing health insurance, library privileges, and gym privileges, and your program changes cannot be guaranteed.

#### 2.4.5 **Withdrawal**

MLTS takes seriously the decision of any student to suspend studies and withdraw from their program. Students who are considering such actions are strongly encouraged to seek the confidential advice of their Advisor. To officially withdraw from MLTS an Official Withdrawal Form must be completed and submitted to the Registrar's Office. The effective date of withdrawal is the date on which a written statement of withdrawal and the form is submitted and received by the registrar. **NO** reduction of tuition is made after the add/drop period for students who withdraw from one or more courses but remain registered in other classes. **NO** adjustment is made for students who drop from full-time to part-time credit hours after the add/drop period. Failure to attend class is not a withdrawal and students will not receive adjustment of charges if they do not attend class.

When a federal student aid recipient withdraws, officially or unofficially (see below), after attending at least the first class day, the university will return a prorated portion of funds received based upon a federally required calculation. Under the Higher Education Amendments of 1998 (<http://www.ifap.ed.gov/fsahandbook/attachments/1617FSAHbkVol5Master.pdf>), the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. Therefore, the percentage of the enrollment period completed is also the percentage of aid the student has earned.

- If a student withdraws on or before the 60% point of the enrollment period, the percentage of aid earned is equal to the percentage of time completed.
- A student who remains enrolled beyond the 60% point of the enrollment period has earned 100% of the aid for that period. (There would be no unearned aid.)

Return of funds due by the school and the student and/or parent are charged back to the student's university student account and returned to the applicable student aid programs. The return of funds may require the student to repay funds to the university. A letter of return notification is mailed to the student at their permanent home address.

If MLTS records show a federal student aid recipient never attended a class and/or never performed an academically related activity, or drops all classes or voids his/her schedule for a semester or term, then the aid recipient never established eligibility for any aid funds that may have been disbursed for that semester or term. In these situations, the student aid recipient must repay the entire amount of aid disbursed for that semester or term. If a student withdraws with an effective date of the first class day no attendance is assumed and the student must repay the entire amount of aid disbursed for that semester or term.

A student who withdraws from a class or receives a non-passing grade **MUST** have attendance in those classes to keep their Pell Grants. The Financial Aid Office will verify attendance for all students who receive a Pell Grant then withdraw from a course at any point in the semester or receive a non-passing grade at the end of the semester. If the student never attended the class the Pell Grant funds paid for those classes will be returned to the Department of Education and the student will be responsible for any charges on their student account.

If a student withdraws from the fall semester prior to the last 30 days of the term and received a Federal Stafford Loan that was certified for both the fall and spring semesters, the student will have to re-apply for their spring semester loan. If a parent borrowed a Federal Plus Loan on behalf of the student and the loan was certified for both the fall and spring semesters and the student withdraws from the fall semester prior to the last 30 days of the term, the parent will have to re-apply for the spring semester loan by completing another Plus Information Request Form. A new loan will be certified for the spring only enrollment period.

**Unofficial Withdrawal:** Federal student aid recipients who begin attending classes during a semester and who cease attending or performing academic activities prior to the end of the semester, and never complete an Official Withdrawal Form are considered by the federal government to have Unofficially Withdrawn. At the end of each semester, after final grades are posted, student's instructors will be contacted to document attendance/academic activity for students who unofficially withdrew. If no attendance or academic activity can be documented, the Unofficial Withdrawal student is not eligible for aid received and must repay the entire amount of aid disbursed for that semester or term. If MLTS records indicate that a student did begin attending classes but the last of attendance or academic activity is unknown, then MLTS will consider the Unofficial Withdrawal date to be the midpoint of the semester and a federal return calculation will be based on the midpoint date. If the student did begin classes and the last date of attendance or academic activity is known then the Unofficial Withdrawal date is that last day of attendance and a federal return calculation will be based on the date. The return of funds may require the student to repay funds to the university. A letter of return notification is mailed to the student at their permanent home address.

**Non- federal funds** will be returned based on Institutional/State policy. Non-federal funds will be returned if MLTS records show that the aid recipient never attended a class and/or never performed an academically related activity for a semester or term, then the recipient never established eligibility for any aid funds that may have been disbursed for that semester or term. If a student withdraws with an effective date of the first class day of class, no attendance is assumed and the student must repay the entire amount of the aid disbursed for that semester or term. In addition, any aid recipient who drops all classes or voids his/her schedule for a semester

or term did not establish eligibility for any aid funds that may have been disbursed and the aid recipient must repay the entire amount of aid disbursed for that semester or term. Scholarship and other institutional funds will also be reduced and returned to the original funds if the student's account refund adjustments for withdrawing create a credit balance made up of those funds. In these cases, the scholarship and other institutional funds will be reduced and returned to eliminate the credit balance of those funds.

Note: The information contained in this section is subject to change, without notice, in order to comply with federal, state, or university requirements.

#### 2.4.6 Return after Withdrawal

If a student withdraws voluntarily and seeks to reapply within two years, they can reapply with a short application and an essay of 500 words. If the student has been withdrawn for more than two years, they will need to submit a full application.

### 2.5 Incomplete Policy/Academic Good Standing Definition

The mark, "I" (Incomplete), indicates that a student registered for course credit has not submitted all the evidence required for a qualitative grade, but has made satisfactory arrangements with the instructor prior to the original date when work is due. The mark, "I," is given only under special circumstances and the final determination rests with the instructor.

#### 2.5.1 Procedures:

1. The maximum allowable time for an extension is one term after the end of the term in which the course was taken (for example: coursework for an Incomplete taken in Spring Term must be completed by end of Summer Term).
2. Before the last day of the term in which the course is being taught, the student arranges with the instructor for an Incomplete.
3. The student procures an Incomplete Request Form from the Director of Student Records.
4. The student obtains the instructor's signature and returns the form to the Director of Student Records **by the last day of the term**; the Director of Student Records then forwards the form to the Provost for signature.
5. The Director of Student Records sends one copy of the completed form to the student's Faculty Advisor and files one copy in the student's record.
6. Upon successful completion of the coursework, the instructor will submit a grade of Pass/Fail to the Director of Student Records (students cannot earn a letter grade for an Incomplete). The Director of Student Records will record the grade and notify the student's Faculty Advisor of the completed work.
7. Failure to complete a course by the end of the next term will result in a "F" on the transcript; students do not earn credit for F's. No Institutional Tuition Reduction

Awards will be awarded for any course taken to replace an F course for which Institutional Aid was given.

### 2.5.2 **Financial Aid Implications of Incompletes**

Please note that the mark “T” on your transcript will count against your “pace” (as defined in Section 3.1.2) and may result in your ineligibility for Federal Financial Aid and/or Institutional Tuition Reduction during future terms. See Section 3 for Financial Aid Policies.

### 2.6 **Academic Good Standing Policy**

As an academically rigorous institution, the Meadville Lombard community adheres to a high standard of academic success and professional preparation. We believe that this standard is a combination of classroom success, demonstrated contextual practice, and, when applicable, ministerial fitness. Students, whose professional preparation and/or academic performance do not meet the standards set forth by the School will be subject to the guidelines set forth in the Academic Performance Review Policy.

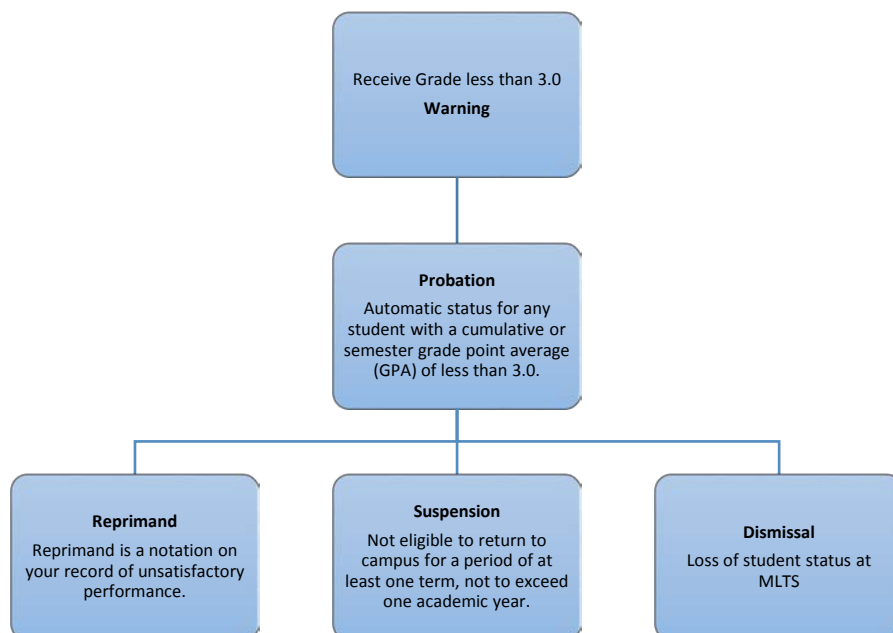
Standards of Academic Good Standing include:

- A GPA of 3.0 or higher
- Satisfying all financial obligations
- Satisfactory progress as determined by appropriate Faculty review
- Satisfactory professional preparedness

#### 2.6.1 **Academic Performance Review Policy**

All MDiv degree students at Meadville Lombard will receive a review at the end of each Signature Course by the Faculty concerning their progress in preparation for ministry. Such a review will address student academic progress, personal, emotional, and professional preparedness for ministry, and financial planning.

Students who are no longer in Academic Good Standing will be notified. At the time of notification, students have the opportunity to discuss the concerns with the Vice President of Enrollment Management and Student Affairs and Provost, or a Meadville Lombard designee. This meeting must be scheduled no later than seven (7) days after the notification has been sent. We strongly encourage student participation in this process. Failure to schedule a meeting constitutes forfeiture of a conference, and the faculty will move forward with a resolution without the benefit of student input. After notice and an opportunity to be heard, a committee of Meadville Lombard Faculty and administration will impose restorative resolutions and/or educational requirements including Warnings, Probation, Reprimand, Suspension, or Dismissal.



### **Warning**

Given the academic rigor of the graduate program, students will be notified following the receipt of any grade below a B (<3.0). This notice will be sent to the student's Meadville email account. A warning status may also be applied if students receive unsatisfactory Faculty reviews as a part of contextual education.

### **Probation**

Probation is an automatic status for any student with a cumulative or semester grade point average (GPA) of less than 3.0. Probationary status may also be applied if students receive unsatisfactory Faculty reviews as a part of contextual education. Students on Probation are not eligible to register for future courses until meeting with the Vice President of Enrollment Management and Student Affairs. In addition, Meadville Lombard funding (not including Federal Aid) may be suspended. The Provost, Vice President of Enrollment Management and Student Affairs, and Faculty will develop a series of requirements, up to and including Dismissal, which the student must complete in order to satisfy the probationary status.

### **Reprimand**

Reprimand is a notation on your record of unsatisfactory performance. Receiving reprimands in successive terms results in Suspension.

### **Suspension**

A student under Suspension is not eligible to return to campus for a period of at least one term, not to exceed one academic year. In certain



cases, students who receive unsatisfactory Faculty reviews as a part of contextual education may be suspended. A student under Suspension may not return to Meadville Lombard until a set of conditions are met including educational and/ or behavioral requirements.

### **Dismissal**

This is the loss of student status at Meadville Lombard. A dismissed student is not eligible for readmission. Dismissal procedures are reserved for those cases in which it is clear to the Faculty that the student fails to meet the standards of academic or community life, or that the student's behavior may be destructive to the School, other students, a church, the denomination, or the profession of ministry. Failure to fulfill conditions of Probation is grounds for immediate Dismissal. Students whose cumulative GPA is 2.0 or less may be dismissed. Students found in violation of 1.10 Moral and Ethical Accountability may also be dismissed.

After receiving three Warning notices, any failing or unsatisfactory grade in any subsequent term will result in Probation. Any Warning notice received at any term after a term of Probation as described in the preceding sentence results in Suspension. If a student's record at any time warrants a third Warning notice, the student will be placed on Probation.

Students suspended or dismissed for unsatisfactory academic performance may request that Meadville Lombard reconsider its action by submitting to the Provost and Vice President of Enrollment Management and Student Affairs, in writing, any evidence of extenuating circumstances previously unavailable which would warrant a change in the academic action. A student's written request for reconsideration must be submitted within seven (7) days of their notification of Suspension or Dismissal. The President or a Meadville Lombard designee will review the written appeal and the supporting information of the previous decision. As a final option, the student can register an appeal with the Board of Trustees. The decision of the Board of Trustees is final.

### **2.6.2 Leave of Absence Policy**

The Faculty of Meadville Lombard Theological School acknowledges that there are occasions and circumstances in a student's career in which the student may need to take a leave of absence. In such cases, Master of Arts and Master of Divinity students will present their application to the Provost. Such an application will be taken to the Faculty for consideration. If approved, the application will be granted and the student will be responsible for taking the form to the Director of Student Records for inclusion in the student's official file. Leaves will be granted for no less than one term and no more than two years. A non-refundable fee of \$75.00 per semester (Fall and Spring only) will be assessed.



If the student does not return after two years, the student will be withdrawn from the degree program by the School. If, after two years, the student wishes to return, s/he will have to reapply for admission to the program.

### **2.6.3 Taking Courses at other Institutions**

Students enrolled in a Meadville Lombard degree program may take classes at any of the Association of Chicago Theological Schools (ACTS) and the University of Chicago (U of C) by cross-registering through the Meadville Lombard Office of the Director of Student Records. Students cannot take transfer classes in their first semester at Meadville Lombard. Classes taken at any of these seminaries are counted as Meadville Lombard courses and are not calculated as part of the number of credits students may take elsewhere. However, students are limited to taking four (4) courses at ACTS schools and three (3) at the University of Chicago. Each degree program allows a different number of courses from accredited graduate programs (other than the ACTS member schools or the University of Chicago) to be applied toward the degree, as follows:

#### **2.6.3.1 *Master of Divinity degree program***

Once students matriculate, they may take up to nine (9) credits at another accredited graduate institution.

#### **2.6.3.2 *MRP Master of Divinity degree program***

Students in the MRP MDiv degree program MUST take at least thirty-six (36) academic units of credit at Meadville Lombard in order to graduate from this institution. They may take the remainder of required units at another accredited institution near their home.

#### **2.6.3.3 *Master of Arts in Religion***

Once they matriculate, MAR students may take up to six (6) credits at another accredited graduate institution.

#### **2.6.3.4 *Master of Arts in Leadership Studies***

Once students matriculate, they may take up to nine (9) credits at another accredited graduate institution.

### **2.6.4 Advanced Standing**

Students matriculating into a degree program may petition the Provost to apply graduate-level work done at other institutions to their degree program. Meadville Lombard limits the number of units that can be applied as follows:

#### 2.6.4.1 *Master of Divinity degree program*

In the MDiv, students are allowed up to twenty-seven (27) credits to be transferred in from prior graduate work.

#### 2.6.4.2 *Master of Arts in Religion*

Up to two (2) courses may be transferred into the MAR from prior graduate work.

#### 2.6.4.3 *Master of Arts in Leadership Studies*

Up to twenty-seven (27) credits may be transferred from another graduate degree program.

### 2.6.5 **Directed Study/Independent Study**

Independent and Directed Study in a course will be granted in only the most extraordinary circumstances. Any Independent Study requires enrollment in an established registration period, execution during an established term, and payment of the normal per-credit tuition amount. A letter grade is normally awarded for Independent/Directed Study.

The Independent/Directed Study needs to be administered by a full-time Faculty member or by a Faculty member who has recently taught the course at Meadville Lombard Theological School.

To register for a Directed/Independent Study course, the student must obtain the appropriate form from the Director of Student Records. Directions for processing the form are printed directly on it.

Registration fees and tuition are the same for Directed/Independent Study classes as for any other Meadville Lombard course.

### 2.6.6 **Academic Advising**

Upon accepting admission into a degree program, students will be assigned to a Faculty Advisor who will meet with them to begin the process of planning their academic roadmap. New students will want to confer with the Advisor as early as possible on questions about equivalency requirements or transfer units.

Students are expected to meet with their Advisor on a routine basis depending on the structure of their degree program and will need to obtain Advisor approval for classes taken outside of Meadville Lombard academic classes.

## 2.7 **Accessibility/Disability and Accommodations Policy**

### 2.7.1 **Statement**

Meadville Lombard Theological School is committed to providing a quality theological education to a diverse group of students and will provide reasonable accommodations to special

needs within the limits of what is readily achievable. The partnership between student and Meadville Lombard in addressing a challenge presented by a disability involves the following:

### **Disclosure**

It is **the responsibility of the student** to self-disclose learning disorders and/or disabilities that require accommodations.\* If the student chooses to self-disclose, s/he must use the Request for Accommodation Form found in the Appendix. The School recognizes that the choice to self-disclose is very personal and all conversations/documentation will remain confidential.

\*Accommodation refers to “modifications that need to be made to minimize the discriminatory effect of a person’s physical, emotional, or learning disability, insofar as the provision of the adjustment does not cause undue burden on the setting or the institution. In academia, reasonable accommodations are called academic adjustments, and they might include classroom adjustments, exam modifications, or administrative accommodations.”

### **2.7.2 Policy/Process**

Meadville Lombard Theological School follows these guidelines and procedures for medical documentation of disabilities:

1. The clinician selected by the student must be qualified to make a diagnosis in the area of specialization (and cannot be a member of the student's family).
2. The evaluation should be written on professional letterhead, be current (usually within six [6] months, but no more than one [1] year), and should contain the date of the last appointment with the student.
3. The clinician must clearly state the disability claimed to be covered under the ADA.
4. The documentation must clearly support the claimed disability, with relevant medical and other history.
5. The evaluation must include a description of current treatments and assistive devices and technologies (if any), with estimated effectiveness in ameliorating the impact of the disability.
6. The evaluation must include a statement from the clinician indicating a timeframe within which the student should be re-evaluated for the learning disorder and/or disability, indicating that no re-evaluation is needed if that is the case.
7. There must be a description of the functional limitations the student experiences as a result of the disability which specifically addresses a post-secondary educational setting.
8. The request must clearly state the accommodations being requested.
9. The documentation must clearly support the need for the requested accommodation(s).

Once the Vice President of Enrollment Management and Student Affairs receives the Request for Accommodations Form (with above-stated documentation), s/he reviews it (in consultation

with a disabilities consultant if deemed necessary) and, with the student's written consent, consults with the clinician (if clarification is needed). The Vice President of Enrollment Management and Student Affairs will then meet with the student to determine what accommodations will be reasonable and/or appropriate. Academic accommodations can be denied when appropriate documentation has not been provided by the student.

## **2.8 Teaching Pastor Change Policy**

Teaching Pastors can only be changed in extreme circumstances and must be approved by the Faculty. The only reasons a change may be made are if the Teaching Pastor or Congregation chooses not to continue, or if there is a major life change (birth or death).

## **2.9 Graduation**

Degrees are regularly awarded at the May Commencement Ceremony. Students planning to graduate must file an Intent to Graduate Form, which is distributed by the Director of Student Records during the Fall semester of the year they intend to complete their degree program. All books must be returned to the Meadville Lombard Library and all debts owed to the School, including Graduation and Commencement fees, must be paid on time according to the timeline laid out in the Academic Calendar, typically three (3) weeks prior to Commencement. Until these responsibilities have been completed, a degree will not be awarded and the School may prohibit participation in Commencement activities.

Students who complete the Declaration of Intent to Graduate will be contacted in February by the President's Executive Assistant with further details for the Commencement Ceremony, including times and locations of all Commencement activities, procedures for renting and/or purchasing regalia, and distribution of invitations.

Questions regarding academic requirements for Graduation should be directed to the Director of Student Records. Questions regarding Commencement activities should be directed to the President's Executive Assistant.

## **2.10 Policy on Research on Human Subjects**

The Meadville Lombard Internal Review Board (MLIRB) is chaired by the Provost and comprised of two members of the Faculty, elected annually.

As an institution committed to the upholding the worth and value of every human being and the interconnected web of life, Meadville Lombard Theological School requires that all research impacting human beings meet the standards that follow.

## 2.10.1 Meadville Lombard Theological School Standards for Conducting Research on Human Beings <sup>1</sup>

### 2.10.1.1 *Honesty*

Strive for honesty in all scientific communications. Honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data. Do not deceive colleagues, granting agencies, or the public.

### 2.10.1.2 *Objectivity*

Strive to avoid bias in experimental design, data analysis, data interpretation, peer review, personnel decisions, grant writing, expert testimony, and other aspects of research where objectivity is expected or required. Avoid or minimize bias or self-deception. Disclose personal or financial interests that may affect research.

### 2.10.1.3 *Integrity*

Keep your promises and agreements; act with sincerity; strive for consistency of thought and action.

### 2.10.1.4 *Carefulness*

Avoid careless errors and negligence; carefully and critically examine your own work and the work of your peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals.

### 2.10.1.5 *Openness*

Share data, results, ideas, tools, resources. Be open to criticism and new ideas.

### 2.10.1.6 *Respect for Intellectual Property*

Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

### 2.10.1.7 *Confidentiality*

Protect confidential and/or private communications, such as papers or grants submitted for publication, personnel records, trade or military secrets, and patient records.

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<sup>1</sup> Adapted from Shamoo A and Resnik D. 2009. *Responsible Conduct of Research, 2nd ed.* (New York: Oxford University Press).

#### 2.10.1.8 *Responsible Publication*

Publish in order to advance research and scholarship, not to advance just your own career. Avoid wasteful and duplicative publication.

#### 2.10.1.9 *Responsible Mentoring*

Help to educate, mentor, and advise students. Promote their welfare and allow them to make their own decisions.

#### 2.10.1.10 *Respect for colleagues*

Respect your colleagues and treat them fairly.

#### 2.10.1.11 *Social Responsibility*

Strive to promote social good and prevent or mitigate social harms through research, public education, and advocacy.

#### 2.10.1.12 *Non-Discrimination*

Avoid discrimination against colleagues or students on the basis of sex, race, ethnicity, sexual orientation, gender identification, socioeconomic class or other factors that are not related to their scientific competence and integrity.

#### 2.10.1.13 *Competence*

Maintain and improve your own professional competence and expertise through lifelong education and learning; take steps to promote competence in science as a whole.

#### 2.10.1.14 *Legality*

Know and obey relevant laws and institutional and governmental policies.

#### 2.10.1.15 *Animal Care*

Show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments.

#### 2.10.1.16 *Human Subjects Protection*

When conducting research on human subjects, minimize harms and risks and maximize benefits; respect human dignity, privacy, and autonomy; take special precautions with vulnerable populations; and strive to distribute the benefits and burdens of research fairly.

### 2.10.2 **Who Must Gain Permission to Conduct Human Research**

Formal approval is needed for any research where generalizable data is gathered from human subjects with the intent to publish or convey research findings publicly. *The language of “generalizable” comes from OHA, the AHA, and the Office of Human Research Protections.*

*According to this joint report, historians “do not reach for generalizable principles of historical or social development; nor do they seek underlying principles or laws of nature that have predictive value and can be applied to other circumstances for the purpose of controlling outcomes.” Accordingly, historical research, including oral histories is excluded from most IRB requirements.*

Students must consult with their Faculty Advisors about securing this approval from the MLIRB before beginning research. IRB approval is not required for class assignments that inquire into the role, experience, efficacy, or outcomes of ministry reported out to other students, Faculty, or staff in the context of said class. Likewise, approval is not required for research by students, Faculty, or staff that uses data such as grades, course work, surveys, interviews, etc., if it is intended to provide feedback to improve a course or program.

IRB approval is required for circumstances when:

1. Data will be disseminated outside of the seminary (e.g., publication, presentation of findings at a conference, general assembly, professional meeting, or a granting agency);
2. Research projects involve intervention with people and communities outside the seminary and will be published/made public;
3. The potential for conflict of interest is present (see section below); and/or
4. Data is being collected for Master’s theses and doctoral dissertations.

### 2.10.3 **Conflict of Interest**

A conflict interest is said to exist whenever the researcher, his or her marital partner, or dependent child falls under any of the following conditions and/or meets the criteria below:

1. Is an investigator on the protocol (only applicable to IRB members);
2. Has entered into a financial arrangement with the sponsor or agent of the sponsor, whereby the outcome of the study could influence the value of the economic interest;
3. Acts as an officer, director, or agent of the sponsor;
4. Has any equity interest in the sponsor exceeding \$5,000 or 3% of the equity of the sponsor;
5. Has received any payments or other incentives from any sponsor that total in excess of \$5,000;
6. Has identified him or herself for any other reason as having a conflicting interest.

### 2.10.4 **Use of Private Information in Research**

Private Information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example: a counseling session,

grade, health status). Private information must be individually identifiable (i.e., the identity of the subject is or may readily be ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.

#### 2.10.5 Responsibilities of Conducting Research

1. Accepting personal responsibility for protecting the rights, welfare, health, and safety of human research subjects and for complying with the applicable regulations.
2. Acknowledge the authority and responsibility of the IRB to make the final approval (or disapproval) of research involving human subjects.
3. Fully inform subjects of the risks, benefits, subjects' expectations, compensation, and other aspects of the research in which they are being asked to participate.
4. Use only the IRB approved consent document.
5. Obtain Informed Consent from each human subject in a non-coercive manner. Provide each subject a copy (or duplicate original) of his/her signed Consent form. All signed Consent documents are to be retained in a secure and confidential manner.
6. During the retention period, data, signed consent forms, and other documentation related to human subjects must be stored in a safe area for three years. Access to data, signed consent forms, and other documentation related to human subjects must be limited to the researcher or identified agents.
7. Report promptly proposed changes in previously approved human subject research activities to the IRB. The proposed changes will not be initiated without IRB review and approval, except where necessary to eliminate apparent immediate hazards to the subjects.
8. Report promptly to the IRB any injuries or other unanticipated or adverse events involving risks or harms to human research subjects or others.

#### 2.10.6 Training

A good source for online training for the protection of human research subjects is here: <https://phrp.nihtraining.com/index.php>

#### 2.11 Oral Histories and Written Interviews

Students who conduct oral histories or and written interviews for historical research do not require an IRB. Students are, however, are obligated to follow oral history best practices as stated by the Oral History Association (<http://www.oralhistory.org/about/principles-and-practices/>).

Any oral histories or written interviews that are intended to be donated to the Meadville Lombard Archives require prior approval by the Meadville Lombard Archives before the interview is conducted. All oral histories and interviews must:



1. Follow Oral History Association best practices
2. Be historically significant and conducted in such a way to be useful to researchers.
3. All claims of copyright must be given to Meadville Lombard in writing by both the interviewer and the subject.
4. The subject must be informed that the interview will be made publically available to researchers and may be made accessible online.

### 3 Financial Aid Policies

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Students enrolled in degree programs at Meadville Lombard Theological School may be eligible for student aid through Federal Student Loans and institutional scholarship (including Institutional Tuition Reduction Awards).

#### 3.1 Federal Loans

Students who are matriculated into a degree program at Meadville Lombard are eligible to apply for Federal Financial Aid while they are enrolled at least half-time for their degree program and maintain satisfactory academic performance.

While loans are available to all students meeting the minimum eligibility requirements, the use of these loans can be a burden for students pursuing ministry as a career. Most of our students do receive some form of tuition reduction award, and many receive assistance from the Unitarian Universalist Association and other organizations dedicated to helping students manage their debt load.

##### 3.1.1 Definitions

In order to be eligible for Federal Aid, students must be enrolled in a degree program at least half-time. To meet these requirements, students must be enrolled as follows:

Degree Programs	Summer		Fall and Spring	
	Full Time	Part Time	Full Time	Part Time
M.Div., MALS, and MAR	6 Credit Hours	3 Credit Hours	9 Credit Hours	6 Credit Hours

**Summer Term:** 3 Credit hours

**Fall and Spring Term:** 6 Credit hours

##### 3.1.2 Satisfactory Academic Progress (SAP)

In addition to all Meadville Lombard Theological School academic requirements (as outlined in Section 2.6 of this Student Handbook), recipients of Federal Financial Aid (Loans and Federal Work-Study) funds must meet the following standards of Satisfactory Academic Progress (SAP) in order to establish and maintain eligibility for assistance from these programs:

- **Successful completion of at least 75% of all coursework attempted during each academic term (this is the program completion pace).**
  - Attempted coursework is defined as any course in which a student is enrolled at the end of the 100% refund period (see Refund Policies on the website or in the Student Handbook).

- Successful completion of coursework is defined as receipt of a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or P if a course is taken Pass/Fail.
- Unsuccessful completion of coursework is defined as receipt of a grade of F, I, PI, or W.
- Repeated coursework is counted as many times as the course is repeated in the computation of total units attempted.
- Courses that are assigned an Incomplete grade are included in the cumulative hours attempted, but cannot be used as credits earned toward progress standards until a successful grade is assigned.
- **Maintain a minimum cumulative grade point average of 3.00**
  - Credit officially accepted in transfer and specifically applied toward a student's degree program will not be counted toward the pace or GPA.

### 3.1.3 William D. Ford Federal Direct Loan Program

The U.S. Department of Education (rather than a bank or other financial institution) offers Direct Loans at low-interest rates for students and parents to help pay for the cost of a student's education after high school. Additional information on Federal Direct Loans is available from the [Department of Education](#), 800-848-0979.

Two (2) Types of Direct Loans available to graduate students:

1. Federal Direct Unsubsidized Stafford Loans: Students get Federal Direct Unsubsidized Stafford Loans regardless of need, but will have to pay all interest charges.
2. Federal Direct Grad PLUS Loans (Plus Loans for Graduate and Professional Degree Students): Graduate and professional degree students may borrow under the PLUS Loan program up to their school's cost of attendance minus other financial assistance. A credit check is required.

#### 3.1.3.1 Application Procedures

To apply for a Federal Direct Stafford Loan, you will need to complete the four steps below.

Step 1. Complete the Free Application for Federal Student Aid (FAFSA) by using "FAFSA on the Web"

Step 2. Complete the online Loan Entrance Counseling (required for first time borrowers)

Step 3. Complete and sign the electronic Master Promissory Note (MPN) (if not already signed)

Step 4. Complete the Meadville Lombard FEDERAL DIRECT LOAN REQUEST FORM

#### **Step 1. Complete the FAFSA Online**

You should have received a Federal PIN from the U.S. Dept. of Education shortly after the first time that you completed a Free Application for Federal Student Aid (FAFSA). The PIN serves

as your electronic signature and holds the same legal status as your written signature. You should keep your PIN in a safe place and not share it with anyone. If you do not have a PIN, [go here](#) and choose either "Apply for a PIN" if you have never had one or "Request for a Duplicate PIN" if you had one but do not know it. You will need to submit your name, social security number, date of birth, and email or mailing address. A PIN will be generated and sent to you. You will have the option either of receiving your PIN through your email account (2-3 days) or having your PIN mailed to you (7-10 days).

### **Step 2. Complete Online Entrance Counseling**

All new borrowers at Meadville Lombard must complete the Federal Direct Student Loan Entrance Counseling. Borrowing a student loan is a serious financial obligation, and the entrance counseling will provide you with important information you need to know to be able to make an informed decision about student loan borrowing. The entrance counseling must be completed before the Financial Aid Office will accept and process your loan application.

Complete the online entrance counseling on the [Federal Direct Loan Servicing](#) website. This tutorial reviews basic facts about Federal Direct Loans, and your rights and responsibilities as a borrower. After you complete the tutorial, you will be required to take and pass a quiz. The tutorial and quiz will take approximately 30 minutes to complete. Once you have passed the quiz, the system will display your quiz results and ask you to choose a school. You may print your passing entrance counseling quiz results along with a copy of your rights and responsibilities by clicking "Retrieve Quiz Results" from the main page.

### **Step 3. Complete and Sign your Electronic Master Promissory Note (MPN)**

First time Direct Loan borrowers need to sign a Federal Direct Loan Master Promissory Note (MPN). If you have already signed a Federal Direct MPN previously for another Direct Loan college (online or paper), you do not have to complete a new MPN.

Students now are able to sign their MPN electronically on the web. You will need to log in using your PIN issued by the Department of Education and then select "Complete Master Promissory Note."

Completing an electronic MPN is very simple and easy. You must complete the entire process in a single session, so be prepared and give yourself plenty of time. If you exit the site before signing your electronic MPN, you will be required to start over from the beginning.

**IMPORTANT: Before beginning your electronic MPN session:**

- Have your federal PIN ready. If you misplaced your PIN, see the instructions on how to obtain a new PIN.
- Be ready to provide two references (name, address, and telephone number). These should be people who have known you for at least one year (preferably relatives) who live at different addresses.
- Remember to always use your full legal name as it appears on your social security card.
- Paper Option: If you do not wish to sign your MPN with your PIN, you may request that the Financial Aid Office print a copy of your MPN. The printed copy will be mailed to your home address for your signature, but this will delay the processing of your loan application.

#### **Step 4: Complete the FEDERAL DIRECT LOAN REQUEST FORM**

Complete the Meadville Lombard Federal Director Loan Request form and FAX it to the number shown on the application. This form must be completed before eligibility can be determined. This form also gives you an opportunity to opt to borrow less than the maximum.

##### **Eligibility Criteria**

To be eligible for a Federal Direct Loan, a student must:

1. Be a U.S. citizen or permanent resident alien;
2. Be enrolled at least half-time and be matriculated in a degree program; and
3. Not owe any refunds on a Pell Grant or other awards received and not be in default on repayment on any type of student loan.

Each new student loan recipient will be required to complete entrance counseling before a loan application is processed and attend an exit interview when graduating or terminating from the School.

##### **3.1.3.2 *Exit Counseling***

Federal regulations require that all student loan borrowers must have an exit interview/exit counseling during their final semester at Meadville Lombard. Students may access and complete the Exit Counseling. This will satisfy all requirements for exit counseling and give the borrower up to date information on their student loan balances. This is the quickest and easiest way to satisfy the exit counseling requirement. If student does not complete the Exit Counseling, a hold on their Populi record will be placed. The hold will not allow the students to receive transcripts or to check grades.

##### **3.1.3.3 *Maximum Loan Amounts***

Independent Student -- Unsubsidized for a total of \$20,500 per year. An independent graduate student may borrow up to an aggregate limit of \$138,500. This maximum total graduate debt limit includes Federal Stafford Loans received for undergraduate study.

### 3.1.4 Financial Aid Warnings and Appeals

Satisfactory Academic Progress (SAP) will be reviewed at the conclusion of each term by the Vice President of Enrollment Management and Student Affairs. If SAP is not met, the Vice President of Enrollment Management and Student Affairs will notify the student by email that they have been placed on Financial Aid Warning. Under the warning, Meadville Lombard is only allowed to disburse Federal funds for the next payment period. If the student meets SAP in the next term, they will no longer be on Financial Aid Warning. If, however, they do not meet SAP in a term directly following a warning, the student will no longer be eligible for Title IV funding. The Vice President of Enrollment Management and Student Affairs will notify the student by email at their Meadville mail account of their ineligibility for further Federal Aid within one (1) week of the conclusion of the grading period.

Students may appeal for reconsideration of Title IV eligibility by submitting a Letter of Appeal to the Vice President of Enrollment Management and Student Affairs. The Letter of Appeal must state the circumstances resulting in the student not meeting SAP. These reasons must be clear and critical, i.e.:

- The death of a relative
- An injury or illness of the student
- Extreme circumstances (flood, fire, etc.)

The Letter of Appeal must also address the change in circumstances that will allow the student to demonstrate Satisfactory Academic Progress by the end of the term. The Letter of Appeal must be received by email or snail mail within two weeks of the notice of ineligibility.

The appeal will be reviewed by the Vice President of Enrollment Management and Student Affairs, the Provost, the student's Faculty Advisor, and the Director of Student Records. If the appeal is granted, the student is put on Financial Aid SAP and will be deemed eligible for Title IV funds for the term. If the student does not meet SAP at the end of that term, they will be ineligible for Title IV funds. The student will be notified of the committee's decision within two (2) weeks of receipt of the Letter of Appeal.

A student whose Title IV eligibility has been reinstated under the terms of an academic plan is considered to be making satisfactory progress. A leave of absence is not sufficient grounds for a SAP waiver

### 3.1.5 Retaking Coursework

If a student retakes a class that was not completed successfully, the course will count toward the student's enrollment status in the new term, but it is Meadville Lombard's policy not to provide any institutional tuition assistance for classes retaken because of an unsuccessful completion. A third attempt of a previously passed course will not be funded by financial aid.

## 3.2 Institutional Grant Awards & Scholarship Policy

Meadville Lombard Theological School is pleased to be able to offer tuition reduction assistance to students who are enrolled in our Master of Arts in Religion, Master of Arts in Leadership Studies, or Master of Divinity degree programs and who apply for assistance by the deadline. This policy has been developed to outline Meadville Lombard's value of providing tuition assistance to students who complete their degree program full-time, because full-time enrollment impacts the student's ability to work outside the program. For this reason, the majority of Meadville Lombard's scholarship assistance (tuition reduction awards) will be awarded to students who maintain a pace to complete the degree program full-time (see definitions for each degree program, below).

Students enrolled less than full-time, yet more than half-time (students enrolled in more than fifteen (15) units) will be eligible for tuition assistance at a reduced level. Students who enroll in fifteen (15) units or less in a year will not be awarded tuition assistance. Students must apply for tuition reduction each year. Our aim is to provide students with the same level of aid throughout their full-time course of study, however, enrollments will be verified each term and if a student's enrollment drops below full-time, aid will be reduced or removed accordingly. Aid will also be reduced or eliminated for students who are not meeting *Satisfactory Academic Performance* (see <http://www.meadville.edu/scholarships-and-aid.php> for all Financial Aid policies and procedures). Awards can only be applied to Meadville Lombard tuition only.

### 3.2.1 Definitions

**Award Year:** The fiscal year (July 1 through June 30). Students receive their award letters in the Spring for the following year and the discounts are applied to the Summer, Fall and Spring terms.

**Full-time Enrollment:** For the purpose of this policy, full-time enrollment is defined as follows for each program:

- **Master of Divinity:** On track to complete the program in three (3) years = averaging twenty-seven (30) academic units per year.  
**Note:** this calculation does not include the units earned for Clinical Pastoral Education (3). Students proceeding through the program at pace should plan to enroll in CPE during the summer between their first and second year. *A typical allotment of units* for a full-time MDiv student *might* look like this:
  - **1st Award Year:** Thirty (30) Academic Units (includes Summer units before the first Fall)
  - **2nd Award Year:** Nine (9) Units of CPE + twenty-four (24) Academic Units
  - **3rd Award Year:** Twenty-seven (27) Academic Units
- **Master of Arts in Religion:** On track to complete the program in two (2) years = twenty-four (24) Academic Units per year.

- **Master of Arts in Leadership Studies:** On track to complete the program in two (2) years = twenty-seven (27) Academic Units per year.

### 3.2.2 Calculation of Enrollment

Calculation of enrollment is determined by degree program per term and will be impacted by the following parameters:

- Non-tuition units of credit (CPE for all students and Praxis and Internship for MRP students) count toward the calculation of a course load; however, because these are fee-based units of credit, no reduction in tuition or fees will be awarded for these courses.
- Tuition reduction awards will be offered only for courses registered and paid through Meadville Lombard.
- Tuition reduction awards are limited to the number of units of credit required to complete the degree program.
- University of Chicago Fall quarter units of course credit count toward the Meadville Lombard Fall semester course load. The U of C Winter and Spring quarter units of course credit will count toward the Meadville Lombard Spring semester course load.



## 4 Library Policies and Procedures

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The Wiggin Memorial Library contains extensive holdings in the fields of Unitarian and Universalist history and theology, comparative religion, social ethics, literature, and philosophy. The collection includes more than 40,000 volumes, 22 electronic resources featuring hundreds of journals, 20 print periodicals, dozens of historical serials, and the archives of many significant figures in the history of liberal religion.

Additionally, Meadville Lombard students have access to more than seven million volumes through the University of Chicago library system, the Association of Chicago Theological Schools (ACTS), the Chicago Area Theological Library Association (CATLA), and the American Theological Library Association (ATLA).

The library collection is meant to be available to all members of the Meadville Lombard community including alumni, current students, faculty, and staff, , as well as UU religious professionals and lay UUs. Students are strongly encouraged to utilize the library's physical and electronic resources. Students should also be mindful of the needs of others and return items promptly. The full library and archive policies are available through the library website (<http://www.meadville.edu/wiggin-library.php>).

### 4.1 Library Hours

Stacks are open by appointment, Monday, Wednesday, and Friday, 9:00am-12:00pm.

### 4.2 Circulation

4.3 Contact the Library Assistant to check out and return books or access other library resources. **Reference Questions**

Contact the Library Assistant with reference questions. Reference and research assistance may be conducted by email, in person, over the phone, or using a video chat system.

### 4.4 Lending Policies

The Library primarily serves the students, Faculty, and staff of the Meadville Lombard Theological School. Students and faculty of the other ACTS schools, the University of Chicago, CATLA libraries, and members of the ATLA Reciprocal Borrowing Program have borrowing privileges, with a valid school ID. Users from ACTS schools must also have a valid ACTS borrowing card.

In addition, we are able to lend materials off-campus to UU religious professionals and lay UUs, with some restrictions (4.4.9). Researchers with appropriate credentials may have access to the stacks by appointment and may request materials from closed parts of the collection. Please contact the Director of Library for more information.

#### 4.4.1 Fines

Books are due 60 days after they were checked out. All books should be returned by the end of the semester. Please renew books if you need them beyond their due dates. You may renew items over the

phone, by mail or e-mail, or in person. Email is preferred. All books must be returned on or before the last day of the Spring semester.

Late fees begin accumulating immediately after the item is due. All library items have a twenty-one (21) day grace period for late fees. Different items have different fees associated with them:

- Circulating books: 25¢/day
- Course reserve books (during the semester): \$1.00/day
- Course reserve books (during Intensives): \$1.00/12 hours
- Max fine: \$100.00, or \$10.00 per book

Overdue items will be considered lost 90 days after their due date. Patrons will be billed for the cost of the book and a \$25 processing fee. Fees for lost out-of-print and rare books will be assessed by Library staff based on the particular item. Replacement copies of lost books will not be accepted.

You will be notified when you have overdue or lost books. Failure to return or renew your books after the first overdue notice will result in a loss of library borrowing privileges until the books are returned, and may result in overdue fines. You will be notified when fines begin to accrue. The patron is responsible for the replacement costs of any lost books. Current students will be unable to graduate until they have settled such fines with the Library.

#### 4.4.2 **Book Check-out**

Most circulation is done through the mail. Contact the Library Assistant with the bibliographic information for the requested book and your address. Books in the general collection circulate for two months (60 days), may be renewed up to five (5) times, and are subject to recall. The patron will be notified of the day the book is shipped and the day it is due back. Students are responsible for the cost of return shipping. Students should notify the Library Assistant when returning a book by mail; failure to do so may result in fines if the book is delayed or lost in the mail.

#### 4.4.3 **Reserve Books**

Copies of all required books are put on course reserve at the beginning of each semester. Reserve materials may be checked out through the mail or in person. Reserve books are due back two (2) weeks from the date they are shipped from Meadville Lombard and are not subject to recall. The patron will be notified of the day the book is shipped and the day it is due back. All reserve books must be returned one (1) week before class begins. During Intensives, reserve books may be checked out in person for use either in class or overnight. Books checked out for class use may be checked out at any time during the day and are due by 5:00pm that day. Students are required to share access to the book with other students in class. Books checked out for overnight use may be checked out after 5:00pm and are due back by 8:45am the next morning.

#### 4.4.4 **Non-Circulating Items**

Periodicals, pamphlets, rare books, reference materials, archival materials, and MTS theses are non-circulating. Except for copying, non-circulating materials may only be used in the Library or Archive Study Room, with permission of Library staff.

#### 4.4.5 **Book Recall**

If you cannot find an item, notify the Library staff. If an item the Library owns is checked out, it can be recalled for you. Recalled books are due back two (2) weeks from notice, in person or through the mail.

#### 4.4.6 **Renewals**

Books may be renewed by mail, telephone, fax, email, or in person. Exception: all materials must be returned at the end of Spring semester for the end-of-the-year recall.

#### 4.4.7 **Interlibrary Loan**

If there is an article in a periodical that we do not have and it is available at another library, you may request a copy of the article through interlibrary loan. Contact the Library Assistant with the bibliographic information for the article.

Students should contact their local library to request a book through interlibrary loan, as the library is unable to mail interlibrary loan books to students outside of the Chicago area. Students who live in the Chicago area should contact the Library Assistant for information about requesting books through interlibrary loan.

#### 4.4.8 **Reciprocal Borrowing Privileges**

Students at Meadville Lombard have reciprocal borrowing privileges at many libraries around the country.

##### 4.4.8.1 **University of Chicago Library Access**

Full library privileges at the University of Chicago are open only to students taking a course at the University although limited access to the libraries is permitted for Meadville Lombard students. For further details, please contact the privileges office of the University of Chicago, which is located at the Regenstein Library, room 100F, 1100 E. 57<sup>th</sup> Street. See also the privileges office homepage at <http://ipo.uchicago.edu/>, or phone them at 773-702-8782 or 702-3344.

##### 4.4.8.2 **ACTS Library Access**

The Association of Chicago Theological Schools (ACTS) is a consortium of twelve theological schools in the Chicago area to provide means for cooperation among the member institutions in the areas of student cross-registration and library access and acquisitions. In order to borrow books from any of the ACTS member libraries, you will need a current ACTS library card,

which is available from the Meadville Lombard Library staff, and your Meadville Lombard student ID.

#### 4.4.8.3 **CATLA Library Access**

The Chicago Area Theological Library Association (CATLA) is a consortium of more than twenty theological schools in Illinois, Indiana, Iowa, Michigan, and Wisconsin meant to provide reciprocal services for other member libraries. You will need a current Meadville Lombard student ID. For a full list of member libraries, consult CATLA's website at <http://www.catlalibraries.org/archives/270>.

#### 4.4.8.4 **ATLA Library Access**

The American Theological Library Association (ATLA) is a consortium with more than 800 members around the country. Beginning in 2015, ATLA launched a voluntary reciprocal borrowing program among its members. Through this program, Meadville Lombard students may be able to find a theological school library near them. All participating libraries are listed at <https://www.atla.com/Members/programs/Pages/Reciprocal-Borrowing-Initiative.aspx> Meadville Lombard students will need their student ID to check out books.

### 4.5 **Other Library Users**

- 4.5.1 In addition to current Meadville Lombard students, faculty, and staff, members of the larger UU community have library borrowing privileges. These users include Meadville Lombard alumni, religious professionals (Ministers, D/REs, and music directors) as well as lay UUs. Items may be checked out for up to one (1) month, and can be renewed twice. Library users are responsible for the return shipping of all Books. Oral History Archives

The Meadville Lombard Archives and Special Collections houses the records of Meadville Theological School, Lombard College, and Meadville Lombard Theological School. The Archives is also responsible for the safekeeping of materials of historical and cultural significance to liberal religion, Unitarianism, Universalism, and Unitarian Universalism.

#### 4.5.2 **Content of Archives**

The collections within the archives primarily consist of primary material, including digital documents, correspondence, manuscripts, scrapbooks, organizational records, photographs, audio-visual records, newspaper clippings, rare books, and printed ephemera.

A vital part of the Meadville Lombard Archives and Special Collections are our named special collections that act to help focus our archives to better serve communities underserved by traditional archiving. Currently, we have five named special collections that act to preserve and make accessible the stories of specific communities:

- Sankofa Special Collection- UUs of Color
- Cuentos Special Collection - Latino/a UUs
- Heresies Special Collection - UU Women

Angus Maclean R.E. Special Collection - UU Religious Educators

The Humanist Special Collection- Humanists

All our special collections have active input from the communities they serve through a committee system that helps create policies and practices that fit the specific needs of each community.

#### **4.5.3 Archive Use**

To access archival materials, contact the [archivist](#). In most cases, the Archives are only available for use on campus. Because some of our material is stored off-site, you should contact the archivist at least two weeks before you need to use the materials, so that we can ensure the availability of what you need. In some cases and within reason, we can scan selected material at your request and send you a high-quality scan of the item(s) you need. As materials are processed, inventories will be posted online.

## 5 Appendix

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The following forms are attached for your ease of use:

Add/Drop

Independent Study Request

Incomplete Request

Request for Accommodation



Independent and Directed Study in a course will be granted in only most extraordinary circumstances. Any independent study requires enrollment in an established registration period, execution during an established term, and payment of the normal per-credit tuition amount. A letter grade is normally awarded for independent/directed study.

The independent /directed study needs to be administered by a full time faculty or by a faculty member who has recently taught the course at Meadville Lombard Theological School.

The registration fees and tuition are the same for Directed/Independent study classes as for any other Meadville Lombard course.

The following sections must be completed and returned to the Director of Student Records.

**TO BE COMPLETED BY STUDENT (please print)**

Name: \_\_\_\_\_ ID # \_\_\_\_\_

Course Title: \_\_\_\_\_ Term/Year: \_\_\_\_\_

**I request permission to take an independent/directed study in the course named above. By signing below, I confirm that I have read and understand the parameters outlined above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY COURSE INSTRUCTOR**

I have arranged for the student named above to take an independent/directed study under me in the course noted above.

The student will earn \_\_\_\_\_ credit(s) for this independent/directed study.

Instructor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE PROVOST AND THE STUDENT’S ACADEMIC ADVISOR MUST APPROVE THE INDEPENDENT STUDY**

Academic Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Student Records: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR STUDENT RECORDS OFFICE USE ONLY**

Course ID: \_\_\_\_\_ Filed in Student Record: \_\_\_\_\_ Credit / Grade: \_\_\_\_\_

MEADVILLE/LOMBARD  
THEOLOGICAL SCHOOL  
DROP/ADD FORM

(TO BE COMPLETED BY ADVISOR/REGISTRAR ONLY)

Student Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

DROP COURSE(S)

ADD COURSE(S)

Course No.	Course Title		Course No.	Course Title

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Advisor/Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR STUDENT RECORDS OFFICE USE ONLY**

Course ID: \_\_\_\_\_ Filed in Student Record: \_\_\_\_\_ Credit / Grade: \_\_\_\_\_



## INCOMPLETE REQUEST FORM

See second page for Incomplete Policy

### TO BE COMPLETED BY STUDENT

Name: \_\_\_\_\_ ID # \_\_\_\_\_

Course ID: \_\_\_\_\_ Course Title:  
\_\_\_\_\_

Term/Year: \_\_\_\_\_

Special Circumstance(s) prompting Incomplete Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I confirm that I have read the Incomplete Policy and understand that the work must be completed before the end of the term immediately following this term (including summer) or I will receive a Permanent Incomplete, resulting in no earned credit for the class. By signing below, I also confirm that I understand by failing to complete the work for this class I may become ineligible for Federal Financial Aid and/or Institutional Tuition Reduction.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY COURSE INSTRUCTOR

Instructor Name: \_\_\_\_\_

Approved: \_\_\_\_\_

Rejected: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Student Records: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Faculty

## INCOMPLETE POLICY

An Incomplete is defined as **any extension of time** to complete class work beyond the last day of the course term. The mark “I” (Incomplete) on a transcript indicates that a student registered for course credit has not submitted all the evidence required for a qualitative grade, but has made satisfactory arrangements with the instructor prior to the original date when work is due.

Meadville Lombard Theological School requires that work must be completed within the term immediately following the term in which the extension was requested, including summer term. If the work is not completed and graded satisfactorily by the end of the term immediately following the term in which the course was originally taken, the grade will be recorded as “Failure” (F) and no credit will be earned for the course. Both the “Incomplete” (I) and “Failure” (F) grades are considered unsuccessful completions and will affect your eligibility for Federal and Institutional Financial Aid (See the Student Academic Progress (SAP) section of the Academic Standing and Financial Aid Policies in the Student Handbook).

### Procedures:

1. The maximum allowable time for an extension is one term after the end of the term in which the course was taken (example: course-work for an Incomplete taken in spring term must be completed by end of summer term).
2. Before the last day of the term in which the course is being taught, the student arranges with the instructor for an Incomplete.
3. The student procures Incomplete Request Form from the Director of Student Records.
4. The student gets the instructor’s signature and returns the form to the Director of Student Records **by the last day of the term**; the Director of Student Records then forwards the form to the Provost for signature.
5. The Director of Student Records sends one copy of the completed form to the student’s academic advisor, and files one copy in the student’s record.
6. Upon successful completion of the coursework, the instructor will submit a grade of Pass/Fail to the Director of Student Records (students cannot earn a letter grade for an Incomplete). The Director of Student Records will record the grade and notify the student’s academic advisor of the completed work.
7. Failure to complete a course by the end of the next term will result in a “Permanent Incomplete” (PI) on the transcript; students do not earn credit for Permanent Incompletes. No Institutional Tuition Reduction awards will be awarded for any course taken to replace a permanent incomplete course for which Institutional aid was given.

Please note that the mark “I” on your transcript will count against your “pace” (as defined in the Student Academic Progress (SAP) section of the Academic Standing and Financial Aid Policies) and may result in your ineligibility for Federal Financial Aid and/or Institutional Tuition Reduction in future terms. Approved by Faculty

## Accessibility/Disability and Accommodations Policy

### Statement

Meadville Lombard Theological School is committed to providing a quality theological education to a diverse group of students and will provide reasonable accommodations to special needs within the limits of what is readily achievable. The partnership between student and Meadville Lombard in addressing a challenge presented by a disability involves the following:

### Disclosure

It is the responsibility of the student to self-disclose learning disorders and/or disabilities that require accommodations.\* If the student chooses to self-disclose s/he must use the Request For Accommodation form found in the Appendix. The school recognizes that the choice to self-disclose is very personal and all conversations/documentation will remain confidential.

\*Accommodation refers to “modifications that need to be made to minimize the discriminatory effect of a person’s physical, emotional, or learning disability, insofar as the provision of the adjustment does not cause undue burden on the setting or the institution. In academia, reasonable accommodations are called academic adjustments, and they might include classroom adjustments, exam modifications, or administrative accommodations.”

### Policy/Process

Meadville Lombard Theological School follows these guidelines and procedures for medical documentation of disabilities:

1. The clinician selected by the student must be qualified to make a diagnosis in the area of specialization (and cannot be a member of the student's family).
2. The evaluation should be written on professional letterhead, be current (usually within 6 months but no more than one year) and it should contain the date of the last appointment with the student.
3. The clinician must clearly state the disability claimed to be covered under the ADA.
4. The documentation must clearly support the claimed disability, with relevant medical and other history.
5. The evaluation must include a description of current treatments and assistive devices and technologies (if any), with estimated effectiveness in ameliorating the impact of the disability.
6. The evaluation must include a statement from the clinician indicating a timeframe within which the student should be re-evaluated for the learning disorder and/or disability, indicating that no re-evaluation is needed if that is the case.
7. There must be a description of the functional limitations the student experiences as a result of the disability which specifically addresses a post-secondary educational setting.
8. The request must clearly state the accommodations being requested.
9. The documentation must clearly support the need for the requested accommodation(s).

Once the Vice President of Enrollment Management and Student Affairs receives the Request for Accommodations form (with above stated documentation), s/he reviews it (in consultation with a disabilities consultant if deemed necessary), and, with the student’s written consent, consults with the clinician (if clarification is needed). The Vice President of Enrollment Management and Student Affairs will then meet with the student to determine what accommodations will be reasonable and/or appropriate. Academic accommodations can be denied when appropriate documentation has not been provided by the student.