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## **Section One: Community Life**

### **COVENANT OF PROFESSIONAL ETHICS AND BEHAVIOR**

#### **WESLEY THEOLOGICAL SEMINARY**

Wesley Theological Seminary, rooted in the Christian tradition, recognizes that theological education involves ethical formation as well as academic formation. It is important that students recognize that the seminary holds certain legitimate expectations that students will act with integrity toward self and community. We expect the Covenant of Professional Ethics and Behavior to be honored in practice and in intent. Readiness for ministry will be gauged by faithfulness to this covenant.

#### **Institutional Covenant**

The seminary covenants to welcome students as valued members of the community and treat them with respect, dignity, fairness and equity. The seminary also covenants to promote a safe and healthy environment, to promote a climate that nourishes professional, spiritual, personal, and emotional development, and to provide support services or referrals for assistance with personal issues and academic advancement.

### **COVENANT OF PROFESSIONAL ETHICS AND BEHAVIOR**

Recognizing that we are creatures of our Creator called to live in community with God and one another, we commit to live in covenanted relationship.

**As a partner in this covenant, I, the student, commit myself to:**

#### **The Covenant of Stewardship**

I will be a faithful steward of and fully accountable for funds, property, and human resources related to my study and ministry. I will be respectful of the time and energies of faculty, staff, and administration, and other students.

➤ *Use of Property*

I will use seminary property (computers, dormitories, classrooms, etc.) only for its intended purpose. I will do my best to make sure that property is respected and that maintenance needs are reported promptly. I will report situations that threaten the safety and well-being of the community.

➤ ***Financial Accountability***

I will act responsibly in incurring indebtedness, considering my potential for employment and my family and personal commitments. I will be responsible in meeting my financial obligations, including prompt payment of tuition and fees.

➤ ***Timeliness***

I will submit course work on time and take course attendance requirements seriously. Regular attendance in classes and timeliness in submitting work is a matter of respect and courtesy to faculty members and fellow students. When a deadline cannot be met, I must negotiate in advance with either the professor or the Dean as specified in the Wesley Theological Seminary Catalog and course syllabus.

➤ ***Special Needs***

I will take responsibility to negotiate with the seminary about my special needs in accordance with seminary policy. Such conditions might include learning disabilities, family emergencies, physical limitations and severe illness. I will not undertake on my own the remedy of special needs of others in the community, including extended counseling, financial support, or inappropriate academic assistance.

**The Covenant of Self-Care**

I will manage my personal life in a healthful fashion and seek consultations with appropriately qualified persons for my personal problems or conflicts when necessary. I remain accountable for honoring the duty of spiritual growth, self-improvement, intellectual openness, and physical well-being.

**The Covenant of Dignity and Inclusiveness**

I affirm that all persons at Wesley Theological Seminary should be treated with respect regardless of their race, gender, sexual orientation, religion, marital status, political belief, national origin, physical and mental disabilities, age, or any other human condition.

I will respect each person's integrity, values, conscience, spirituality, and theology and will protect the welfare of all persons, considering the impact of my words and actions on those around me. I will be respectful in criticizing students, faculty, and staff, and I will be truthful and honest in relating to others.

I have read and affirm the Commitment to Diversity (p. 61) and the Disabilities Statement & Procedures (p. 59) in the Student Handbook.

***The Covenant of Academic Honesty***

I recognize that all forms of academic dishonesty are detrimental to my integrity and to the community. I recognize that infractions of this covenant may lead to a review of my status in the

community. I recognize that professors have authority to determine whether computers will be used for exams. I will sign an honesty pledge for all in-class examinations.

I have read and affirm the policy on dishonesty under the Academic Standards and Disciplinary Actions Section (p.51) of the Student Handbook.

### **The Covenant of No-Harassment**

I will seek collegial relationships with colleagues, faculty and staff. I affirm Wesley Theological Seminary's commitment to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment and threats (verbal, visual, physical, and sexual). *This is the last statement in the covenant.*

### **CONTACT INFORMATION FOR ADMINISTRATIVE OFFICES**

The Administrative Offices of the Seminary are open Monday through Friday, 8:30 a.m. - 12:00 p.m. and 1:00 p.m. - 4:30 p.m., unless otherwise noted. Also, the Administrative offices are sometimes closed during the 11:00 a.m. Tuesday chapel service.

Straughn dormitory and Carroll Hall apartments have Resident Managers on duty during non-business hours. Resident Manager contact information is posted on the front door of each building beside the telephone.

The primary area code for Washington, DC is (202). All campus phone numbers begin with the 885 extension. (Ex. Switchboard: (202) 885-8600 dialing from off campus; x8600 dialing from on campus).

### **BUILDING DESIGNATIONS**

T	Trott Administration Building	TG	Trott Administration Building lower level
S	Straughn Dormitory	SG	Straughn Dormitory lower level
K	Kresge Academic Center	KG	Kresge Academic Center
C	Carroll Hall Apartments	KB	Kresge (dining room level)

### **PERSONNEL**

### **EXTENSIONS**

#### **President's Office**

##### **President (T-100):**

David McAllister-Wilson      [president@wesleyseminary.edu](mailto:president@wesleyseminary.edu)      8601

##### **Executive Assistant to the President:**

Mary Bates-Washington      [mbates@wesleyseminary.edu](mailto:mbates@wesleyseminary.edu)      8601

##### **Special Assistant to the President:**

Jane Deland      [jdeland@wesleyseminary.edu](mailto:jdeland@wesleyseminary.edu)      8602

#### **Dean's Offices**

##### **Academic Dean (T-105 Suite):**

Amy G. Oden      [aoden@wesleyseminary.edu](mailto:aoden@wesleyseminary.edu)      8673

##### **Administrative Assistant to the Dean:**

Eleanor Gease	<a href="mailto:egease@wesleyseminary.edu">egease@wesleyseminary.edu</a>	8611
<b>Faculty Support (T210):</b>		
Amy Serridge	<a href="mailto:aserridge@wesleyseminary.edu">aserridge@wesleyseminary.edu</a>	8660
<b>Associate Dean for Community Life (T-105 Suite):</b>		
Shelby Martin Haggray	<a href="mailto:shaggray@wesleyseminary.edu">shaggray@wesleyseminary.edu</a>	8614
<b>Director of Housing &amp; Administrative Assistant for Community Life:</b>		
Amelia Din	<a href="mailto:agdin@wesleyseminary.edu">agdin@wesleyseminary.edu</a>	8612
<b>Assistant Dean for the Mount Vernon Place Project:</b>		
Youtha Hardman-Cromwell	<a href="mailto:yhardman@wesleyseminary.edu">yhardman@wesleyseminary.edu</a>	8618
<b>Director of Church Relations and Institutional Technology (TG-05):</b>		
Joe Conte	<a href="mailto:jconte@wesleyseminary.edu">jconte@wesleyseminary.edu</a>	6074
<b>Program Administrator for Summer School and COS (K-113):</b>		
Sara Shepherd	<a href="mailto:sshepherd@wesleyseminary.edu">sshepherd@wesleyseminary.edu</a>	8688
<b>Director of the Doctor of Ministry Program and Associate Professor of Theology, Ministry and Congregational Development</b>		
Lewis Parks	<a href="mailto:lparks@wesleyseminary.edu">lparks@wesleyseminary.edu</a>	6481
<b>Administrative Assistant for Director of Doctor of Ministry Program</b>		
Rebecca Scheirer	<a href="mailto:rscheirer@wesleyseminary.edu">rscheirer@wesleyseminary.edu</a>	8670
<b>Director of International Student Services (T202):</b>		
Alice Davis	<a href="mailto:adavis@wesleyseminary.edu">adavis@wesleyseminary.edu</a>	6069
<b><u>Business Office (T-103)</u></b>		
<b>Director of Personnel:</b>		
Barbara Donelson	<a href="mailto:bdonelson@wesleyseminary.edu">bdonelson@wesleyseminary.edu</a>	8552
<b>Receptionist and Facilities Coordinator:</b>		
Diane Wogaman	<a href="mailto:dwogaman@wesleyseminary.edu">dwogaman@wesleyseminary.edu</a>	8600
<b>Controller:</b>		
Bill Walker	<a href="mailto:bwalker@wesleyseminary.edu">bwalker@wesleyseminary.edu</a>	8622
<b>Accounts Payable/Payroll:</b>		
Ginny Slayton	<a href="mailto:gslayton@wesleyseminary.edu">gslayton@wesleyseminary.edu</a>	8661
<b>Student Account Specialist:</b>		
Shannon Strang	<a href="mailto:sstrang@wesleyseminary.edu">sstrang@wesleyseminary.edu</a>	8662
<b>Financial Aid (T-201):</b>		
Mary Vibert	<a href="mailto:mvibert@wesleyseminary.edu">mvibert@wesleyseminary.edu</a>	8663
<b><u>Registrar's Office (T-104)</u></b>		
<b>Registrar:</b>		
Drew Thiemann	<a href="mailto:dthiemann@wesleyseminary.edu">dthiemann@wesleyseminary.edu</a>	8651
<b>Assistant Registrar:</b>		
		8649
<b>Records and Registration Assistant</b>		
Shannon Smith	<a href="mailto:ssmith@wesleyseminary.edu">ssmith@wesleyseminary.edu</a>	8650
<b><u>Practice of Ministry and Mission (PMM) Office (K-107)</u></b>		

<b>Director</b>		
Joe Bush	<a href="mailto:jbush@wesleyseminary.edu">jbush@wesleyseminary.edu</a>	6482
<b>Associate Professor &amp; Associate Director</b>		
Joseph Tortoricci	<a href="mailto:jtortoricci@wesleyseminary.edu">jtortoricci@wesleyseminary.edu</a>	8558
<b>Associate Professor &amp; Associate Director</b>		
Fred Smith	<a href="mailto:fsmith@wesleyseminary.edu">fsmith@wesleyseminary.edu</a>	8596
<b>Program Assistant</b>		
Josie Hoover	<a href="mailto:jhoover@wesleyseminary.edu">jhoover@wesleyseminary.edu</a>	8666

**INCLEMENT WEATHER & EMERGENCY CLOSING POLICY**

There may be days when the Seminary will need to close due to inclement weather. On those occasions, a recording will be put on the Seminary’s switchboard at (202) 885-8600, as soon as any decision regarding closing or delayed openings is made. (If when you call the switchboard, you hear the usual recorded message, then the Seminary is open as usual.) Every effort will be made to make closing information available by 6:30 am. When weather conditions change, the decision to keep the Seminary open may be modified. Therefore, you are advised to re-check just before traveling to the Seminary.

For information about closings, please refer to one of the following resources:

WTS Switchboard - (202) 885-8600  
Wesley website - ([www.wesleyseminary.edu](http://www.wesleyseminary.edu))

<u>Radio Stations:</u>	<u>Television Stations:</u>
<a href="#">WTOP</a> 1500 AM	<a href="#">WRC</a> 4-1 NBC
<a href="#">WMAL</a> 630 AM	<a href="#">WTTG</a> 5-1 Fox
<a href="#">WAMU</a> 88.5 FM	<a href="#">WJLA</a> 7-1 ABC
<a href="#">WMMJ</a> 102.3 FM	<a href="#">WUSA</a> 9-1 CBS
<a href="#">WGMS</a> 103.5 FM	

**EMERGENCY CLOSING**

If a non-weather-related event occurs in the Washington, DC area that will impact Wesley Theological Seminary, we will use our primary mode of dissemination of information: our switchboard – (202) 885-8600. We also would use as many of the other resources listed above as possible. In the event that the Department of Homeland Security declares a Code Red that encompasses this region, the school will be closed until further notice.

**EMERGENCY PREPAREDNESS PLAN**

In the case of an actual Disaster or a declaration of Code Red by the Department of Homeland Security, the community will follow the below listed procedures:

- The community will be notified of the emergency by one or more of these methods, (alarms, whistles or air horns sounding in the buildings, switchboard, voice mail system, e-mail, signs, and individual contact) regarding the type of emergency.
- If you are required to evacuate the buildings, (*emergency notification will be by fire alarm*), please exit at least 500 feet from any building.
  1. Trott evacuates down the entry drive to Massachusetts Avenue and proceeds towards University Avenue.
  2. Kresge evacuates down the exit drive towards University Avenue.
  3. Library evacuates down the exit drive towards University Avenue.
  4. Straughn evacuates down the exit drive towards University Avenue.
  5. Carroll evacuates down the exit drive towards University Avenue.
- If the building is locked down (*emergency notification will be by whistles or air horns*), you will need to relocate to an area in the building that is marked as a safe area.
  1. Trott relocates to safe areas on the ground floor (basement/annex) of the Library.
  2. Kresge relocates to safe areas in the tunnel leading to Trott and in the ground floor (basement) hallways of Trott.
  3. Library relocates to safe areas in the basement lounge, hallway area and the tunnel leading to Kresge.
  4. Straughn relocates to safe areas on the ground floor north side of building by the mail boxes, Welliver Lounge, in the hallway and the open area by the prayer room.
  5. Carroll West relocates to the safe areas on the ground floor by the storage room, laundry room and the hallway area.
  6. Carroll East relocates to the safe areas on the ground floor by the storage room, laundry room and the hallway area.
- Disaster supplies such as food, water, flashlights, battery-operated radios, first aid kits, emergency supply kits, and tool kits for mechanical rooms (list of supplies will be listed on each kit), will be located in the following locations:
  1. Trott supplies located in closet #14 by TG-09.
  2. Library supplies located in the basement lounge.
  3. Straughn supplies located in the food pantry on the ground floor.
  4. Carroll east supplies located in storage locker #1 marked by signage
  5. Carroll west supplies located in storage locker #2 marked by signage.

## **POSTING POLICY**

There will be no posting of signs on any doors or other surfaces of the main Wesley campus (see below for Residence Halls), with the exception of the Seminary event list, course lists and emergency postings made by the Facilities Staff. There are NO other exceptions. Signs will be immediately removed if violated.

## **General Event Promotion**

- All Seminary events can be advertised in three ways – weekly e-mail announcements (which are also posted at various strategic locations on campus), the Wesley Journal, and on the events calendar page of the Wesley web-site. (<http://www.wesleysem.edu/events/default.asp>)
- To promote an event on one or all of these mediums, e-mail all event details to [communications@wesleyseminary.edu](mailto:communications@wesleyseminary.edu).
- The various editors have the right to deny inclusion and/or to edit information to fit their respective publication. Rationale will be given for those items wholly denied.
- All information must be submitted by noon on the Wednesday of the week prior to the event. There will be no exceptions made, and information can not be disseminated if not submitted in the manner described above.
- Freestanding, portable sign holders are available in the mail room. They must be reserved through the Facilities Coordinator and can be checked out on the same day of the event. Event planners must make their own 8 ½ x 11 or smaller signs to be put in the sign holders and arrange for the return of the sign holders upon completion of the event.
- All notices and advertisements must comply with Seminary guidelines regarding diversity and respect for various points of view and the variety of cultures represented in the Seminary community.

## **Bulletin Boards**

- General Purpose bulletin boards are provided in various locations throughout the campus for posting of materials of general interest to various members of the Wesley Seminary community.
- Some bulletin boards are reserved for official seminary notices or for announcements from specific departments. Notices should only be posted on these boards by faculty or staff of the Seminary.

## **Signs in Residence Halls**

The doors of Straughn and Carroll Halls are reserved for materials from the Office of Community Life and Housing. Any other materials that provide information on events directly related to the life of the seminary may be posted on the bulletin boards located in the lobbies of Straughn and Carroll provided for that purpose. Any student, staff member, or faculty member can post a message providing it falls in line with the following guidelines:

Messages are hung on a first-come basis and all new messages must be hung in a manner that does not block any existing message.

Material may only be removed by a member of the sponsoring organization or Housing Staff. If any member of the community feels that any posted material is hung in violation of a Seminary policy, they should report it to the Office of Community Life.

In order to provide space and opportunity for all members of the community to have access to board space, notices should not be hung more than 7 days in advance of an activity. Prior notice of an activity can be posted on the general purpose bulletin boards or advertised in the Wesley Journal (see above).

Notices must be removed within 24 hours after a meeting or event has taken place. It is the responsibility of the organization sponsoring the event to ensure that this is done.

## **PARKING**

Parking is available on campus for residents. All spaces are unreserved, but a parking permit is required. One permit per student is included in the Activity Fee paid each semester. Additional permits may be obtained from the Business Office at a cost of \$50 per year. Only one vehicle per adult resident is allowed. Cars without parking permits will be ticketed. Abandoned or disabled vehicles will be towed at the expense of the owner.

Drivers are warned to watch their speed and obey directional signs in the parking lot at all times, but particularly during times of warm weather when community children are outside playing. After a snowfall use only the paths that have been cleared to ensure your safety.

## **ACCESS KEYS**

### **GATE KEYS**

The gate to the American University Campus is located near Carroll Hall. The gate is kept locked at all times. Gate keys are available in the Office of Community Life and Housing for a deposit of \$5.00 (paid to the Business Office).

### **600 KEYS**

Access to the computer lab within Straughn Dormitory, Welliver Student Lounge, and the Straughn Prayer room is open to all Wesley Seminary students. Students will need to stop by the Office of Community Life and Housing to sign out a 600 key at their convenience. There is no fee to check out a 600 key, however, all keys must be remitted to the Office of Community Life and Housing at the end of the spring semester (unless students are living on campus or enrolled in summer classes).

## **COMPUTER SERVICES**

The Wesley Theological Seminary homepage is located at [www.wesleyseminary.edu](http://www.wesleyseminary.edu). Access to the most commonly used student online resources are located on the Wesley Student Portal at <http://www.wesleyseminary.edu/mywesley>.

The computer room is located on the basement level of Straughn Hall near the mailboxes. Only Wesley students are allowed to use the computer room. The 600 key opens the door for Straughn Hall and the computer room. Off-campus students can obtain a key from the Housing Office. **Questions regarding the computer room and Wesley's network can be directed to ext. 8619. Wesley's IT personnel do not address personal computer problems unrelated to Wesley's network.**

## **ACCESS**

1. You may log on to the Wesley network and access your e-mail account by using one of the computers in the Student Computer Lab. When at home, if you have an Internet

Service Provider (ISP), such as AOL, Erols, etc., you may access your Wesley e-mail account through the Internet through the Student Portal at <http://www.wesleyseminary.edu/mywesley>.

2. Those who use wide-area networks (such as the Internet) to communicate with others or to connect to computers at other institutions are expected to abide by the rules for the remote systems and networks as well as those for Wesley's systems.
3. Periodic network maintenance is required to keep the systems running properly. During scheduled maintenance outages, the network may not be available. Users will be given notice when scheduled maintenance outages are planned. Wesley is not responsible for interruptions in access caused by catastrophic hardware or software failure.
4. The following activities are punishable disciplinary offenses and are strictly prohibited:
  - Providing access to Wesley's network to unauthorized users
  - Attempts to connect to computer systems or sites that have not granted access
  - Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
  - Decryption of system or user password
  - Intentional attempts to "crash" network systems or programs or any attempts to secure a higher level of privilege on Network systems
  - The willful introduction of computer viruses or other disruptive/destructive programs into the organization network or into external networks
  - Advertising routing information onto the network
  - Use of externally registered domain names (e.g. any domain outside of [www.wesleyseminary.edu](http://www.wesleyseminary.edu)) to point to any system on the Wesley network.
  - Promoting or procuring of pornographic material is prohibited.

## **ELECTRONIC MAIL**

Whenever you send electronic mail, your name and user ID are included in each mail message. **You are responsible for all electronic mail originating from your e-mail account.**

1. Electronic mail is a privilege and should be used responsibly. Misuse of the system is not acceptable (such as sending messages to everyone on campus, chain letters, messages for personal gain, promotion, advertising, commerce, harassment, threats, profanity, or gossip).
2. Passwords should not be given to other people.
3. Delete all messages from the mail system when they are no longer needed as a finite amount of storage space is available for electronic mail. Any messages that the user wants to keep should be saved on her or his own hard drive or floppy disk. Messages will automatically be deleted after a specified amount of time. Wesley is not responsible for lost or corrupted data that is irretrievable from backup tapes or servers.
4. Computer usage on campus is monitored by Wesley system administrators. For the servers this includes recording the number of user logons and logon attempts, connection time and disk storage. For the network this includes monitoring the number of users, messages and space usage. For electronic mail this includes ensuring the delivery of messages within the seminary and to/from the Internet. Wesley reserves the right to monitor e-mail communication for security and/or law enforcement purposes only. User files and mail are intended to be private.

5. The following actions are prohibited:
  - Forgery (or attempted forgery) of electronic mail messages
  - Attempts to read, delete, copy, or modify the electronic mail of other users
  - Attempts at sending harassing, obscene and/or other threatening e-mail to another user.
  - Attempts at sending unsolicited junk mail, “for-profit” messages or chain letters.

### **RULES FOR USING THE COMPUTER LAB**

Theft or other abuse of computer time or facilities is considered to be identical to the theft or abuse of other Seminary property. Violators of the computing privilege are subject to disciplinary action under the usual procedure for addressing non-academic disciplinary matters, including but not limited to revocation of all computing privileges.

1. Use of the computer lab is limited to Wesley students. Children under the age of 16 are not allowed in the lab.
2. Computers are available on a first-come, first-served basis. Computers may not be saved or reserved in advance for individual use.
3. The computer lab is provided to support the academic work of Wesley students. If your use of a computer is not course-related, please yield the machine to a student who needs the computer for course work. Be sensitive to the needs of others and use only your fair share of computing resources.
4. **The following are not allowed in the computer lab:**
  - **NO eating, drinking, smoking**
  - Modifications of any kind of the computer hardware or software configurations (**this includes loading software programs on the PCs**)
  - Running “Shut Down” on computers
  - Physical or other abuse of the computer equipment, including unplugging connections
  - Deliberate introduction of a computer virus
  - Copying of any software programs residing on the computers as prohibited by copyright law
  - Using the computers to violate copyright law
  - Using the computer facility for personal profit or commercial purposes
  - Using the computers to harass other computer users or publicly display offensive content or messages
6. Printing from the computers is accomplished by the use of a pay-as-you-go system using copy cards. The price for printing one page is \$0.10. Cards can be purchased from the dispenser in the computer lab or at the Library.
7. Extra paper for the printer is stored in the student lab. If you do not know how to load the paper, please do not proceed. Ask for help from the lab attendant (if on duty) or from friends. If the printer cartridge needs to be changed, please leave a note on the printer.
8. **DO NOT SAVE ANY INFORMATION ON THE HARD DRIVE** of the PCs. All information should be stored on floppy diskettes (you can obtain floppy diskettes from the Cokesbury bookstore). Information on hard drives will be erased without notification. **Wesley is not responsible for the loss of information due to hardware failure, power failure, improper saving to the hard drive or media failure.** Save often!
9. Take all personal property with you when you leave the lab. Wesley is not responsible for the loss of personal items or computer disks left in the lab.

10. The door to the computer room must remain closed at all times. The climate control system is calibrated to maintain a temperature of 72 degrees F. The system will fail if the door is left open too long.
11. **Keep the computer lab door LOCKED at all times.**
12. MS Office instructional video tapes are available in the library.

### INSTRUCTIONS FOR ACCESSING THE NETWORK

#### **Logging On To the Network Using a Wesley Computer:**

1. Enter your User name, Password, and Domain name. The Domain name is Wesley-domain.
2. Click OK or press enter.
3. If you get a screen that says your user name or password is not valid, re-enter the information. You may have made a typing error.
4. If you get a screen that says your password has expired, please change your password. You will be prompted to create a new password and to re-enter it to confirm it. Choose a password that you will remember and do not provide it to anyone else.

#### **To Check E-mail from Wesley and Home computers:**

Student e-mail is handled through the iMail e-mail program. You can access the student e-mail by clicking on the link at the Wesley Student Portal at <http://students.wesleyseminary.edu>.

1. Double click on your browser (Internet Explorer or Netscape) icon.
2. In the address line, type: <http://students.wesleyseminary.edu>
3. Click on the link that says "email" in the left hand column.
4. You will get the iMail Log On screen.
5. Type your User name and password, and then press enter or click OK.

**Be sure to log off before you leave the Student Computer Lab.** If you do not log off, someone else could have access to the network using your User ID. Click on Start. Click on Log Off, then click on Yes.

### DINING SERVICES

The refectory dining room is located on the bottom floor of Kresge. You will find the dining area, rest rooms, and several meeting rooms in this area.

The food menus are designed to offer a variety of nutritious and popular selections. Low fat and vegetarian options are available at each meal. Additionally, soup, salad bar and vegan options are available at lunch and dinner. If you have special dietary needs please consult with the food service manager directly.

Meals are offered buffet style and include all you can eat for a set price. We do not allow for "to go" containers and ask that you do not take food out of the dining areas. At the breakfast meal, you do have the option of set price or a la carte. The Dining Services Department is closed between meals, but a complimentary coffee station, located in the dining room, is provided for

your enjoyment. The complimentary coffee station is open 9:00 am until 11:30 am, 1:30 pm until 4:30 pm and after dinner until 8:30 pm. Cups are not provided; bring your own mug.

Compliments, complaints, and suggestions about the foodservice can be placed in the brown oak comment box in the dining hall. The messages in this comment box go directly to the Community Life Office.

## **HOURS FOR DINING HALL**

Continental Breakfast **8:00 am – 9:00 am Monday - Thursday**  
Lunch **11:45 am – 1:30 pm Monday - Thursday**  
Dinner **5:00 pm - 6:30 pm Monday - Thursday**

**There is no food service available on Friday, Saturday, or Sunday.** However, when school is in session, area churches bring dinner for campus residents on several Saturday evenings

## **PAYMENT**

### **Meal Prices**

Continental Breakfast - a la carte  
Lunch Meal - \$7.50  
Dinner Meal - \$7.50  
Salad Bar Only - \$5.25 (includes beverage and dessert)

Each student who is registered for the semester receives 12 meal tickets. The costs of these are included in student fees. Additional meal tickets may be obtained in the business office for \$7.50 each. Have your tickets or cash ready at the register. Board students will need to sign in with the cashier at each meal.

## **PERSONNEL**

### **Food Service Director**

Roberta Brannon

[rbrannon@wesleyseminary.edu](mailto:rbrannon@wesleyseminary.edu)

## **EXTENSIONS**

8665

## **MAIL ROOM AND COPY CENTER**

The mailroom and copy center are located on the bottom floor of the Kresge Academic Center, KG04. Mailbox assignments may be acquired there. A key deposit of \$25.00 is required. Since there are not enough mailboxes available for the number of students, in many cases two share one mailbox. So, if you find more than one copy of a general circular in your box, take one copy and leave the other for your box mate.

## **OUT GOING MAIL**

Campus mail may be deposited in the slot adjacent to the mailboxes or in the slot in the mailroom. Local and out-of-state mail may be deposited in the appropriate slot in the mailroom or in the box on Massachusetts Avenue next to the entrance to Wesley. Pick up is at 12:00 p.m. and 5:00 p.m.

**PACKAGES**

If a package is received for a student, a notice will be placed in the box. Packages are placed on the shelves immediately to the left of the door in the mailroom.

**Hours:** Monday -Thursday 8:30 a.m. - 12:00 noon, 1:00 p.m. - 7:30 p.m.

Tuesday 8:30 a.m. - 11:00, 1:00 p.m. - 7:30 p.m.

Friday 8:30 a.m. - 12:00 noon, 1:00 p.m. – 4:30 p.m.

The Mail Room is open during some holidays (Reading Week), but closes at 4:30.

**PERSONNEL**

**Mail Room/Audio Visual Supervisor/Copy Center Manager:**

Raymond Washington [rWASHINGTON@wesleyseminary.edu](mailto:rWASHINGTON@wesleyseminary.edu)

**EXTENSIONS**

8645

## **Section 2: Housing and Residential Life**

There are two residential facilities on Wesley's campus: Straughn Dormitory and Carroll Hall. Straughn Dormitory houses single and commuter students in traditional style dorm rooms. Carroll Hall houses students and families in apartments. Carroll Hall has 34 one-bedroom apartments, five efficiency apartments and six two-bedroom apartments.

### **POLICIES FOR STRAUGHN DORMITORY**

#### **Eligibility**

Residence in Straughn Dormitory is restricted to students enrolled for at least nine credit hours in a degree program at Wesley Theological Seminary. (Children may not live in Straughn Dormitory.)

A student who ceases to be regularly enrolled must vacate her/his unit by the end of the month in which her/his student status terminates and will be treated as if she/he has canceled her/his contract.

#### **Terms of Contract**

Responsibility for the unit and liability for rent will begin on the Saturday before the first day of classes and end on the day of commencement. Permanent residents may choose the option of having a commuter roommate several nights a week. The semester's rent will be reduced \$100.00 for each night of the week the commuter is housed there. Summer months are contracted separately from the academic-year contract.

Students who reside in Straughn Dormitory are also obligated to purchase the meal plan in the dining hall at a rate of \$860.00 per semester.

#### **Rental Fees**

Rent is due at the beginning of each semester and is paid in the Business Office. Any special payment arrangements must be made with the Business Office.

*Note: Rental charges will continue until all keys are returned to the Seminary and the unit is completely empty of the resident's belongings.*

#### **Rental Fees per semester for 2009-2010 school year for Straughn Dormitory:**

<b>Occupancy type</b>	<b>Rent per Semester</b>
Double occupancy	\$1,000
Single occupancy	\$2,100
With Commuter – 1 night	\$1,700
With Commuter – 2 nights	\$1,600
With Commuter – 3 nights	\$1,500

### **Contract Cancellation and Refunds**

A student may cancel the contract if the student withdraws from Wesley Theological Seminary or if the student's marital status changes. Rent will be refunded according to the following schedule based upon the first day of classes of each semester: during the third week-75%, during the fourth week-50%, during the fifth week-no refund. This may not apply if the resident makes other arrangements with the Seminary at the beginning of the semester. If a resident transfers to a Carroll Hall apartment during the contract term, the rent will be prorated and applied to the rent for Carroll Hall.

The Seminary reserves the right to cancel the contract in the event that the resident is not compliant with the regulations set forth in the contract. In most cases, the resident will receive one warning from the Seminary. If the resident continues to be in noncompliance with the terms of the contract, the Seminary will cancel the contract and the resident will be evicted without refund of rent or security deposit. In cases in which the resident may cause harm to self or other community members, the warning will be forgone.

### **POLICIES FOR STRAUGHN DORMITORY COMMUTER RESIDENTS**

#### **Eligibility**

Commuter housing in Straughn Dormitory is restricted to students enrolled full-time (at least nine credit hours) in a degree program at Wesley Theological Seminary. We will accommodate special and part-time students if availability exists. Commuter residents may stay a maximum of three nights per week in Straughn Dormitory. The following policies apply specifically to commuter students in Straughn Dormitory.

#### **Terms of Contract**

Commuter students contract for a semester (14 week) term. This does not include Seminary breaks or holidays. To request housing during breaks or holidays, please make arrangements with the Director of Housing. Prices are available in the Office of Housing.

*The rental day begins and ends at 12:00 noon. Commuter students are expected to arrive after 12:00 noon to move in and must vacate by 12:00 noon following their last night.*

#### **Rental Fees**

Rent is due at the beginning of each semester and is paid in the Business Office. Any special payment arrangements must be made with the Business Office.

*Note: Rental charges will continue until all keys are returned to the Seminary and the unit is completely empty of the resident's belongings.*

#### **Rental Fees per semester for 2009-2010 school year for Straughn Dormitory Commuters:**

<b>Occupancy type</b>	<b>Rent per Semester</b>
Commuter Double – 1 night	\$400
Commuter Double – 2 nights	\$800
Commuter Double – 3 nights	\$1,200

Commuter Single – 1 night	\$550
Commuter Single – 2 nights	\$1,100
Commuter Single – 3 nights	\$1,650

Commuter per night charge – Double	\$50
Commuter per night charge – Single	\$55

**Credit and Contract Cancellation**

A student may cancel the contract if he/she withdraws from Wesley Theological Seminary. The Seminary reserves the right to cancel the contract in the event that the resident is not compliant with the regulations set forth in the contract. In most cases, the resident will receive one warning from the Seminary. If the resident continues to be in noncompliance with the terms of the contract, the Seminary will cancel the contract and the resident will be evicted without refund of rent or security deposit. In cases in which the resident may cause harm to self or other community members, the warning will be forgone.

**Personal Property and Liability**

Commuters may leave personal items in their rooms, although it is not recommended. *All personal items left in the room should be labeled and stored.* Commuter rooms are used by guests and other commuters at other times during the week and therefore must be left tidy.

The Seminary assumes no legal responsibility of the personal property of residents on its premises or within its buildings. The Seminary strongly advises all residents to obtain appropriate insurance for their personal property.

**Policies for Carroll Hall**

**Eligibility**

Residence in Carroll Hall is restricted to students enrolled in at least nine credit hours in a degree program at Wesley Theological Seminary. Efficiency apartments may house no more than two adults or one adult and one child. One-bedroom apartments may house no more than two adults and two children. Two bedroom apartments may house no more than two adults and three children. Adult is defined as 18 years old or older.

A student who ceases to be regularly enrolled must vacate her/his unit by the end of the month in which her/his student status terminates and will be treated as if she/he has canceled her/his contract.

**Terms of Contract**

Responsibility for the unit and liability for rent will begin on the date stated on the contract and terminate on May 15<sup>th</sup>, unless special arrangements are made with the Seminary. Summer months are contracted separately.

**Rent**

The initial and final month's rents will be prorated by the Seminary.

*Note:* Rental charges will continue until all keys are returned to the Seminary and the unit is completely empty of the resident's belongings.

**Rental fees for the 2009-2010 school year for Carroll Hall are as follows:**

Apartment Type	Rent Per Month
Efficiency	\$650
One Bedroom	\$850
Two Bedroom	\$950

**Length of Occupancy**

Families may remain in Carroll Hall in accordance with the following limitations, as long as one member of the family is a regularly enrolled student at Wesley Theological Seminary. Non-student Seminary affiliates and students without family members with them may occupy units by the semester only.

**Contract Cancellation and Refunds**

The contract will be canceled if the resident withdraws from Wesley Theological Seminary. If the contract is canceled during an academic semester without previous arrangements with the Seminary, the resident will pay an additional one month's rent. If a resident transfers to Straughn Dormitory during the contract term, the rent will be prorated and applied to the rent for Straughn Dormitory.

The Seminary reserves the right to cancel the contract in the event that the resident is not compliant with the regulations set forth in the contract. In most cases, the resident will receive one warning from the Seminary. If the resident continues in noncompliance with the terms of the contract, the Seminary will cancel the contract and the resident will be evicted without refund of rent or security deposit. In cases in which the resident may cause harm to self or other community members, the warning will be forgone.

**Subletting**

A unit may be sublet to other Wesley affiliates by a resident who has signed the academic year contract. The sublet must be arranged with the Seminary's approval and executed on the appropriate forms. The original tenant remains liable for the rent to the Seminary whether or not the subleasee pays rent for the sublease to the original tenant.

**Vacating at the End of Contract Term**

Before vacating the unit, the resident must:

- 1) Notify the Seminary in writing at least 30 days in advance of the intention to move and provide a forwarding address;
- 2) Remove all belongings from the unit and storage areas;
- 3) Return all keys to the Seminary.

At the request of the tenant, a Seminary staff member will inspect the unit with the tenant to determine if it meets the standards set forth in the section on Security Deposits and further

elaborated in the vacating instructions. If such a request is not made, the tenant must accept the word of the Seminary about the condition of the unit.

### **Extermination**

The Seminary provides extermination service. Exterminators and Seminary personnel will enter units periodically for extermination. Residents are asked to notify Resident Managers at the first sign of roaches, bugs, or rodents.

### **Children**

Supervision of child residents is the responsibility of the parents. Children are expected to respect property and other community members as set forth in the Conduct and Consideration of Residents and Care of Premises paragraphs of the resident's contract. The Seminary will not be held responsible for injuries sustained by children playing anywhere on campus.

Parents/guardians must assume financial responsibility for any Seminary property damaged by children. It is expected that if there is harm done to the property, children and parents will be honest about the parent's liability. However, in cases where no one claims responsibility, the Seminary will reserve the right to judge who is responsible.

Child residents and their parent/guardians are expected to adhere to the specific rules and regulations for minor residents outlined in the housing contract. Failure of children to observe these regulations will result in a warning to the student parent/guardian. Continued infringements following one warning may result in termination of the resident's housing contract.

## **POLICIES AND GENERAL INFORMATION FOR ALL RESIDENTS**

### **Security Deposit**

A security deposit, as indicated in the contract, must be paid to the Business Office before keys to the apartment or room can be obtained. The security deposit is payable by a certified check, money order, travelers check, personal check, cash, or credit card.

The security deposit will be returned in full on the resident's account with the Seminary Business Office when the resident vacates the unit at the end of the contract term and meets the conditions stated in the vacating instructions.

The security deposit will not be returned in full or in part if:

1. The resident cancels the contract without permission of the Seminary;
2. The unit has been damaged beyond normal wear and tear;
3. The unit does not meet Seminary standards of cleanliness;
4. Any property owned by Wesley Theological Seminary has been removed from the unit;
5. The resident transfers or sublets the unit to another person without prior expressed permission of the Seminary;
6. All the resident's belongings have not been removed from the unit and storage areas;
7. The Business Office requests that the deposit be applied to rent or other charges due;
8. The resident fails to return the keys to the Housing Office.

**Liability**

The Seminary assumes no legal responsibility for the personal property of residents on its premises or within its buildings. The Seminary strongly advises all residents to obtain appropriate insurance for their personal property.

**Guests**

Apartment units are to be occupied only by the person(s) renting them. Guests may stay no longer than one week. Residents are responsible for the actions of their guests on campus.

**Entry and Inspection**

The Seminary reserves the right to enter and inspect any resident room. Because of the reasonable need to prevent violations of safety and other Seminary regulations, to determine whether such violations have occurred, or to provide maintenance a time may be arranged for inspection. Inspection may also be made without prior notice, when necessary.

**Conduct and Consideration of Residents**

To allow all to study and sleep in reasonable comfort, the Seminary requires that residents show to each other mutual respect and consideration that neighbors or members of any community owe to each other. Excessive noise is a particularly serious offense against other members of the community. Residents must use their voice as well as musical equipment and instruments, and TV sets with consideration for other resident's quiet and privacy. Quiet hours will be in effect from 11:00 p.m. until 8:00 a.m.

**Care of Premises**

Although units should be clean and in good condition when residents move in, residents accept the units "as is" by moving in. If residents notice any damage to the unit when they move in, they must report the damage to the Seminary in writing within one week of occupancy. Residents are responsible for maintaining their unit in a decent, safe and sanitary condition. No alteration can be made to the unit. Damage caused by nails, screws or adhesives used on the walls is considered to be beyond normal wear and tear. Any necessary repairs due to damages caused by the resident, above the security deposit, will be charged to the resident. Residents are responsible for replacing all window screens removed or damaged by them. Alterations or damage to the grounds or landscaping caused by the resident will be charged to the resident. Garbage and waste should be enclosed in plastic garbage bags and emptied from the room on a timely basis. A dumpster is located in the parking lot. Recycling is mandated by the District of Columbia. Receptacles are available in the lobbies of both Straughn and Carroll. Only light bulbs of 60 watts or less are permissible in overhead light fixtures. All items borrowed from housekeeping or the food service should be returned after they have been used for the purpose(s) they were borrowed.

**Pets**

No pets of any kind are permitted in Wesley campus housing.

**Alcohol and Smoking**

Alcohol is not permitted in any common areas on campus (this means it is restricted to apartments and dorm rooms). Smoking is not permitted in any Seminary building.

### **General Security and Loss of Property**

While the safety of members of the community and the protection of Seminary and personal property are a common concern of all members of the Wesley community, each resident is responsible for her or his own safety. The Seminary particularly requests the cooperation of residents in maintaining the security of each building. Residents should keep their room door and entry doors locked and their windows secured. Do not prop open entry doors. Refer to the emergency procedures document for any activity or the presence of any person that you think might constitute a threat to security.

### **Personal Property Insurance**

All residents should consider purchasing personal or rental insurance. This type of insurance covers up to 100% (depending on what options you choose) of the replacement costs of personal items should they be lost, stolen, or destroyed. It can often be secured at a discount through the same carrier you have automobile insurance with.

### **Prohibited or Restricted Articles**

1. Firearms, ammunition and air rifles are strictly prohibited.
2. Stoves and refrigerators are provided by the Seminary in Carroll Hall units. Washers and dryers are provided by the Seminary in each building. Straughn Hall residents may have small refrigerators and small coffee makers in their rooms. *Major appliances are not permitted.*
3. Hot plates, rice cookers, and halogen lamps are not allowed.
4. Open flames (candles) are prohibited.
5. Personal property, including bicycles, may not be left at any time in hallways, stairways, or lobbies.
6. Locks may be changed or installed only by the Seminary.
7. Keys may not be duplicated.
8. Garden plots are not allowed.
9. Alcohol use is restricted to individual rooms. No public consumption of alcohol is permitted.
10. Use of illegal drugs is prohibited and may result in disciplinary action.
11. Smoking is not permitted in any Seminary buildings.

### **Housing Assignment Changes**

If, for a good reason, a student needs to change assignments once move-in takes place and it is possible with the Maintenance Office, the Seminary may allow them the move. *Only one assignment change is allowed per resident* and the Seminary reserves the right to tell him or her when the move will take place.

### **Telephone**

All rooms and apartments on campus are equipped with a phone jack for “touch tone” phones. Local phone service is provided. Residents must provide their own phone. Long distance service is not provided. Residents are not able to accept collect or third party calls.

### **Heating and Cooling System**

The steam for our heating system is controlled by American University. Wesley has no control over when the heat will be turned on and off. The heat will be turned on by October 15 and turned off no later than April 15. The use of space heaters is prohibited.

Carroll has air-conditioning units. Straughn only has ceiling fans and AC units. Read the information sheet posted on Straughn doors per their maintenance and upkeep.

The temperature in the winter is kept at 70 degrees. If you think your room is colder, please report it to a resident manager. Sometimes the individual radiators need fixing.

### **Saturday Night Dinners**

When school is in session, area churches bring dinner for Straughn campus residents on some Saturday nights. This is coordinated by the Women's Guild, which works with the Housing Office and the Resident Managers. These meals are primarily for Straughn residents, but Carroll Hall residents are invited to attend if enough food is available. The meals begin about 5:00p.m. Dates and times for specific meals will be posted in Straughn Hall on the preceding Friday.

### **Resident Managers**

There are four resident managers on campus throughout the year. They function as a liaison between the Seminary and the residents. When the Office of Housing is closed, maintenance problems should be reported to the manager, as well as problems having to do with community life in the residence halls, i.e., noise problems, roommate problems, etc. Each evening there is a manager on duty beginning at 4:30p.m. for emergencies, lockouts, or guests who arrive after hours. Please notice the signs posted on each door indicating the managers' schedules. Also, managers are available until 11:00 p.m. Please do not disturb them after this time unless there is an emergency. If you are unable to reach the resident manager on duty in their room, call their emergency cell phone at 202-246-8251 and leave a message if no one answers.

Whenever these positions are available, the vacancy will be advertised. Qualifications include having resided at Wesley for at least one year.

### **Other Rules**

The Seminary reserves the right to make other such rules as may be necessary for the safety, care, and cleanliness of the units or for insuring the health, comfort and convenience of all residents of Seminary housing. No oral statements or agreements shall be binding on either the Seminary or the resident.

## **Section Three: Academic Life**

### **PREPARATION FOR STUDY**

#### **Philosophy**

Advanced study in Christian ethics and systematic theology require that students be familiar with the concepts of classical philosophy. Therefore, M.A., M.Div., and M.T.S. students are required to have taken an undergraduate introductory philosophy course. The Admissions Office will notify you if you have not met this requirement, and you must do so by the time you have completed 30 hours of coursework. To meet the requirement, you may take an introductory course at an accredited undergraduate institution; or you may take a Master's level philosophy course at Wesley, through the Consortium, or at an ATS accredited institution. Courses taken at the undergraduate level will fulfill the requirement but do not transfer. Courses taken at the Master's level will fulfill the requirement and can be considered for elective credit.

#### **Writing**

An important part of a Seminary education is developing the ability to write clearly and precisely on a theological level. Seminary students should be able to show proficiency in writing at a college level. If you do not pass your writing assignments, the professor may require you to meet a determined number of sessions with the writing specialist in the Writing Center in order to have you gain better proficiency and address your writing deficits. Failure to follow through with this requirement or to complete the assignments given you by the writing specialist can result in you not being allowed to register or advance to candidacy at the 30-hour level. There is a Foundations for Writing course that is available to all students during the fall semester if you desire to brush up on your writing skills. The specialist is also available in the Writing Center for one-on-one appointments and consultation. The center is located in Straughn, across from the Welliver TV lounge.

#### **Speech**

A Speech Proficiency assessment is administered to M.Div. candidates on an individual basis each semester. Based on that assessment, you may be directed to register for course PW-201, The Lively Word. You may also be directed toward other help if this seems advisable in the light of test results.

### **ACADEMIC PLANNING AND ADVISING**

#### **Overview**

The purpose of the advising program at Wesley Theological Seminary is to assist you with academic planning. Through a series of meetings and checkpoints, explained below and in the Seminary catalog, each student works with a faculty advisor to develop and maintain a plan of study.

The following points outline the STUDENT'S RESPONSIBILITY in the academic planning process:

- Attend New Student Academic Planning and New Student Orientation.
- Meet with advisor during the first semester to develop an academic plan. Suggested plans may be found in the Student Handbook. Submit copy of plan to Registrar's Office.
- M.Div. and M.A. students must complete the "First 30 Hours" requirements for their degree program. At the 30-hour point, the Dean and the Registrar will review your progress. Students who have successfully completed these requirements will be presented to the faculty for Advancement to Candidacy.
- Meet with advisor when two-thirds of the program is completed to revise the academic plan and project a graduation date. Submit a copy of the revised plan to the Registrar's Office.
- Keep track of progress to see that all requirements for graduation are met and make sure that any deviations from the normal program are approved by the respective degree committee in a timely fashion.
- Apply for graduation by October 15 of the fall semester prior to graduation. At that time, the Registrar's Office will provide you with an official degree audit.

### **Advancement to Candidacy**

After you have completed 30 hours in the M.Div. or M.A. degree program, your record will be reviewed for eligibility to be advanced to degree candidacy. Advancement to candidacy will be granted provided that you have shown definite effort to achieve the objectives of the curriculum and no problems have arisen to cast serious doubt on potential for ministry. The following categories and criteria will be considered:

### **Satisfactory Progress**

- completed speech and writing assessments and any work required on the basis of those assessments
- satisfaction of philosophy requirement
- completion of the following foundational requirements: Introduction to Hebrew Bible I and II, Introduction to New Testament: Gospels and Epistles, The Church in History I and II, Covenant Discipleship, and Introduction to Worship
- completion of a long-range plan with a faculty advisor.

### **Satisfactory Academic Status**

- no academic probation
- a cumulative GPA above 2.3
- no outstanding grades or extensions.

### **Satisfactory Formation Development**

- a signed Covenant of Professional Ethics and Behavior
- no unresolved personal development issues that have come to the attention of the Seminary.

Failure to advance to candidacy will require you to develop a plan, in consultation with the Dean, the Associate Dean of Community Life, and an advisor to address the issues that prohibited advancement. In most cases, such a plan must be carried out within the next 15 hours of work toward the degree. Failure to fulfill the plan may result in separation from the Seminary.

Students are encouraged to meet with their advisors on a yearly basis to review their academic plans. Once they have completed two-thirds of their degree (45 hours for M.A. and M.T.S.; 60 hours for M.Div.), students must meet with their advisors to revise their academic plans and project a graduation date. A copy of the revised plan is submitted to the Registrar's Office.

Records of degree students are reviewed for a final time when they apply for graduation in the fall of the year they intend to graduate.

Special (Non-degree) students who wish to talk with an advisor about academic planning or other advising matters may meet with the Director of Admissions. The D.Min. Director serves as advisor to all D.Min. students.

### **Work Load**

To be considered full-time, a student must carry at least 9 hours of coursework. A student who is well prepared for theological studies and who has little or no responsibility for work outside of school may regard 15 or 16 credit hours per semester as a normal load. To carry more than 17 hours in one semester or more than eight hours in the summer term requires permission of the appropriate degree committee. Course assignments usually require two hours of study per week outside of class for each semester-hour credit.

Students are advised not to undertake more than ten hours of compensated work per week in church assignments or otherwise during the first year, unless for imperative financial reasons. If you must work more than 10 hours per week in order to support yourself or your family, you should reduce your course load accordingly and plan for a Seminary course of study that lasts more than three years.

You should also arrange to do church work with maximum educational benefit, under supervision. After the first year, experience will enable you and your advisor to plan more wisely for the other years. Bear in mind that 15 hours of coursework and 15 hours of work per week in a church equals a work week of 60 hours or more, not counting travel time. Realistic planning may avoid disappointment and inferior preparation for a lifetime of ministry.

### **Degree Transfer**

Students desiring to transfer from one degree program to another may complete a degree transfer request form available in the Registrar's Office. Your file will then be reviewed by the Admissions Office. The Admissions Office will contact you if additional information is needed to process admission into the new program.

All courses satisfactorily completed in one Master's program usually will be credited toward the total hours of the new Master's program. You must, however, meet all requirements of the new degree in effect at the time the transfer is approved; even if this results in a total of more than 90 hours for the M.Div. or more than 60 hours for the M.A. or M.T.S.

All changes in degree objective become effective with the first semester's registration following approval of the change.

## **SUGGESTED DEGREE PLANS**

The following pages are planning tools that suggest possible course sequencing for the M.Div., M.A., and M.T.S. degree programs. While there is flexibility in the sequencing of courses, these plans include prerequisites and the foundational courses to be taken in the first 30 hours.

Deviation from these suggested patterns may result in additional years to complete requirements for graduation. Any questions about academic planning may be discussed with an academic advisor.

*Suggested Three Year Full-time Plan  
for the Master of Divinity Degree Program*

**Year One**

**Fall**

**FALL**

- BI-101 Introduction to Hebrew Bible I (2)
- BI-171 Introduction to the New Testament: Gospels (2)
- CH-101 The Church in History: Early Church to Reformation (3)
- CM-201 Covenant Discipleship Group Colloquy I (2)
- PW-101 Introduction to Worship (3)

**SPRING**

- BI-102 Introduction to Hebrew Bible II (2)
- BI-172 Introduction to the New Testament: Epistles (2)
- CH-102 The Church in History: Reformation to Present (3)
- CM-202 Covenant-Discipleship Group Colloquy II (1)
- PW-301 Pastoral Liturgics Practicum (2)

**Year Two**

**FALL**

- BI-341 Practicum in Biblical Interpretation (2)
- CM-361 PMM Colloquy I/1 (2)
- ST-305 Systematic Theology I (3)
- ES-### Ministry and the Social Sciences Requirement (2)
- PW-171 Introduction to Preaching (3)

\* CM-501 PMM: CROSS-CULTURAL IMMERSION (2) *TO BE TAKEN AFTER THE THIRD SEMESTER*

**SPRING**

- CF-### Christian Teaching and Formation Requirement (3)
- CM-362 PMM Colloquy I/2 (2)
- PC-### Pastoral Care and Counseling Requirement (3)
- PW-361 Preaching Practicum (2)
- ST-306 Systematic Theology II (3)

**Year Three**

**FALL**

- CM-365 PMM Colloquy II/1 (2)
- ES-### Christian Ethics Requirement (3)
- RA-### Religion and Arts Requirement (2)

**SPRING**

- CO-### Consortium Requirement (2-3)
- CM-### Church Administration Requirement (3)
- CM-366 PMM Colloquy II/2 (2)

26-27 elective credits to be spread out over the three years.

Note: Deviation from this suggested pattern may result in additional years to complete requirements for graduation.

*Suggested Four Year Full-time/Part-time Plan  
for the Master of Divinity Degree Program*

**Year One**

**FALL**

- BI-101 Introduction to Hebrew Bible I (2)
- BI-171 Introduction to the New Testament: Gospels (2)
- CM-201 Covenant Discipleship Group Colloquy I (2)
- PW-101 Introduction to Corporate Worship (3)

**SPRING**

- BI-102 Introduction to Hebrew Bible II (2)
- BI-172 Introduction to the New Testament: Epistles (2)
- CM-202 Covenant-Discipleship Group Colloquy II (1)
- PC-### Pastoral Care (3)

**Year Two**

**FALL**

- BI-341 Practicum in Biblical Interpretation (2)
- CH-101 The Church in History: Early Church to Reformation (3)
- PW-171 Introduction to Preaching (3)

**SPRING**

- CH-102 The Church in History: Reformation to Present (3)
- PW-302 Pastoral Liturgics (2)
- PW-362 Preaching Practicum (2)

**Year Three**

**FALL**

- ES-### Ministry and the Social Sciences requirement (2)
- CM-361 PMM I/1 (2)
- ST-305 Systematic Theology I (3)

\* CM-501 PMM: Cross-cultural Immersion (2) *to be taken after the fifth semester*

**SPRING**

- CM-362 PMM I/2 (2)
- ES-### Christian Ethics requirement (3)
- ST-306 Systematic Theology II (3)
- RA-### Religion and Arts requirement (2)

**Year Four**

**FALL**

- CF-### Christian Teaching and Formation requirement (3)
- CM-365 PMM II/1 (2)

**SPRING**

- CM-132 Church Administration (3)
- CM-366 PMM II/2 (2)
- CO-### Consortium Requirement (2-3)

26-27 hours of electives to be spread out over the four years.

Note: Deviation from this suggested pattern may result in additional years to complete requirements for graduation.

This plan evenly distributes required courses over the four years. Students who wish to start off with a lighter load in the first two years may delay the following courses one year in the progression: PW-101, PC-###, PW-171, and PW-362.

*Suggested Four Year Plan  
for Master of Divinity Degree Student Pastor Program*

**Year One**

<b>FALL</b>	<b>MONDAY-WEDNESDAY OFFERINGS</b>	<b>12.5 HOURS</b>
BI-105	Introduction to Hebrew Bible I and II (4)	
CM-201	Covenant Discipleship Group Colloquy I (2)	
CM-491	PMM: Student Pastor Track Seminar I/1 (1.5)	
ES-253	Studying Contexts for Ministry (2)	
PW-101	Introduction to Corporate Worship (3)	
<b>SPRING</b>	<b>MONDAY-WEDNESDAY OFFERING</b>	<b>12.5 HOURS</b>
BI-175	Introduction to the New Testament: Gospels and Epistles (4)	
CM-202	Covenant-Discipleship Group Colloquy II (1)	
CM-###	Church Administration (3)	
CM-492	PMM: Student Pastor Track Seminar I/2 (1.5)	
PC-###	Pastoral Care (3)	

\* CM-501 PMM: Cross-cultural Immersion (2) *to be taken after the first year*

**Year Two**

<b>FALL</b>	<b>WEDNESDAY-FRIDAY OFFERINGS</b>	<b>12.5 HOURS</b>
BI-341	Practicum in Biblical Interpretation (2)	
CH-101	The Church in History: Early Church to Reformation (3)	
CM-493	PMM: Student Pastor Track Seminar II/1 (1.5)	
PW-171	Introduction to Preaching (3)	
XX-###	Elective, Consortium course or Immersion* (3)	
<b>SPRING</b>	<b>WEDNESDAY-FRIDAY OFFERINGS</b>	<b>11.5 HOURS</b>
CH-102	The Church in History: Reformation to Present (3)	
CM-494	PMM: Student Pastor Track Seminar II/2 (1.5)	
PW-301	Pastoral Liturgics (2)	
PW-361	Preaching Practicum (2)	
XX-###	Elective (3)	

**Year Three**

<b>FALL</b>	<b>MONDAY-WEDNESDAY OFFERINGS</b>	<b>12 HOURS</b>
CF-###	Christian Teaching and Formation requirement (3)	
CM-495	PMM: Student Pastor Track Seminar III/1 (1)	
ST-305	Systematic Theology I (3)	
RA-###	Religion and Arts requirement (2)	
XX-###	Elective or Consortium course or Immersion* (3)	
<b>SPRING</b>	<b>MONDAY-WEDNESDAY OFFERINGS</b>	<b>13 HOURS</b>
CM-496	PMM: Student Pastor Track Seminar III/2 (1)	
ES-###	Christian Ethics requirement (3)	
ST-306	Systematic Theology II (3)	
XX-###	Electives, Consortium course or Immersion* (6)	

**Year Four**

<b>FALL</b>	<b>MONDAY-WEDNESDAY OFFERINGS 12 HOURS</b>
CM-251	United Methodist Polity (2)
ST-362	United Methodist History and Doctrine (4)
XX-###	Electives, Consortium course or Immersion* (6)
<b>SPRING</b>	<b>4-6 HOURS</b>
XX-###	Electives, Consortium Course or Immersion* (4 - 6) <i>(Hours of final semester will depend on timing of Immersion requirement and whether a 2 credit or 3 credit Consortium course is elected)</i>

Note: Deviation from this suggested pattern may result in additional years to complete requirements for graduation.

*Suggested Five Year Part-time Plan (Evening, Saturday and Summer)  
for the Master of Divinity Degree Program*

**Year One**

**FALL**

- BI-101 Introduction to Hebrew Bible I (2)
- BI-171 Introduction to the New Testament: Gospels (2)
- CM-201 Covenant Discipleship Group Colloquy I (2)

**SPRING**

- BI-102 Introduction to Hebrew Bible II (2)
- BI-172 Introduction to the New Testament: Epistles (2)
- CM-202 Covenant-Discipleship Group Colloquy II (1)

*Summer*

- RA-### Religion and the Arts Requirement (2)

**Year Two**

**FALL**

- CH-101 The Church in History: Early Church to Reformation (3)
- PW-101 Introduction to Worship (3) \*

**SPRING**

- BI-341 Practicum in Biblical Interpretation (2)
- CH-102 The Church in History: Reformation to Present (3)

**Year Three**

**FALL**

- PW-171 Introduction to Preaching (3)
- ST-305 Systematic Theology I (3)

**SPRING**

- ST-306 Systematic Theology II (3) AND
- CF-### Christian Teaching and Formation Requirement (3) OR
- PC-### Pastoral Care and Counseling (3)

*Summer*

- PW-301 Pastoral Liturgics Practicum (2)
- PW-361 Preaching Practicum (2)

**Year Four**

**FALL**

- CM-361 PMMI/1 (2)
- ES-### Ministry and the Social Sciences Requirement AND
- CF-### Christian Teaching and Formation Requirement (3) OR
- PC-### Pastoral Care and Counseling (3)
- CM-501 PMM: Cross-cultural Immersion (2) *to be taken after the fifth semester*

**SPRING**

CM-###	Church Administration Requirement (3)
CM-362	PMM/2 (2)
ES-###	Christian Ethics Requirement (3)

**Year Five****FALL**

CM-365	PMM II/1 (2)
CO-###	Consortium Requirement (2-3)

**SPRING**

CM-366	PMM II/2 (2)
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26-27 hours of electives to be spread out over the five years.

\* Offered every other year in the evening or on Saturday.

Note: Courses which fulfill denominational requirements may be offered on evenings or Saturdays or during summer term from time to time. However, there is no guarantee that this will be the case.

Deviation from this suggested pattern may result in additional years to complete requirements for graduation.

*Suggested Two Year Full-time Plan  
for the Master of Arts Degree Program*

**Year One**

**FALL**

BI-101	Introduction to Hebrew Bible I (2)
BI-171	Introduction to the New Testament: Gospels (2)
CH-101	The Church in History: Early Church to Reformation (3)
CM-201	Covenant Discipleship Group Colloquy I (2)
PW-101	Introduction to Worship (3)

**SPRING**

BI-102	Introduction to Hebrew Bible II (2)
BI-172	Introduction to the New Testament: Epistles (2)
CF-125	History and Mission of Diaconal and Lay Ministries (2)
CH-102	The Church in History: Reformation to Present (3)
CM-202	Covenant-Discipleship Group Colloquy II (1)

**Year Two**

**FALL**

CF-251	Teaching and Learning Through Liturgy (3)
CM-351	PMM MA Colloquy 1 (2)
ST-305	Systematic Theology I (3)

\* CM-501 PMM: Cross-cultural Immersion (2) *to be taken after the third semester*

**SPRING**

CM-352	PMM MAColloquy 2 (2)
ES-###	Christian Ethics Requirement (3)
ST-306	Systematic Theology II (3)

20 elective credits to be spread out over the two years.

Note: Deviation from this suggested pattern may result in additional years to complete requirements for graduation.

*Suggested Three Year Full-time/Part-time Plan  
for the Master of Arts Degree Program*

**Year One**

**FALL**

- BI-101 Introduction to Hebrew Bible I (2)
- BI-171 Introduction to the New Testament: Gospels (2)
- PW-101 Introduction to Corporate Worship (3)

**SPRING**

- BI-102 Introduction to Hebrew Bible II (2)
- BI-172 Introduction to the New Testament: Epistles (2)

**Year Two**

**FALL**

- CF-251 Teaching and Learning Through Liturgy (3)
- CH-101 The Church in History: Early Church to Reformation (3)
- CM-201 Covenant Discipleship Group Colloquy I (2)

**SPRING**

- CF-125 History and Mission of Diaconal and Lay Ministries (2)
- CH-102 The Church in History: Reformation to Present (3)
- CM-202 Covenant-Discipleship Group Colloquy II (1)

**Year Three**

**FALL**

- CM-351 PMM MA Colloquy I (2)
- ST-305 Systematic Theology I (3)

\* CM-501 PMM: Cross-cultural Immersion (2) *to be taken after the fifth semester*

**SPRING**

- CM-352 PMM MA Colloquy I (2)
- ES-### Christian Ethics requirement (3)
- ST-306 Systematic Theology II (3)

20 hours of electives to be spread out over the four years.

Note: Deviation from this suggested pattern may result in additional years to complete requirements for graduation.

This plan evenly distributes required courses over the three years. Students who wish to start off with a lighter load in the first year may delay the following course one year in the progression: PW-101.

*Suggested Two Year Full-time Plan  
for the Master of Theological Studies Degree Program*

**Year One**

**FALL**

BI-101	Introduction to Hebrew Bible I (2)
BI-171	Introduction to the New Testament: Gospels (2)
CH-101	The Church in History: Early Church to Reformation (3)
XX-###	Religion and Society course (3)

**SPRING**

BI-102	Introduction to Hebrew Bible II (2)
BI-172	Introduction to the New Testament: Epistles (2)
CH-102	The Church in History: Reformation to Present (3)

**Year Two**

**FALL**

IS-481	M.T.S. Paper (3) <i>Proposal due in October; paper due in April</i>
ST-305	Systematic Theology I (3)
XX-###	Religion and Society course (3)

**SPRING**

ST-306	Systematic Theology II (3)
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31 elective credits to be spread out over the two years.

Note: Deviation from this suggested pattern may result in additional years to complete requirements for graduation.

*Suggested Three Year Full-time/Part-time Plan  
for the Master of Theological Studies Degree Program*

**Year One**

**FALL**

- BI-101 Introduction to Hebrew Bible I (2)
- BI-171 Introduction to the New Testament: Gospels (2)

**SPRING**

- BI-102 Introduction to Hebrew Bible II (2)
- BI-172 Introduction to the New Testament: Epistles (2)

**Year Two**

**FALL**

- CH-101 The Church in History: Early Church to Reformation (3)
- XX-### Religion and Society course (3)

**SPRING**

- CH-102 The Church in History: Reformation to Present (3)

**Year Three**

**FALL**

- IS-481 M.T.S. Paper (3)  
*Proposal due in October; paper due in April*
- ST-305 Systematic Theology I (3)
- XX-### Religion and Society course (3)

**SPRING**

- ST-306 Systematic Theology II (3)

31 hours of electives to be spread out over the four years.

Note: Deviation from this suggested pattern may result in additional years to complete requirements for graduation.

## **REGISTRATION**

### **Overview**

Before each semester, there is a four-week registration period. Dates for registration are listed in the Academic Calendar. All continuing master's degree students are expected to register using the on-line registration system during these periods. Registration is a contract with Wesley Theological Seminary to attend and pay for the course listed. After the registration period, you must pay a Late Registration Fee. Any changes in registration after the beginning classes must be submitted on a registration form and must be submitted in writing. Students may preregister for limited-enrollment courses; those who are closest to graduation are given priority for these courses.

Doctor of Ministry students register for January and May intensives by mail. Dates for D.Min. registration are listed in the Academic Calendar. After the registration period, you must pay a Late Registration Fee. Any changes in registration must be submitted in writing.

### **Continuing Enrollment**

All degree candidates are required to be continuously enrolled each semester from the initial registration until all degree requirements are completed and graduation has occurred. In the event that you cannot register for at least one course in any semester, you must register for Continuing Enrollment during the regular registration period. The fee for Continuing Enrollment is listed in the Fees section of this catalog. If you have been granted permission to take courses at another institution during a regular fall or spring semester, you must concurrently register for Continuing Enrollment at Wesley. Further, students who have completed all degree requirements but have not yet graduated from Wesley must also register for Continuing Enrollment.

If you register for more than two consecutive semesters in Continuing Enrollment your status will be reviewed by the appropriate degree committee to determine the likelihood of your degree completion within the time limits permitted for that degree program.

A degree candidate who does not register either for courses or for Continuing Enrollment by the end of the add period in any semester will automatically be registered for Continuing Enrollment and charged a late registration fee. Those who fail to register for two consecutive semesters will be withdrawn from the Seminary and must reapply for admission if they wish to continue in a degree program.

Library privileges at Wesley Seminary and other member schools of the Theological Consortium are available to students while continuing enrollment.

### **Courses Taken at Other Institutions**

Students wishing to take courses at institutions falling outside the Wesley's agreements with the Consortium and The American University must receive the permission of the appropriate degree committee prior to registration if that coursework is to be counted toward fulfillment of a Wesley degree program. Students permitted to register for all courses at another institution during any given semester are required also to register for Maintaining Matriculation at Wesley.

Candidates for the M.Div. degree must complete their final 45 hours of coursework at Wesley. M.A. and M.T.S. candidates must take at least the final 30 hours at Wesley.

### **Transfer Credit**

Applicants who meet the requirements for admission and have completed courses at another theological school accredited by the Association of Theological Schools (ATS) may be considered for transfer admission. If you wish to be considered for transfer or advanced standing, please notify the Admissions Office during the application process, and a written transfer assessment will be provided to you. All transferable credit can be applied to your permanent record after successful completion of 11 hours at Wesley. You request the transfer using a petition form available in the Office of the Registrar.

Previous academic credit will be considered for transfer if it meets the following criteria:

- The credit is from a graduate theological school accredited by the Association of Theological Schools in the United States and Canada.
- The grade is “B-” or higher graded on a conventional grading scale. “Pass” grades are not considered for transfer.
- The course was completed no more than seven years prior the date of admission to Wesley.

**Maximum Transfer Credits:** No more than half of the credit hours of a degree program at Wesley can be fulfilled by transfer credits, and the final half of the degree program must be completed at Wesley. Every candidate for Wesley’s degree programs must meet all degree requirements, including the Practice in Ministry and Mission placement: two years for M.Div. students or one year for M.A. students.

**Advanced Standing for Previous Theological Degrees:** Applicants who have previously earned a theologically oriented degree may be considered for advanced standing credit. Advanced standing credit transfer is limited to not more than thirty hours and not more than half of the credits required for the previous degree may be transferred.

**Credit for Non-Theological Studies:** Applicants who have earned graduate credit hours in a non-theological area may be considered for not more than fifteen hours of transfer credit, provided that the courses are related to studies at Wesley. Requests for such transfer should include a written explanation of how the courses relate to the degree pursued at Wesley.

### **Clinical Pastoral Education**

Students may receive up to 9 academic credits for Clinical Pastoral Education (CPE) taken during their studies at Wesley Theological Seminary. The CPE must be taken at an accredited facility. A directory of facilities accredited by the Association of Clinical Pastoral Education (ACPE) is available on the ACPE website ([www.acpe.edu](http://www.acpe.edu)). Students register for the appropriate course number (PC-491 for 0.5 unit/3 credits or PC-493 for 1 unit/6 credits) and pay tuition to Wesley, which then pays fees to the other institution. If the CPE is at an institution that awards academic credit, students should register and pay fees directly with the institution. Once completed, such credit may be transferred. Academic credit is not granted for CPE taken prior to matriculation in a degree program.

### **Directed Study**

Qualified Master's degree students may choose to undertake directed study in a specialized area of a field represented in the curriculum. Directed studies may occur during either Fall or Spring semester. Students must receive permission from a supervising professor as well as the approval of the appropriate degree committee. Forms for this approval process are available in the Registrar's Office.

Restrictions:

- Special students are not permitted to undertake directed studies.
- To be eligible for a directed study, a student must hold satisfactory academic standing.
- A directed study may not duplicate any courses listed in the Catalog.
- Directed study is not available in the first semester of the M.Div. or M.A. programs.
- No more than 15 hours may be earned through directed study.
- The maximum credit allowed for a directed study course is two semester hours for M.Div., M.A., and M.T.S. students.

### **Independent Study**

Independent study is permitted only in the D.Min. program. It differs from directed study in that meetings with supervising faculty are required only at the beginning and end of the project. Forms for applying for independent study can be obtained from the D.Min. office.

### **Consortium Cross-Registration**

Wesley degree students who have completed at least one semester of study on the Wesley campus are eligible to take courses through the Washington Theological Consortium. Each M.Div. student is required to complete at least one elective course (two semester hours minimum) in one of the other Consortium member institutions. (Basic degree requirements must be taken at Wesley.) In addition to any course at one of the other member seminaries, this requirement may be satisfied by courses offered by another Seminary on the Wesley campus or by courses offered directly through the Consortium (indicated by CO- as prefix to the course number). This requirement cannot be met by a Wesley course offered on the campus of one of the other member institutions.

Courses available for cross-registration may be found on the Consortium website ([www.washtheocon.org](http://www.washtheocon.org)). Students wishing to cross-register may do so by completing the online Consortium Cross-Registration Form available on Campus Web. Registrations are processed and added to the student's schedule within two working days. Tuition for Consortium courses follows the same rate schedule as Wesley courses.

The following rules have been adopted by the Consortium Executive Committee concerning multiple cross-registrations:

- Students may cross-register for one course in any or each school, in each semester, without question, within the rules of their home school.
- Students may cross-register for two courses in the same school each semester:
  - if they have the approval of their Advisor that these courses will be of significant value and importance to their theological education or pastoral training
  - if they set out in writing to the Dean of the host school the value and importance of the courses

- if the Dean of the home school indicates approval of the request by affixing a signature. (No permission is necessary from the Dean of the host school.)

Students may not register for more than two courses in the same semester in the same school without explicit written permission from the Dean of the host school. A student is to seek this permission in writing in a letter to the Dean of the host school, stating the reason for the request. The Dean of the home school, indicating approval, must also sign this letter of request. A written answer should be received from the Dean of the host school at least one week prior to the final date of late registration and schedule changes.

### **Changes and Withdrawals**

Following the registration period, students may make changes in registration using the on-line registration system. Any registration changes made after the beginning of classes must be submitted on a Registration Form and are subject to a Change of Registration fee. Changes in registration are subject to the restrictions on the following add-drop schedule:

- End of first week: last day to add course without instructor's signature.
- End of second week: last day to add course with instructor's signature; last day to change course from credit to audit; last day to drop course without a "W"; last day to drop course with full refund.
- End of third week: last day to drop course with 75% refund.
- End of fourth week: last day to drop course with 50% refund.
- End of fifth week: last day to change from credit to P/F; last day to drop course with 25% refund.
- End of tenth week: last day to drop course without "F."

Complete withdrawal from the Seminary during the course of the semester for emergency reasons is allowed, provided notice of intention to withdraw is presented to the Dean in an exit interview.

The faculty may, at any time during a student's matriculation, advise withdrawal from the Seminary. The grounds for such advice may be academic, medical, or based on concerns about the student's perceived personal development. In all cases, the principle governing the decision is the rule of fitness for effective functioning in the highly responsible work of Christian ministry. If, after careful observation in the common life of the Seminary community, it appears that a student would be unhappy or unproductive as a Christian minister, the student may be advised by the faculty to withdraw from the Seminary. In such cases, the student's right to due process will be fully respected.

## **EVALUATION AND GRADING**

### **Overview**

Faculty members are responsible for grading students in their classes. They take this responsibility seriously and strive to act in a fair and conscientious manner. There is no standard grading scale for the Seminary. Grading standards for each course shall be specified from the outset, and papers and examinations shall be returned within a reasonable time, accompanied by constructive comments and specific grades where appropriate. Changes may be made after a

grade is reported to the Registrar's Office only if the faculty member involved certifies that a clerical error was made. The Faculty and the Dean have affirmed that the faculty is the final evaluator and grader of all class assignments.

### **Grading System**

At the time of initial registration, students in the M.Div., M.A., or M.T.S. degree programs may elect to be evaluated on either a letter-grade scale or on a Pass/Fail basis. A student is permitted to change status once after the initial choice. Such a change may occur only during a registration period.

M.Div., M.A., and M.T.S. students who have elected letter grading may register for a maximum of one course per semester on a Pass/Fail basis; that course must be an elective.

Grades assigned in the "conventional" system and compiled as quality points towards a GPA are:

A = 4.000  
A- = 3.700  
B+ = 3.300  
B = 3.000  
B- = 2.700  
C+ = 2.300  
C = 2.000  
C- = 1.700  
F = 0.000

Other symbols used are:

L = Audit (listener)

W = Withdrew after the second week of the semester

NR = Grade not reported at the time of posting

P = Pass (Quality of work no less than "C" on a conventional grading scale)

D.Min. and Special Students are graded only with "conventional" grades. The grade of "incomplete" is not given at Wesley (see Extension of Time). An incomplete in a Consortium school that permits them is recorded permanently as an "F" on the Wesley record, and an incomplete from any other school is not transferred at all. The grade "D" is not used at Wesley.

### **Academic Warning System**

**Master's programs:** A cumulative grade average of "C+" (2.30) is required for graduation with the M.Div., M.A., or M.T.S. degree. Any grade below "C+" is a warning that a student is not showing promise of successfully completing degree work. A student whose cumulative GPA falls below 2.3 will be placed on academic probation and monitored until the GPA is 2.3 or better. Any grade of "F" will result in an academic performance review. Based on the review, a student will either receive an academic warning or be placed on academic probation until demonstrating promise for successful completion of degree work. Any master's level or special student who accumulates as many as nine hours of "F" will be automatically separated from the Seminary. Students separated from the Seminary under these conditions may apply for readmission after one academic year has passed. Students placed on academic probation must take a minimum of six credit hours per semester until their status is changed.

**D.Min. program:** No credit is granted for courses with a final grade below “B-,” and an overall average of “B” (3.00) or better must be maintained for graduation. No credit is granted for any D.Min. coursework if a student is absent for more than six contact hours. A grade of “F” in any course results in automatic dismissal from the program. D.Min. students unable to complete the program may be awarded a “Certificate of Course Completion in Postgraduate Theological Studies,” provided they have completed at least 18 hours of coursework on a satisfactory basis.

No coursework may be taken during the Spring semester of the graduation year. All Projects are due on the date specified in the Seminary calendar.

### **Classroom Attendance**

Students are expected to attend all classes in their entirety. Faculty members have the authority to set attendance policies for particular courses and those policies will be included in the course syllabus. Deviation from the attendance policy may result in reduction of grade or loss of credit.

### **Application for Graduation and Attendance at Commencement**

Students must apply for graduation in the Fall semester of the year in which they anticipate graduating. Note the deadline for Application in the Academic Calendar. At the time of application, your records will be reviewed and all who are eligible for graduation will be granted preliminary clearance. Graduating students are expected to be present at Commencement unless excused by the Dean for justifiable reasons, stated in a written petition.

### **Honors at Graduation**

Graduation honors for the M.A, M.Div. and M.T.S. degrees are voted by the faculty, based on cumulative grade average. Graduates with a cumulative grade average of 3.7 or higher are eligible for honors.

To be considered for honors, M.Div. students must complete a minimum of 60 hours of coursework at Wesley on the conventional grading system. M.A. and M.T.S. students must complete a minimum of 40 hours at Wesley on the conventional grading system. Students who elect Pass/Fail grading are understood to have elected not to be considered for graduation honors.

### **EXTENSION OF TIME FOR WRITTEN WORK**

**Fall and Spring semester courses:** All course papers and other projects are due no later than noon of the Friday preceding final examinations. Individual instructors may designate earlier due dates. Course papers for courses or seminars without final examinations may be due during final exam week. Extensions of time for required papers and projects may be granted by the appropriate degree committee in cases of genuine emergency, provided a petition has been submitted prior to the deadline.

No coursework will be assigned a grade of “Incomplete.” If coursework is not completed by the due date, and a student is not granted an extension, the course grade will automatically be “F.”

**D.Min. Intensive Courses:** Written work for a D.Min. class is due in the D.Min. Office two months after the last day of class. An extension of one month may be granted by permission of the instructor, and a second extension of two months may be granted for medical or family emergency reasons. Subsequent requests must be made in writing to the D.Min. Office. Failure to request an extension or to submit written work within one year from the anniversary of the class will result in a failing grade and dismissal from the program.

## **ACADEMIC RECORDS**

### **Transcript Requests**

In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests must be made in writing with the signature of the inquiring student. Please print, complete and mail the Transcript Request Form or send a letter with the following information to the attention of Office of the Registrar:

- Full name at time of attendance
- Social Security Number
- Dates of attendance or year of graduation
- Degree program
- Home address and telephone
- Address where transcript should be sent.

Transcript requests received by 4 p.m. on Mondays will be sent out the same week. Additional time may be required during registration, grading periods, and holidays. Transcript requests are not accepted via fax or e-mail due to the authenticity of signatures and the possibility of fraud.

Up to two official transcripts per week may be requested for free. Additional transcripts are \$10.00 each. All rush requests are an additional \$10.00 per transcript. Payment may be made by cash, check, money order, or credit card (Visa or MasterCard only).

Failure to provide complete information and signature may result in a processing delay. Transcripts will only be issued for students who are in good standing with the Business Office. Official transcripts are enclosed in signed, sealed envelopes.

Please mail your request to:

Office of the Registrar  
4500 Massachusetts Ave. NW  
Washington, DC 20016-5790

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

**The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access.**

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and

place where the records may be inspected. If the records are not maintained by the Seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**The right to request the amendment of the student's education records that the student believes is inaccurate.**

Students may ask the Seminary to amend a record that they believe is inaccurate. They should write the Seminary official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. This request should be delivered to the Registrar, who will forward it to the appropriate Seminary official.

If the official responsible for the record decides not to amend the record as requested by the student, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The Seminary may also release the following directory information without prior consent:

- Name of student
- Photograph of student
- Mailing address
- Home telephone number
- Work telephone number
- Campus box number
- Email address
- Dates of attendance
- Graduation date
- Degree program.

Denominational affiliation is not considered directory information. Students may sign a release waiver that allows the Seminary to release denominational affiliation information to official representatives of the declared denomination.

Students may submit a request in writing to the Registrar's Office to prohibit the release of directory information without consent.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wesley Theological Seminary to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**ACADEMIC STANDARDS AND DISCIPLINARY ACTIONS**

**Academic Standards**

Students are expected to comply with all academic regulations and requirements, both of the Seminary and of the classes in which they are enrolled. Academic honesty is expected and required. Plagiarism is regarded as a serious offense and will result in substantial penalties, including the possibility of academic dismissal.

The Faculty regards the following as forms of plagiarism or dishonesty:

- copying from another student's paper
- giving or receiving unauthorized assistance to or from another student during an examination
- using unauthorized material during an examination
- borrowing and presenting as one's own (i.e., without proper attribution) the composition or ideas of another.

The mutilation, defacement, or stealing of library materials are examples of academic dishonesty and/or professional misconduct and are also subject to disciplinary action.

**Disciplinary Actions**

In cases of academic dishonesty or personal or professional misconduct, it may prove necessary to dismiss the student from the Seminary or to delay completion of his/her degree program until satisfactory progress can be made in dealing with academic, professional, or personal problems. The Seminary protects the interests of the student by adhering to the following procedures.

**Academic Discipline**

In questions of academic dishonesty (including cheating on exams or papers and plagiarism), the professor will report the circumstances of the case to the Dean. In first instances of proven plagiarism or dishonesty, the student will receive a "Fail" grade for the course. Second instances will result in automatic separation from the Seminary. In all instances, the procedures outlined below will be followed:

- a. The Dean shall notify the student of the nature of the evidence in the hands of the Seminary and requesting the student to meet with the Dean, the Associate Dean for Community Life and the respective Faculty.
- b. The student will meet with the Deans and Faculty member. Following this meeting, the Dean will make a decision concerning the resolution of the charges.

- c. The Dean may refer serious cases to the Personal Development for Ministries (PDM) Committee in consultation with the Associate Dean for Community Life. Students may also appeal to the PDM Committee.
- d. In cases of referral or appeal, the student will be requested to meet with the PDM Committee and may be accompanied by his or her Faculty Advisor. The Committee will investigate the situation and will ratify, modify, or vacate the Dean's decision. Recommendations for dismissal shall be forwarded to the Faculty for final approval.
- e. Should the PDM Committee refer the student to the Faculty for dismissal, a letter will be sent from the PDM Committee to the Faculty through the Dean and to the student ten days before a faculty meeting. Such a letter shall include designation of the nature of disciplinary or other action to be taken. The student shall be given the opportunity to send comments or objections by letter to the Faculty through the Dean at this time. The Faculty upon motion duly made shall take action by ratifying, modifying, or vacating the recommendations of the Committee. The Dean shall notify the student in writing of the Faculty's decision.

### **Personal/Professional Discipline**

Whenever the Seminary is presented with a problem of inappropriate conduct, personal immaturity, or evidence of emotional or mental instability that could lead to disciplinary action, or when a student demonstrates behavior that brings into question fitness for ministry, the following procedure will be followed:

1. A written complaint regarding the student must be made to the Associate Dean for Community Life by the injured party or his/her representative. The complaint may be sent through regular mail or e-mail.
2. There shall be a preliminary hearing between the student whose character or conduct has been questioned and the Associate Dean for Community Life for the purpose of ascertaining the facts of the case. In that preliminary hearing, the student shall be informed of the information in the Seminary's possession and the student shall be invited to respond. The possibility shall be explored that the charges are untrue or do not justify disciplinary action or that by some voluntary cooperation on the part of the student the matter may be brought to a just result without the necessity of formal action. The Associate Dean for Community Life shall then make a decision concerning resolution of the charges or referral to the Personal Development for Ministry (PDM) Committee. Decisions of the Associate Dean for Community Life may be appealed to the PDM Committee; decisions of the PDM Committee may be appealed to the Faculty.
3. If the matter is referred to the PDM Committee, the Associate Dean for Community Life shall write a letter to the student stating the nature of the evidence in the hands of the Seminary, and in what respects the evidence may indicate that the student lacks one or more of the characteristics of a degree candidate. The letter will request that the student meet with the PDM Committee, the Dean, and the Associate Dean for Community Life no later than ten days after receipt of the letter, at a time and place designated.
4. The student will meet with the PDM Committee, the Dean, and the Associate Dean for Community Life. The student's Faculty Advisor shall be invited to attend. Following this meeting, the PDM Committee shall make a decision concerning the resolution of the charges or referral to Faculty, in cases of dismissal.

5. Should the PDM Committee refer the student to the Faculty for dismissal, a letter will be sent from the PDM Committee to the Faculty through the Dean and to the student ten days before a faculty meeting. Such a letter shall include designation of the nature of disciplinary or other action to be taken. The student shall be given the opportunity to send comments or objections by letter to the Faculty through the Dean at this time. The Faculty upon motion duly made shall take action by ratifying, modifying, or vacating the recommendations of the Committee. The Dean shall notify the student in writing of the Faculty's decision.
6. Students who are withdrawn from matriculation for such reasons may be considered for readmission by the Admissions Committee following appropriate assessment, consultation with the Associate Dean for Community Life, and a determination that the condition requiring withdrawal has been remedied.

### **Other Academic Regulations and Information**

More detailed academic regulations and procedures are outlined in the Student Handbook given to each new student during Orientation.

It is each student's responsibility to meet all requirements for graduation and for ecclesiastical ordination, and to ensure that any deviations from the normal program are pre-approved by the appropriate degree committee.

## **LIBRARY**

### **LIBRARY CARDS/BORROWING LIBRARY MATERIALS**

**ELIGIBILITY:** Students must present a current, validated Wesley Seminary photo I.D. in order to obtain or renew borrowing privileges. Students who receive a new Wesley photo I.D. with a Library barcode already on the I.D. must also come to the Library to have the Library account activated. Privileges will not be renewed for students whose names are on the Business Office stop list.

**REGISTRATIONS** are processed by the Circulation Librarian or other full-time staff only, Mon. – Thurs. 8:30 AM - 8 PM; Fri. 8:30 AM - 4:30 PM; Sat. 10 AM – 5 PM.

**EXPIRATION:** Library borrowing privileges must be renewed at the beginning of each semester. Outstanding library fines must be paid before a card is renewed.

**RESTRICTIONS/OBLIGATIONS:** A library card may be used only by the person to whom it belongs, and that person is responsible for all materials checked out on his/her card. Once materials are checked out, they should not be loaned to anyone else.

Students who mutilate, deface, or steal library materials may be subject to academic discipline and will be charged applicable library fines.

**LOAN PERIODS:** Books: 42 days. Audio-visual materials: 7 days. Unless requested by another borrower, books can be renewed twice and A/V materials once. Items to be renewed and the I.D. with the library barcode on it should be brought to the library in person. Contact the

Circulation Librarian to inquire about renewals by telephone. Once renewed, items are subject to recall.

### **LIBRARY FEES**

Photocopying and printing:

The library supplies two digital photocopiers that also function as network printers for public internet terminals. Copy cards for both printing and copying activate these machines. Cards can be purchased in the Library or the Computer Lab in Straughn Dormitory. Normally students will buy a card of \$20.00 or more for a semester's work.

Microform copying: 15 cents per exposure to be paid at the Circulation Desk.

Interlibrary loans: As charged by the lending library.

### **LIBRARY FINES**

Sundays are not included in fine calculations.

Overdue Books: 25 cents/day. Maximum: \$20.00/book.

Overdue Doctor of Ministry Project-Theses: 50 cents/day. Maximum: \$20.00/item.

Grace Period for Books and Doctor of Ministry Project-Theses: 3 days; full fines are charged if items are returned after the end of the grace period.

Overdue AV Materials: \$1.00/day. Maximum: \$20.00/item. No grace period.

Overdue Overnight Reserves: 25 cents/hour, starting one hour after opening. Maximum: \$40.00 per book. There is no grace period for overdue reserve items.

Overdue Portable Cassette Recorders: 50 cents/day. Maximum: \$10.00. No grace period.

Library Barcode Replacement: \$5.00 (not refundable).

Lost/Damaged Item Replacement: Cost of item as determined by the Library + \$30.00/item processing fee.

Borrowing privileges are blocked when a Wesley student accrues more than \$50.00 in library fines of any kind. A minimum of \$15.00 must be paid in order to remove the block. Fines and fees may be paid in cash, by check, or by credit card. IOUs are not accepted. Delinquent accounts may be reported to the Business Office. Persons expecting to graduate must pay all library fines before diplomas are issued.

### **WASHINGTON THEOLOGICAL CONSORTIUM**

Students may borrow books in person from libraries of the Washington Theological Consortium. A current Wesley Seminary photo ID is required to apply for borrowing privileges at Consortium libraries. A student will need to present a Washington Theological Consortium form signed by the circulation librarian or other full time library staff member and a photo ID before direct borrowing privileges will be given.

### **AMERICAN UNIVERSITY**

Students need to take their validated Wesley photo ID to the Bender Library at the American University to apply for borrowing privileges. Beginning in January 2005, there will also be interlibrary loan service between American University and Wesley. The reference librarian will

submit the request for you and a courier will bring the material to Wesley and return it to American University for you. Ask the reference librarian for details and assistance.

### **INTERLIBRARY LOAN**

The Reference Librarian will attempt to borrow from other libraries those materials that are not available at Wesley. The borrower is responsible for any charges made by the lending library. Interlibrary loan services may be limited during holiday breaks and summer months.

### **THE COLLECTIONS**

Reference materials, periodicals, microforms, and rare books do not circulate. Rare books cannot be photocopied and are available only when full-time staff is on duty.

Reserve books are kept at the Circulation Desk. Students enrolled in the course may usually check out reserve books for overnight use two hours before the library closes. The books must be returned in person within one hour after the Library reopens the next day.

### **USER ASSISTANCE**

The Circulation Librarian answers questions about library privileges, fines and fees, reserve books, and library hours and provides general assistance with the use of the library.

The Reference Librarian provides assistance with the use of the computer catalog, reference books, computer databases, and periodicals.

Student workers in the Library are not expected to give reference assistance. Persons needing assistance when the Reference Librarian is not available should complete a blue "Reference Inquiry" form. The form is available at the Reference and Circulation desks.

### **MISCELLANEOUS REGULATIONS AND INFORMATION**

Students may register for study carrels with the Circulation Librarian. Library books kept in the carrels must be checked out on the carrel user's library account.

Books may be left in the book return at the entrance whenever the library is closed. Overnight reserve books should be returned in person. When possible, audio-visual materials and tape recorders should also be returned in person. Overdue fines will be applied to the borrower's library account. Library materials may be returned by mail. The borrower is responsible for loss or damage. In order to avoid overdue fines, packages should be postmarked by the due date.

No open food or drink may be brought into the library. In order to avoid bugs and to protect library property, eating and drinking are prohibited throughout the building, including the rest rooms. The entire library building is smoke-free.

An adult must accompany children. Children are not allowed in the Audio/Visual room and may not use any of the library's computers. There is no pay phone in the library, and staff telephones may be used only in the case of an emergency. No pets are permitted in the library, and shoes must be worn at all times.

**PERSONNEL****Extension***Director of the Library*D. William Faupel      [bfaupel@wesleyseminary.edu](mailto:bfaupel@wesleyseminary.edu)      8690*Reference Librarian*James Estes      [jestes@wesleyseminary.edu](mailto:jestes@wesleyseminary.edu)      8696*Head of Technical Services/Cataloger*Andy Klenklen      [aklenklen@wesleyseminary.edu](mailto:aklenklen@wesleyseminary.edu)      8692*Technical Services Assistant*Hope Cooper      [hcooper@wesleyseminary.edu](mailto:hcooper@wesleyseminary.edu)      8658*Circulation Assistant*Christina Fairman      [cfairman@wesleyseminary.edu](mailto:cfairman@wesleyseminary.edu)      8695

## **Section Four: Seminary Policies**

### **HEALTH INSURANCE POLICY**

All Wesley Master's degree students are required to show proof that they are covered by health insurance. The Seminary offers a hard-waiver plan with different payment options based on coverage. Any student taking 6 hours or more per semester is eligible for enrollment in this plan.

**To opt out of the Seminary plan**, a student must complete a Health Insurance Waiver Form available in the Office of Community Life or on the Wesley website. Those students taking six hours or more who do not show proof of coverage will automatically be enrolled in the Seminary's insurance plan and billed accordingly. Students registered for five or fewer hours per semester are not eligible for the Seminary plan, but still must show proof of being enrolled in an insurance plan.

To find out more information about the student health insurance plan please see our website: [www.wesleyseminary.edu/studenthealthinsurance](http://www.wesleyseminary.edu/studenthealthinsurance).

### **EMERGENCY/MEDICAL WITHDRAWAL POLICY**

*The Emergency/Medical Withdrawal policy applies whenever a student has a condition or is involved in the care of a family member with such a condition that makes it impossible for the student to fulfill the necessary requirement to complete coursework in a timely manner.*

Medical withdrawal for a student may be initiated in one of two ways:

1. Students may request a medical withdrawal from the Seminary by submitting a written request along with documented proof from a physician that the physical, mental or emotional condition that he or she (or a family member) is suffering will interfere with successfully completing work that has been started during a given semester. If the student is aware of a medical condition that would prevent them from undertaking or continuing a new semester of study, they may maintain matriculation.
2. Students who continually miss classes because of medical or health reasons may be referred by a faculty member to the Associate Dean for Community Life who will review the facts of the situation and, if determined necessary, recommend that the student take a medical withdrawal from the seminary.

In either case, when such withdrawal is approved:

1. Students will be allowed to withdraw from classes without receiving credit for the semester. The grade will be W.
2. Tuition charges will be prorated based on the percentage of the semester actually in attendance. If the student leaves campus, room and board charges will be prorated. If the student remains on campus, they will continue to be charged for room and board.

3. Proceeds from Financial Aid (scholarships, grants, student loans) will be prorated according to a formula set up by the Financial Aid office.
4. Remaining proceeds from student loans will be applied to fees for subsequent semesters or returned to the lender, if required.
5. Scholarship support (both merit awards and need based grants) will be prorated to cover prorated charges. If funds are available, one additional semester of support will be provided to the student to allow him or her to take advantage of the original level of scholarship support offered to them, less any prorated charges that have been paid by the seminary.

Prior to being readmitted to the Seminary, the student must show proof from a physician indicating his or her ability to undertake the level of activity required to satisfactorily complete a regular schedule of course work. At minimum this information should:

1. Indicate the level of improvement the student has made in his or her medical condition.
2. Specify any special conditions that the student must have in place to allow her or him to return.

Upon re-admittance, the student must meet with the Associate Dean for Community Life to assess the appropriate level of involvement for the individual and to set up a program that will allow the greatest opportunity for academic success, taking into account any special concerns that her or his medical condition requires.

Students will not be allowed more than two medical withdrawals in the course of a degree program. After two such withdrawals, further medical concerns which prevent timely completion of academic work will require the student to permanently withdraw from the Seminary.

### **DISABILITIES STATEMENT & PROCEDURES**

Wesley Theological Seminary is committed to providing equal access to Seminary educational programs for all qualified students with learning, physical, medical, or psychological disabilities. Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the D.C. Human Rights Act prohibit discrimination against individuals with disabilities. Specifically, these laws require the Seminary to provide reasonable accommodation for qualified individuals with a disability to ensure their equal access and participation in Seminary programs.

Once admitted to Wesley, students needing accommodations are encouraged to self-identify to the Associate Dean for Community Life. Students should submit to the Associate Dean relevant, current documentation from a qualified professional, which will be evaluated by a consultant with special training in disabilities.

All documentation should include:

- the presenting problem and relevant history
- test scores and discussion of results, if relevant
- a diagnosis with rationale
- a description of the disability, including duration and severity

- substantial medication side effects, if any
- information on substantial disability-based limitations and how they relate to the educational environment
- suggested educational accommodations with rationale for recommendations

The Associate Dean reserves the right to request additional documentation, if needed. All costs for testing are the responsibility of the student. Students should check with their health insurance companies to see what testing costs, if any, are covered.

Students must return testing documentation as early as possible, preferably by June 30 for fall admission, and by November 30 for January admission. Later submission of documentation may result in a delay of accommodation implementation.

Based on the consultant's evaluation, the Associate Dean will recommend accommodations in a letter to the student.

After attending at least one of each of his or her classes, the student must fill out a notification form, listing the professors she or he wishes to notify about the student's learning disability; the academic advisor should also be included. This form is available from the Associate Dean's Office and must be filled out every semester. Once the student has authorized such a release, the Associate Dean notifies faculty identified by the student of the student's need for accommodations.

Information and records about student disabilities are treated as confidential information under applicable federal and state laws, as well as Seminary policies, and are only provided to individuals on a need-to-know basis when authorized by the student.

A faculty member's first notification of a student's need for accommodation normally comes in the form of a letter from the Associate Dean's Office verifying that the student has appropriate documentation of a disability and that accommodations may be necessary. Occasionally, a student will come directly to a faculty member and request accommodations. If a student requests accommodations directly from a faculty member and no letter of verification has been sent by the Associate Dean, it is the faculty member's responsibility both to inform the student that services are available and to refer the student to the appropriate office to begin the process of verification of a disability and the subsequent notification of faculty. Accommodations should not be provided without a letter from the Associate Dean. Faculty are encouraged to consult with the Associate Dean if there are questions regarding accommodation issues.

Except in cases of minor accommodations, such as sitting in the front of the classroom, faculty should not provide accommodations without verification from the Associate Dean. To provide accommodations without verification, or to refuse to provide accommodations recommended by the Associate Dean's Office, exposes a faculty member and the Seminary to legal liabilities.

Students should meet with their professors early in the semester to discuss possible accommodations once the Associate Dean's Office has verified the student's disability. Students

should schedule an appointment with the Associate Dean after 30 hours of course work to discuss the student's progress and accommodations.

## **COMMITMENT TO DIVERSITY**

The mission of Wesley Theological Seminary is to prepare persons for Christian ministry, to foster theological scholarship, and to provide leadership on issues facing the church and the world. Our aim is to nourish a critical understanding of Christian faith, cultivate disciplined spiritual lives, and promote a just and compassionate engagement in the mission of the church to the world.

Wesley is a representative community of persons in the church, accountable, as all Christian communities are, to the intention of God that all may be one. Wesley affirms its identity as a community that intentionally seeks to include persons of both sexes and various national and ethnic backgrounds, ages, and special conditions as Board members, administrators, faculty, staff, and students. Wesley's Commitment to Diversity is to be lived out in our admission of students; hiring of faculty, staff and administration; and selection of members of the Board of Governors (Board); and in our life together as a community.

Wesley Theological Seminary is an equal opportunity employer and educational environment. No person who meets our admission requirements will be denied admission or be subjected to discrimination in recruitment or educational policies, scholarship and loan programs, or other Seminary administered programs on the basis of age, gender, race, ethnicity, sexual orientation, national origin, or disability.<sup>1</sup> We are working toward the realization of a barrier-free environment with adequate facilities and assistance for persons with disabilities.

## **INSTITUTIONAL OVERSIGHT OF WESLEY'S COMMITMENT TO DIVERSITY**

To support Wesley's commitment to diversity, a Diversity Committee will be established and will be accountable to Wesley's Board of Governors.

### A. Diversity Committee

#### 1. Composition

The Diversity Committee shall be comprised of the following persons of Wesley Theological Seminary:

- One faculty member appointed by the faculty;
- One staff member appointed by the staff;
- One member appointed by and from the Board;
- One member of the administration appointed by the administration. If this is not the personnel officer, the personnel officer shall serve ex-officio;
- One member of the student body appointed by the Student Council;
- Wesley's Diversity Officer, if that person is not already a member of the Diversity Committee;

The Diversity Committee shall include at least one person of color, at least

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<sup>1</sup> A "person with a disability" includes "any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) has a record of such an impairment, or (3) is regarded as having such an impairment." *Section 504 of the Rehabilitation Act of 1973.*

one who is not a person of color, at least one man and one woman. If at any time the committee does not meet this requirement, the president shall appoint an additional member or members to remedy the deficiency. The additional member(s) shall serve for one year and may be reappointed by the president if the deficiency continues.

In odd-numbered years, the Board, faculty, and student body representatives shall be selected for a term of two years. In even-numbered years the staff and administration representatives shall be selected for a term of two years. Members may serve no more than 3 consecutive terms.

By April 15<sup>th</sup> of each school year, the members shall choose their own chairperson, from among themselves, for the upcoming school year. If a chairperson is not chosen by September 1 of any year, the president shall appoint a chairperson.

## 2. Duties

Select a chair who will preside at all meetings and call meetings of the Diversity Committee in consultation with the Diversity Officer;

Nominate a Diversity Officer;

Act as an Advisory Board to and assist the Diversity Officer;

Ensure that the Wesley Community is educated and informed on issues of diversity by encouraging and helping to facilitate awareness activities and opportunities;

Report annually through the Diversity Officer to the appropriate committee of the Board all significant matters related to the Diversity Committee;

If deemed necessary, recommend to the Board changes to this policy statement;

Serve as the formal grievance committee for grievances arising under the Commitment to Diversity;

Develop procedures to implement Wesley's Commitment to Diversity;

Monitor Wesley's recruitment, application, admission, and selection procedures to assure that these procedures support Wesley's Commitment to Diversity; if the Committee has concerns about any of these procedures or their effect on the Wesley community, concerns should be taken up with the person(s) responsible for the area of concern and reported to the president;

Provide general oversight for diversity issues at Wesley;  
Action of the Committee shall be in keeping with the objectives of Wesley's  
Commitment to Diversity.

B. Diversity Officer

1. Qualifications

A Diversity Officer shall be nominated by the Diversity Committee by April 15<sup>th</sup> of each year and confirmed by the president. The person chosen shall be a person whose role in the community is perceived to exhibit integrity, sensitivity and leadership. The Officer shall be chosen from among the regular staff or from the faculty, but shall not be a person who is a member of the Administrative Council or the Board. The term of office shall be one year. A person may serve no more than three consecutive years.

2. Duties

The Diversity Officer shall:

Coordinate the activities of the Diversity Committee;  
Manage the logistics for all meetings of the Diversity Committee in consultation with the chair and be responsible for disseminating information to the Diversity Committee members;  
Receive diversity grievances and pursue appropriate action;  
On behalf of the Diversity Committee, report annually to the appropriate committee of the Board all significant matters related to the Diversity Committee. Because the president of Wesley is responsible finally to the Board of Governors for the administration of the policies of the Board, the Diversity Officer shall be accountable to the president for the prudent administration of the office.

C. Responsibilities and Involvement of the Administration

1. Notify the Diversity Committee of upcoming administration, faculty and staff retirements and vacancies.
2. Disseminate this policy statement to all board members, administrators, faculty, staff, and students. Include this policy statement in all policy manuals (faculty, staff and student);
3. Support activities that educate the Wesley community about diversity issues;
4. Foster a harassment-free work place and educational environment (see Appendix);
5. Advise all employees and students of Wesley's commitment to a campus free of harassment of any sort, including racial or sexual harassment or harassment based on age, ethnicity, sexual orientation or disability.
6. Recruitment, Selection and Advancement Procedures  
Wesley's recruitment efforts for all administration, faculty and staff positions and student candidates are intended to ensure that educational and employment opportunities are known to a diversified pool of potential applicants.  
The recruitment and selection procedures for Board, administration, faculty, and staff openings shall be in accordance with Wesley's Commitment to Diversity. Promotion procedures shall reflect the spirit and intent of Wesley's Commitment to Diversity.

The Diversity Officer shall be kept informed throughout the entire recruitment process for hiring administrative personnel, staff and faculty. (S)he shall have the opportunity, prior to the actual hiring, to review the process and comment regarding the adequacy of the process.

7. Evaluation

This policy statement will be kept under continuing review by the Diversity Officer.

To assess the effectiveness of Wesley's Commitment to Diversity, the Diversity Officer should ensure that

1. Evidence of a failure of a supervisory or management official or admissions officer to adhere to Wesley's Commitment to Diversity is reviewed by the Diversity Committee, and if deemed necessary reported to the appropriate Seminary officer, the president, or the appropriate committee of the Board;
2. The Diversity Committee assesses the adequacy of this policy statement in supporting diversity at Wesley and if deemed necessary recommends revisions to this policy statement to the Board.

### **PROCEDURES FOR SUBMITTING AND INVESTIGATING GRIEVANCES**

Where Wesley administrators, faculty, staff, students or applicants for employment or admission believe themselves to have been injured by Wesley's failure to abide by its Commitment to Diversity, including its policy against workplace or learning environment harassment, the following grievance procedures will be followed.

1. Definitions

- 1A. An informal grievance is a confidential verbal or written assertion or inquiry made to the Diversity Officer about a perceived violation of Wesley's Commitment to Diversity, with the purpose of achieving an informal resolution of the matter.
- 1B. A formal grievance is a written assertion made to the Diversity Officer that Wesley's Commitment to Diversity has been violated. It shall contain a descriptive narrative, which specifically outlines the nature of the alleged violation, the person(s) responsible for the alleged violation, when it took place, and who was involved.
- 1C. A grievant is the person who files an informal or formal grievance on behalf of him/herself or others with permission.
- 1D. A respondent is the person, or persons, against whom an informal or formal grievance has been filed.
- 1E. A resolution is effected when the grievant and the respondent are satisfied with the result of the grievance procedure.

- 1F. A determination is the Seminary's final decision on a formal grievance.

*NOTE 1: These procedures anticipate that in most if not all instances, the person who feels him/herself aggrieved would have sought resolution by talking directly with the person(s) whose conduct is at issue.*

*NOTE 2: Students who wish to avail themselves of these procedures regarding an alleged act of discrimination or harassment must first have sought resolution through the Office of the Dean.*

2. Informal Grievance Stage

- 2A. An informal grievance must be communicated to the Diversity Officer within 180 days of the alleged violation, or within 60 days of the effective date of a personnel action.

*NOTE: There may be circumstances related to the specific nature of the complaint which may suggest that the Diversity Officer may not be the appropriate person for consultation and investigation of the complaint. In such instances, the Diversity Committee may designate a member of the Diversity Committee to act for the Officer. The Diversity Committee designee will follow the procedures as spelled out for the Officer in this section. The person bringing a complaint and wanting to use this provision must within the time frames cited above make such a request to any member of the Diversity Committee. The request may be verbal or in writing.*

- 2B. The initial consultation will be for the purpose of ascertaining the nature of the complaint. The Officer shall conduct an initial interview with the person or persons making the allegation for the purpose of obtaining as many details regarding the circumstances being complained about as is possible.
- 2C. The Officer shall pursue the matter as indicated by the information provided which may include discussions with the respondent and/or other persons pertinent to effecting an informal resolution of the matter. The Officer shall ensure in this process that all information developed shall be kept confidential while an informal resolution is being pursued.
- 2D. If the matter is not resolved within 21 days of the initial interview (or as extended by mutual agreement of the parties involved), the Officer must notify the person initiating the inquiry of the inability to resolve the matter, and his/her right to file a formal grievance.
- 2E. The Officer shall report the outcome of all informal grievances to the Diversity Committee. If resolution is achieved, confidentiality will be maintained in the Officer's report regarding the names of the parties involved.

3. Formal Grievance Procedure

- 3A. All formal grievances must first have been subject to the informal grievance procedure.
- 3B. When resolution at the informal grievance stage is not effected, the grievant may exercise a right to file a formal complaint by writing a letter or statement of grievance to the Diversity Officer. The time limit for filing a formal grievance is within 30 days of notification that resolution at the informal level has not been successful. The Diversity Officer shall acknowledge in writing the receipt of the grievance.

NOTE: *The provision for a Designee to be named by the Diversity Committee as provided in 2A of the Informal Grievance Procedure may also be utilized in this procedure.*

- 3C. The Officer will put the substance of the complaint in writing and send copies to the grievant, to the respondent, and to the Seminary Officer over the department of the respondent. For students, the notification shall be to the Associate Dean for Community Life. In addition, the notification that a formal grievance has been filed will be placed in the personnel file(s) of the person(s) involved.
- 3D. In the initial face to face contact with the respondent, the Officer will outline the substance of the allegations and offer an opportunity to informally meet with both parties to discuss the allegations and attempt resolution.
- 3E. If resolution is not possible, an investigation shall be conducted. The Officer will notify each party of the investigative process. The investigation may include interviews with relevant administrators, faculty, staff, students, or others. The investigation may include gathering evidence and affidavits. Each party will be given ample opportunity to fully document their positions prior to the conclusion of the investigation.  
  
Once the investigation is completed, both parties are provided copies of the investigative file. After both parties have had an opportunity to review the file, they will be invited to an informal meeting with the Officer where resolution again will be attempted.  
  
If resolution is reached and both parties agree, no further action will be contemplated and the matter will be considered closed. If resolution is not reached, the Officer shall file an investigative report with the Diversity Committee.
- 3F. The Diversity Committee shall review the investigative report and propose findings, conclusions and recommendations for the grievances which, if accepted by the grievant, the respondent and the Seminary's representative, shall constitute a determination of the matter.

- 3G. If there is no such determination by agreement, then the proposed findings, conclusions and recommendations of the Diversity Committee shall be presented to the president and the Personnel and Academic Affairs Committee of the Board for review and a final determination of the matter.

*NOTE: If the determination at steps 3F or 3G involve a finding of discrimination, harassment, or other violation of Wesley's Commitment to Diversity, the recommendations must include a provision that the Seminary take immediate action to: (1) stop or prevent further violation, discrimination, or harassment; (2) prevent retaliation; and (3) initiate appropriate remedial measures.*

- 3H. No member of the work force shall file litigation against Wesley concerning any grievance raised within the purview of Wesley's Commitment to Diversity, unless and until all of the administrative remedies set forth herein are carried out and a final decision has been made on the grievance. This paragraph shall not in any way be construed to constitute an infringement upon any rights persons may have under applicable federal, state and/or local statutes.

## **SEXUAL HARASSMENT POLICY**

### **I. PROHIBITION OF SEXUAL HARASSMENT**

Wesley Theological Seminary, a graduate theological school of the United Methodist Church, has adopted a statement of mission, which gives expression to the Seminary's understanding of its purpose, its commitments and its approach to embodying those commitments. The current Mission Statement reads in part: "Since the whole church is called to be in ministry that engages the gifts and talents of lay and clergy alike, our degree programs are tailored to fit varying vocational goals. All reflect an emphasis on preparing those called to leadership in the church. The range of educational programs at Wesley displays our understanding that all ministers - elder and deacon, lay and ordained, professional and nonprofessional - are all called to proclaim the reconciling and liberating gospel of Jesus Christ to a broken world. Beyond our degree programs, the Seminary's work of preparing persons for ministry is carried out in programs of continuing education for pastors, in lay certification programs, and through educational programs offered to the community at large. Wesley's commitment is to equip the whole people of God for the work of ministry."

In support of this mission, Wesley Theological Seminary is committed to creating and maintaining a community in which administrators, faculty, staff and students can work, study and live together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with the Seminary should be aware that the Seminary condemns harassment of any kind including sexual harassment or harassment predicated on race, ethnicity, disability, age, gender, or sexual orientation. Such behavior is an affront to God and to human dignity, is prohibited both by law and by existing Seminary policies, and cannot be permitted within the community. It is the intention and responsibility of

the Seminary to take whatever action may be needed to prevent and correct behavior which is contrary to this policy and to work positively to ensure an environment and a process which upholds the requirements of basic human justice.

As set forth in this policy, sexual harassment is prohibited by the Seminary. Grievance procedures are available for any individual who believes that he or she has been subject to sexual harassment. The Seminary will investigate fully any such grievance, and will take prompt corrective action if a determination is made that sexual harassment has occurred.

### **Sexual Harassment Is Illegal**

Title VII of the Civil Rights Act of 1964, as amended, and the federal regulations adopted under that Act, prohibit sexual harassment in the employment setting. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment, in any educational programs and activities of educational institutions that receive federal funding. Students and employees are covered by Title IX. Sexual harassment is also prohibited by the District of Columbia Human Rights Act.

### **What Constitutes Sexual Harassment?**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions or for academic evaluation, grades, or advancement, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Conduct that occurs in the process of selection for employment or for admission to an academic program is covered by this policy, as well as conduct directed toward Seminary students, faculty or staff members.

Sexual harassment includes any unwanted sexual attention such as:

- Visual conduct such as staring, leering, or making sexual gestures;
- Verbal conduct such as sex-oriented teasing or joking, making sexually demeaning comments, using sexual epithets, slurs, or nicknames, whistling or catcalls, and repeated and unwelcome comments about another's appearance or clothing;
- Discussion of one's own sexual problems or experiences, or questions about another's sexual experiences;
- Repeated unwanted asking for dates;
- Inappropriate touching, such as caresses, attempts to kiss or fondle, and any other physical conduct offensive to another;
- Pressure for sex; and

- Display or transmission (electronic or otherwise) of obscene or sexually-oriented objects, photographs, or messages.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without employment or academic effect. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

## **II. POLICY REGARDING CONSENSUAL "ROMANTIC" RELATIONSHIPS**

Wesley Theological Seminary does not prohibit consensual romantic relationships, except in the circumstances outlined below. However, such relationships can present a number of difficulties which should be carefully considered. For example, it is not always possible to tell when a relationship is truly welcome, and all members of the Wesley community must be aware of the possibility that a relationship they thought was consensual was not. Further, it may prove uncomfortable if a relationship ends and both parties are still members of the community.

While the development of romantic relationships between genuinely consenting adults can obviously be a positive event in appropriate circumstances, faculty and administrators, as individuals in authority, must recognize that the imbalance of power between themselves and students renders mutuality of consent in relationships with students problematic and raises potential conflicts of interest. Further, when the authority and power inherent in administrative and faculty relationships to students is abused, whether overtly, implicitly, or through misinterpretation, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the institution. For these reasons, Wesley Theological Seminary prohibits romantic or amorous relationships between faculty and students, and between administrators and students. For the same reasons, Wesley Theological Seminary also prohibits romantic or amorous relationships between students and learning partners, and between students and parishioners in the Practice in Ministry and Mission sites. Likewise, the Seminary prohibits romantic or amorous relationships between supervisors and those whom they supervise.

## **III. PROCEDURES FOR SUBMITTING AND INVESTIGATING COMPLAINTS BROUGHT UNDER THIS POLICY**

The Seminary has established procedures for submitting and investigating grievances by any member of the Wesley community who believes himself or herself to have been injured by a violation of the Seminary's Commitment to Diversity, including its policy against workplace or learning environment harassment. The procedures for submitting and investigating grievances are set forth in the Faculty, Staff, Student, and Administrative Policy Manuals.

If you believe that you are the subject of sexual harassment, please do not assume that the Seminary faculty or administration is aware of what is happening. If harassment continues after you have asked someone to stop or if you feel uncomfortable talking to that person directly, you should follow the grievance procedures established by the Seminary. Complaints of harassment

will be investigated promptly. Investigations will be conducted with discretion, and confidentiality will be maintained to the extent possible, consistent with the needs of the investigation. If prohibited or unlawful harassment is found to have occurred, prompt corrective action will be taken.

No one will be retaliated against for making a sexual harassment complaint in good faith even if no determination is made that harassment has occurred. However, anyone who knowingly makes a false claim or knowingly provides false information in the course of an investigation will be subject to disciplinary action. Anyone who retaliates against someone for making a harassment complaint or providing information during a harassment investigation will also be subject to disciplinary action.

#### **IV. POLICY DISSEMINATION/EDUCATION**

Educational programs need to be developed and carried out to prevent or reduce the incidents of sexual harassment. Appropriate support for the victims and offenders should be provided by the Seminary. This policy shall be printed in all Seminary policy manuals (Faculty, Staff, Administrative and Student); publicized initially in the community with articles and policy announcements; reviewed annually with all supervisory personnel and all persons in leadership positions; reviewed specifically with all persons entering the Seminary as new employees, both faculty and staff; specifically referenced in new student and Practice of Ministry and Mission orientations; and explained thoroughly in all counseling situations in which the provisions of the policy have been invoked. The Office of the President shall be responsible for the implementation and dissemination of this policy.

#### **FUNDRAISING POLICY**

##### **FUNDRAISING BY STUDENT ORGANIZATIONS**

Wesley Seminary students are prohibited from directly soliciting funds from outside individuals or organizations on behalf of any student organization without the expressed written permission of the administration. A request for approval to solicit funds must be made in writing to the Associate Dean for Community Life at least thirty (30) days prior to undertaking any outside fund raising activities. This letter must include information on the scope of the fundraising activity including the specific strategy to be employed, the intended use of the funds and the target individuals/organizations who will be solicited.

#### **SUBSTANCE ABUSE POLICY**

##### **PURPOSE**

In order to maintain a drug-free study and work environment where the use, manufacture, possession, transfer, dispensing, distribution, or sale of illicit drugs and alcohol on campus (all buildings and grounds) is prohibited, Wesley Theological Seminary is promulgating the following policy.

##### **STANDARDS OF CONDUCT AND SANCTIONS**

Out of respect for our bodies as temples of the Holy Spirit, as good stewards of our relationships with one another, and in compliance with the United States law, the unlawful possession, use, or distribution of all illegal drugs, as well as prescription drugs or controlled substances taken for non-medical reasons, is prohibited. Additionally, Wesley prohibits the unlawful and/or abusive use, possession, and distribution of alcohol on campus.

Violators of this policy are subject to disciplinary action and are required to participate in a rehabilitation program. Failure to participate in a rehabilitation program may lead to dismissal, termination, and/or referral for prosecution by law enforcement agencies. An employee or student who begins work or attends class in an impaired state or who becomes impaired during the course of work or class is also subject to disciplinary action.

### **HEALTH RISKS**

All drugs are toxic or poisonous if abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, impotence, liver damage, cardiac irregularities, hepatitis, and neurological damage. Abuse of either alcohol or drugs during pregnancy increases the risks of birth defects, spontaneous abortion, and still births. Alcohol is a depressant. It depresses the central nervous system and can cause serious, irreversible physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatic and kidney disease, and cancer of the esophagus, liver, bladder, or lungs.

The seminary recognizes that substance abuse is a complex health problem. Substance abuse may lead to accidents, illness, absenteeism, poor performance, and other conditions harmful to the health and morale of the individual, his or her family, and the community at large. Any person who admits possible substance abuse may ask his or her advisor or supervisor for referral to a counselor and/or rehabilitation program. Requests for referral will be kept confidential.

This policy will be reviewed and disseminated annually to all students and employees. In addition, as a condition of admission and employment, each student and employee is expected to abide by this policy and to notify the Associate Dean for Community Life of any of the above noted violations.

### **IMMUNIZATION REQUIREMENTS**

All students 26 years of age and younger must present proof of immunization against measles, mumps, polio, rubella, and tetanus. This is a District of Columbia requirement. Disclosure forms are available in the Office of Community Life.

## **Section Five: Financial Resources for Study at Wesley**

### **FINANCIAL AID OFFICE (T-201)**

**Hours:** 8:30 a.m. - 12:00 noon, 1:00 p.m. - 4:30 p.m.

Wesley's Financial Aid program is administered by the Financial Aid Director, Ms. Mary Vibert. Students can get information on specific grant and loan programs, debt counseling, work study and work ship positions by contacting the Financial Aid Director. Appointments can be made by contacting the Financial Aid Director by phone or by stopping by the Financial Aid Office and reserving a time slot in the appointment book.

Going into debt for seminary is discouraged, but will be a reality for many seminarians. The average educational debt load for graduates is \$30,000. The Financial Aid Director is prepared to help you with various types of student loans.

### **THE STAFFORD LOAN**

The Stafford Loan is a government loan, administered by a bank, guaranteed by a guarantee agency, and certified by the school. Depending on need, graduate students can borrow up to \$8,500 a year for school related expenses in a subsidized loan and \$10,000 in an unsubsidized loan. The present interest rate is variable and is capped at 8.25%. Subsidized Stafford loan payments are deferred while students are in school. Lenders and guarantee agencies do take out up to 3% of the loan amount for origination fees, so be sure to borrow accordingly.

The procedure for applying for a Stafford loan is as follows:

1. Complete FAFSA form and Wesley Assistance Application.
2. Submit Promissory Note, Debt Management Form and Stafford Loan Request Form to the Financial Aid Office. Applications can be obtained from most banks and credit unions or from the Financial Aid Office. We recommend that you stay with the same lender if you used government loans before.

Every year thereafter, students will simply contact the Financial Aid Director to indicate their requested loan amount for that school year. Remember the loan will be certified only if you have never defaulted on a student loan and if you show need as determined by the federal formula from the FAFSA application.

Most loan funds will be received by electronic fund transfers, however, some loan checks will come via paper check and the student will be required to sign the check before it is deposited to their account in the Business Office. Students will be notified by memorandum to your campus box. Therefore, you should check your box often rather than inquiring at the Financial Aid Office. The loan takes several days to process, so please plan ahead.

Tuition and school fees must be paid first from the loan disbursement, and then you must request from the Business Office that the balance be returned to you. Once a voucher is completed in the

Business Office, you will receive the remaining amount for your other educational expenses. Refund checks are processed on the 1<sup>st</sup> and the 15<sup>th</sup> of each month.

Entrance and exit interviews will be required of all Federal loan recipients.

### **FEDERAL STUDENT AID AND RETURN OF FEDERAL FUNDS POLICY**

Please review the following which pertains to students who have borrowed Stafford Loan money for their school expenses and who decide to withdraw from all classes during the semester.

#### Withdrawals - Federal Student Aid Return of Federal Funds Policy

- Financial Aid Office will follow the policy of Return of Title IV Funds as established by the Department of Education.
- The financial aid office recalculates federal financial aid eligibility for a student who withdraws or drops out prior to completing 60 percent of a semester. If the student receives more federal loan monies than earned, the excess funds must be returned by the student.
- The amount of loan monies the student has earned is determined by comparing the number of calendar days completed in a semester to the total calendar days in the semester. If the student completes 40% of the semester, then they will have earned 40% of the federal loan assistance they were originally scheduled to receive.
- Since the student withdrew before completing 60% of the semester, the unearned loan monies which the student received, must be returned by the student.
- The financial aid office will be in contact with the student within 30 days of withdrawal to inform them of the amount of unearned money from the federal Stafford loan which they must repay or make arrangements to repay. The student must repay or make arrangements to repay within 45 days of receipt of the school letter.

### **WESLEY MERIT SCHOLARSHIPS**

Merit Scholarships are based on demonstrated academic achievement and qualities of character and leadership ability that suit women and men for exceptional service in and through the church. The merit scholarships available to degree-seeking students are Bishop's, Governor's, President's and Dean's. Many times the merit recipient will receive one of these scholarships with the potential to also receive need-based aid. Applicants will be considered for merit aid upon admission to the seminary. Completed files are reviewed and awards granted for 90 credit hours or six semesters if the student is in the M. Div degree program. If the student is in the MTS/MA degree program, awards are granted for 60 credit hours or 4 semesters. The following are specifications of the Wesley Merit Grant:

- 1) Students must be accepted in a degree program to receive a merit grant
- 2) Students must take **at least eleven credit hours a semester** to receive the full-time merit grant and must take **at least six credit hours a semester** to receive the part-time merit grant
- 3) The merit grant cannot be used in the Summer Session.
- 4) The merit grant **will not** cover audited classes.

- 5) If study is interrupted, the merit grant plan will be discontinued. Upon reentering, a student may be considered for reinstatement of the remainder of the initial grant.
- 6) Merit grants will be given for no more than 90 credit hours or six semesters if the student is in the M. Div degree program. Students in the MTS or MA degree program will receive a merit grant for no more than 60 credit hours or four semesters.
- 7) If a student requests and receives credit for graduate studies completed in another educational institution, their financial aid will be reduced by the number of hours transferred.
- 8) If a student seeks two Masters degrees, grants are limited to a maximum of 90 hours for a combined M.Div./M.A. or M.T.S. and a maximum of 60 hours for a combined M.A./M.T.S.
- 9) Awards will be reviewed each year and will be reinstated at the discretion of the Financial Aid Advisory Committee if the student maintains a cumulative GPA of at least 3.0.
- 10) Merit grants will be applied in the fifth week of classes after the add-drop deadlines.

## **MERIT AWARD CATEGORIES**

### **Denit Fellows Award**

Denit Fellows Awards are given to United Methodist M.Div degree-seeking students. Denit Fellows receive 100% tuition for 90 credit hours. If the student resides on campus, they will also receive a stipend for the meal plan and a double room on campus. If the student does not reside on campus, they will only receive 100% tuition. The Denit is awarded for three years only. After three years, only tuition will be covered for one more year and only up to 90 credit hours. If the student requests and receives credit for graduate studies completed in another educational institution, the student's financial aid will be reduced by the number of hours transferred. The award is reviewed each year and will be reinstated at the discretion of the Financial Aid Advisory Committee if the student maintains a cumulative GPA of at least 3.25. The student must register full time, **nine credit hours**, each semester to be eligible for the award. Awards are distributed each semester. The Denit does not cover Summer school unless the student applies for special permission from the financial aid office.

### **Wesley Merit Scholar Grants**

Awarded to an African-American M.Div degree-seeking student. The Wesley Merit Scholar will receive 100% tuition for 90 credit hours. If the student resides on campus, they will also receive a stipend for the meal plan and a double room. If the student does not reside on campus, they will receive 100% tuition. In addition, the student will receive a \$1,000 stipend per semester. The Wesley Merit Scholars grant is awarded for three years only. After three years, only tuition will be covered for one more year, and only up to 90 credit hours. If the student requests and receives credit for graduate studies completed in another educational institution, the student's financial aid will be reduced by the number of hours transferred. The award will be reviewed each year and will be reinstated at the discretion of the Financial Aid Advisory Committee if the student maintains a cumulative GPA of at least 3.5. The student must register full time, **9 credit hours**, each semester to be eligible for the award. Awards will be distributed each semester.

The Wesley Merit Scholar grant does not cover Summer school unless the student applies for special permission from the financial aid office.

### **Winters Award**

The Ellura Harvey Winters Scholarship is given to a first-year United Methodist M. Div. student. The student will receive 100% tuition for up to 30 credit hours in the first year. The student must register full time, **9 credit hours**, each semester to be eligible for the award. The award will be distributed each semester during the first year. The student will be re-evaluated for merit and need-based aid for the second and third year.

### **Stewardship with Donors**

The Financial Aid Wesley offers in both the Merit program and Need-based program is made possible through donations from many generous people. It's possible that at some point you will be asked to write a thank you to one or two of our loyal donors. We hope you'll be willing to connect with this important part of the Wesley Community. It means a great deal to a Wesley donor to have the chance to relate to a student.

### **NEED BASED GRANTS**

#### **Wesley Need Grant Application Process**

Need-based Wesley Grants will be awarded only when the FAFSA form (student aid report from the federal government) and the Wesley Assistance Application have been received. **These must be completed each year** that the student is to receive an award. Exceptions are made **only** for international students who do not file U.S. income tax forms. They only need to complete the Wesley Assistance Application.

**Application deadline for all forms is May 1<sup>st</sup>** of the year preceding the academic year for which you are applying. Applications received after that time cannot be guaranteed, even if the multiple year plan was already devised. The FAFSA form should be completed by **April 1** to guarantee timely arrival at Wesley. These forms are used to determine financial need, as described below. Need must be shown each year that a Wesley Grant is given.

#### **Factor for Determining Financial Need**

The following factor will be used whenever determining need:  
Family's allowable expenses must be more than the 9-month gross income.

### **CAMPUS EMPLOYMENT**

There are two types of campus employment offered to Wesley students:

A.) Work ship.

Work ship positions involve 10 hours of work per week for 14 weeks a semester. Once successfully completed at the end of the semester, the student's account is credited \$1,120.00.

B.) Work study.

Students receiving College Work study must file a FAFSA and show financial need. Work study students will receive an hourly wage that is paid via paycheck twice a month. Work study positions are federal government supported and are only available to U.S. citizens.

There are approximately 18 work ship and 11 work study positions available. Applicants for these positions must complete a financial application (FAFSA and Wesley forms) and show financial need. Once they qualify, they also must complete a work ship/work study application. Consideration will be given first to those who are not in the Student Pastor Track, the Urban Ministries Program or who are not completing the Field Education requirement. Exception may be made to this if extreme need is shown, or if there are more positions than applicants.

The Practice in Mission and Ministry Office assigns all church employment. They also keep a listing of off campus opportunities available for students and spouses.

## **ACADEMIC QUALIFICATIONS**

### **Ability to Benefit**

To be eligible for federal student aid, Wesley will admit students who are academically qualified for study at the postsecondary level. The student must have the ability to benefit from being enrolled in one of Wesley's degree programs.

### **Satisfactory Academic Progress**

Wesley will monitor the statutory requirement that a student be making satisfactory progress. The Registrar and the Academic Dean will review the grade point averages of degree students each semester. At the end of the spring semester, the Registrar and Academic Dean will review grade point averages as well as the academic progress of the student.

**Quantitative Progress** will be completed according to the following:

- A Masters of Divinity must successfully complete ninety semester hours of course work in the regular curriculum, including supervised Practice in Mission and Ministry, an Immersion experience, and advancement to candidacy. The completed the M.Div. program may be completed in a minimum of three years of full-time study and must be completed within seven years from the date of admission.
- A Masters of Arts must successfully complete sixty semesters hours of course work in the regular curriculum, including one year of a Practice in Mission and Ministry placement, a cross-cultural Immersion experience, participation in a Covenant Discipleship group, and

advancement to candidacy. The M.A program may be completed in a minimum of two year of full-time study and must be completed within six years from the date of admission.

- A Masters of Theological Studies must successfully complete sixty hours of course work in the regular curriculum, including the final M.T.S. Paper. The M.T.S. program may be completed in a minimum of two year of full-time study and must be completed within six years from the date of admission.
- For Stafford Loan Purposes, if the M.Div., M.A. and M.T.S. has not completed their degree within the maximum number of years outlined above, the Financial Aid Director will consult with the Registrar and Academic Dean regarding the student. If it is determined that the student will be receiving their degree within the next academic semester, then the financial aid director will process a Stafford Loan. If it is determined that the student is more than one semester from completion, and the degree can not be completed within two semesters, a Stafford Loan will not be processed.
- A Doctor of Ministry must successfully complete thirty hours of course work, plus a D.Min. Project Paper. The thirty hours of course work is normally completed within three-and-one-half years. The Doctor of Ministry Committee of the faculty will entertain request for extensions of time for circumstances of unusual gravity. Course Work must be started within two years after admission into the program.

**Qualitative Progress** will be monitored according to the following:

- A cumulative grade average of “C+” (2.30) is required for graduation with the M.Div., M.A. or M.T.S. degree.
- Any student enrolled for the M.Div, M.A. or M.T.S. program who accumulates a GPA below 2.3 will be placed on academic probation and monitored until the GPA is 2.3 or better.
- A student must have at least a 2.0 to be eligible for a Stafford Loan. If the student’s GPA falls below the 2.0, the financial aid director will send a warning letter to the student giving them one semester to bring their GPA up to 2.0. If the student does not improve their GPA to 2.0, the financial aid director will not process any Stafford Loans for the student until such time as the GPA reaches 2.0.
- For Stafford Loan purposes, for the student who has a GPA of 2.0 but less than 2.3, the financial aid director will monitor the GPA of the student. The student should show academic improvement each semester, (increase their GPA each semester), in order to continue to receive the Stafford Loans. If the student fails to improve their GPA, the financial aid director will refuse to process any future Stafford Loans until the student achieves the GPA of 2.3.

- Any student who accumulates nine hours of failing grades will be suspended for one year. The student may reapply at the end of the year.
- M.Div., M.A. and M.T.S. students who have elected to complete their programs based on a Pass/Fail basis will achieve a “P” grade if their quality of work is no less than a “C” on a conventional grading scale.
- For Stafford Loan Purposes, if the student elects the Pass/Fail basis, their academic progress will be monitored to confirm their satisfactory academic progress of maintaining Passing grades. This will be done in consultation with the Registrar and Academic Dean each semester.
- D.Min students must maintain a minimum 3.0 (B) G.P.A. For Stafford Loan purposes a D.Min student is considered full-time if they take 6 credits during the January and May Intensive terms. They are considered part-time if they take 3 credits during the January and May Intensive terms.

## **Section 6: Special Programs at Wesley**

### **THE HENRY LUCE III CENTER FOR THE ARTS AND RELIGION**

The Henry Luce III Center for the Arts and Religion offers artists, clergy, laity, and students the opportunity to work in creative processes, study in a serene setting, and interact within the larger context of a culturally enhanced city. The Center's programs include art in ministry curriculum, artists-in-residence, community outreach programs and the Arthur and Marjorie Dadian Gallery. The Dadian Gallery and Center offices are located in the Kresge Academic Center and the Trott Administrative Building, respectively.

### **THE CHURCHES' CENTER FOR THEOLOGY AND PUBLIC POLICY**

The Churches' Center for Theology and Public Policy is a national, ecumenical research center. Its task is to interpret the implications of Christian theology and ethics for public policies, in order to enhance the political witness of the churches and the public vocations of Christians. The Center offers research, consultations, educational programs, and publications in the areas of supporting peacemaking internationally, disarmament, ethnic and women's rights, health care, and ecological integrity. It publishes Shalom Papers, scholarly articles on public policy issues, available to students for \$3.00 apiece. The Churches' Center for Theology and Public Policy is located in the lower level of Straughn Dormitory (entrance in the rear).

The Center holds annually the endowed Cynthia Wedel Lectureship.

Students wishing to use the Center's educational kits and videos in their own churches are welcome to stop in at the Center and get them free of charge.

### **G. DOUGLAS LEWIS CENTER FOR CHURCH LEADERSHIP**

The G. Douglass Lewis Center for Church Leadership seeks to advance the understanding of Christian leadership and promote the effective and faithful practice of Christian leadership in the church and in society. The center is building a new vision for church leadership grounded in faith, informed by knowledge, and exercised in effective action. It seeks a holistic understanding of Christian leadership that brings together theology and management, scholarship and practice, research and application.

For Wesley students, the center enhances the seminary's capacity to provide a foundation in church leadership of the highest quality. Supporting Wesley's mission as a church-based seminary, the Lewis Center also serves as a resource for clergy and lay leaders, congregations, and denominational leaders. Through teaching, research, publications, and resources, the Lewis Center supports visionary spiritual leaders and addresses those key leadership issues so crucial to the church's faithful witness. Current initiatives focus on encouraging excellence in the early years of ministry, sustaining pastoral excellence, and supporting vital congregations.

The center was established in 2003 to commemorate G. Douglass Lewis's twenty years of service as President of Wesley Theological Seminary. Lovett H. Weems, Jr., Distinguished Professor of Church Leadership, is Executive Director of the Lewis Center. For more information, visit the Lewis Center website, [www.churchleadership.com](http://www.churchleadership.com).

## **Section 7: Local Area Information**

### **COKESBURY BOOKSTORE**

Cokesbury is Wesley Seminary's official bookstore, located in the basement of the Kresge Building. We are proud to be part of the seminary and will do everything we can to help make your experience here a pleasant one. Cokesbury at Wesley carries all the textbooks you will need for your courses here, and much more, such as books and supplies that may be helpful at your churches. *Note: other Cokesbury stores may not have all your textbooks on hand.*

**Discounts:** Whenever possible, we give students a 20% discount on books. We are not able to discount official denominational resources or books that are not discounted by the publisher.

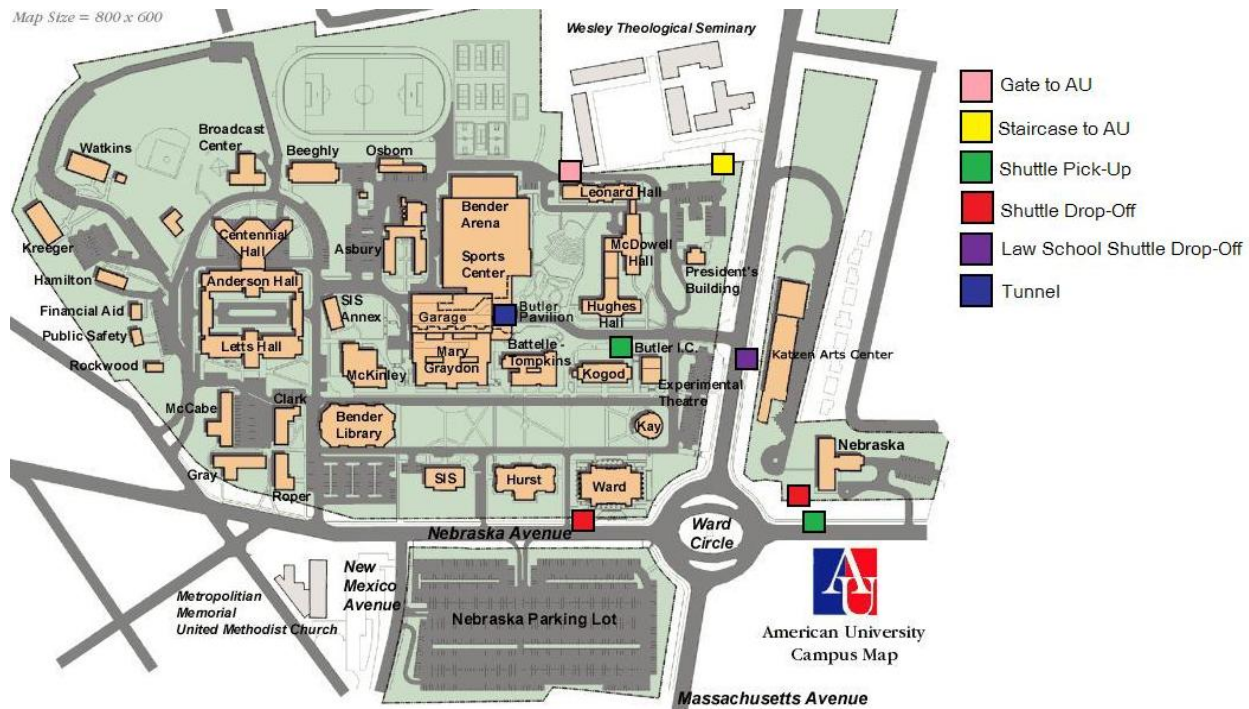
**Special Orders:** While we are not able to carry everything in the Cokesbury Catalog, we have many items that are not in the catalog, and we are glad to try to special order items that are not in stock.

**Methods of Payment Accepted:** Cokesbury is a separate financial institution from the seminary, so you will not be able to put your purchases on your seminary account. We accept cash, checks, traveler's cheques, American Express, Visa, MasterCard, and Discover cards. You may also wish to set up a Cokesbury account. Credit references from a bank credit card (Am Ex, Visa, MC, Discover) are required to set up a Cokesbury account. This account is good at any Cokesbury store nationwide. Normally, payment in full is expected every month. ***There is no interest on a Cokesbury account.***

Hours  
School Year  
Monday-Thursday: 10:00am-6:30pm  
Friday: 10am-2:00pm  
1<sup>st</sup> & 3<sup>rd</sup> Saturday of the Month: 10:00am-2:00pm  
Call for summer and holiday hours.

Manager: Joanne Livingston  
4500 Massachusetts Ave., NW  
Washington, DC 20016  
Phone: (202)885-8681  
Fax: (202)244-6260  
E-mail: [Cokesbury@wesleyseminary.edu](mailto:Cokesbury@wesleyseminary.edu)  
[www.cokesbury.com](http://www.cokesbury.com)

## American University



## American University Shuttle Bus

Wesley students can ride the AU Shuttle at no charge, using a valid Wesley ID card. Bus passes for visitors are available from the Office of Housing or the Seminary Receptionist. The closest shuttle stop is near the tunnel at American University, outside the KOGOD building. The bus will take you to the Tenleytown Metro Station.

Monday-Thursday: 7:00am - 12:30am

Friday: 7:00am - 3:30am

Saturday: 8:00am - 3:30am

Sunday: 8:00am - 1:00am

Passenger wait time should not exceed 10 minutes on weekdays and

15 minutes on weekends and Holidays

On Friday and Saturday nights between 1:00am-3:30am shuttle every 30 minutes

### **Gate Keys**

Students who need to access the AU shuttle bus or other campus locations at American University can stop by the Office of Community Life and Housing to pick up a gate key. There is a \$5.00 deposit for gate keys. Please bring exact change. Gate keys must be returned upon graduation or leaving the seminary and the deposit will be returned. The gate is located at the east end of Carroll Hall behind Leonard Hall.

### **Jacobs Fitness Center**

The Jacobs Fitness Center is located on the first floor of the American University Sports Center. This 15,000 square foot facility includes a wide range of cardiovascular and strength equipment in addition to a group exercise program. Membership also includes use of the pool, basketball courts, and indoor track. Memberships are available to Wesley Seminary students and staff for \$385 a year.

4400 Massachusetts Avenue, NW  
Washington, DC 20016-8005  
Telephone: (202)885-6267  
Fax : (202)885-1007  
E-mail: [getfit@american.edu](mailto:getfit@american.edu) or  
[aurecsports@american.edu](mailto:aurecsports@american.edu)

### **Kay Spiritual Life Center**

The Kay Spiritual Life Center is an interfaith center located near Massachusetts Ave. at the end of the academic quad. It is home to many of the religious communities of American University. The Center hosts various religious events including a Protestant Worship Service on Sunday nights at 7:00 p.m. Keep your eyes open for events sponsored by the various groups that meet in the center.

4400 Massachusetts Ave. NW  
Washington, DC 20016-8010  
Telephone: (202)885-3320  
Fax: (202) 885-3317  
E-mail: [kslc@american.edu](mailto:kslc@american.edu)

## Services at American University

### **Butler Pavilion:**

#### **Eagle's Nest**

Phone: (202)885-6318

Fax: (202)885-3191

Monday – Friday: 7:00am - 2:00am

Saturday & Sunday: 10:00am to 2:00am

#### **Megabytes Cafe**

Phone: (202)885-6111

Monday – Friday: 8:00am - 8:00pm

Saturday & Sunday: 9:00am - 5:00pm

#### **TIGI Boutique®**

Phone: (202)885-6465

Monday – Friday: 10:00am - 8:00pm

\*call for later Appointments

Saturday: 10:00am - 6:00pm

#### **Chevy Chase Bank**

Bank ATMs are located in the Mary Graydon Center and Constitution Hall on the Tenley Campus

Phone: (202)885-6440

Fax: (202)537-2814

Monday – Friday: 9:00am - 5:00pm

#### **The UPS Store**

Phone: (202)885-2030

Fax: (202)686-2828

Monday – Thursday: 8:30am - 6:00pm

Saturday: 11:00am - 5:00pm

#### **McDonald's**

Phone: (202)966-1636

Monday – Saturday: 6:00am - 11:00pm

Sunday: 7:00am - 11:00pm

#### **Subway**

Monday – Sunday: 10:00am - 2:00am

### **Katzen:**

#### **Katzen Cafe**

Fax: (202)885-6372

Monday – Thursday: 8:00am - 8:00pm

Friday: 8:00am - 5:00pm

### **Mary Graydon Center:**

#### **Block Express**

Monday – Thursday: 9:00am - 8:00pm

Friday: 9:00am - 3:00pm

#### **Chick-Fil-A**

Monday – Thursday: 11:00am - 11:00pm

Friday: 11:00am - 6:00pm

#### **Einstein Bros. Bagels**

Monday – Thursday: 7:30am - 6:00pm

Friday: 7:30am - 3:00pm

#### **Field of Greens**

Monday – Thursday: 11:00am - 8:00pm

Friday: 11:00am - 3:00pm

#### **Panini Express**

Monday – Thursday: 11:00am to 8:00pm

Friday: 11:00am to 3:00pm

#### **Tavern - American Pi**

Monday – Thursday: 11:00am - 11:00pm

Friday: 11:00am - 6:00pm

Sunday: 4:00pm - 11:00pm

### **Ward Circle Building:**

#### **Wagshal's American Cafe**

Phone: (202)885-6371

Fax: (202)885-6372

Monday – Thursday: 7:00am - 10:00pm

Friday: 7:00am - 5:00pm

Saturday: 8:00am - 4:00pm

### Campus Store

A bookstore where you can buy everything from textbooks to trashcans.

Butler Pavilion  
4400 Massachusetts Avenue, NW  
Washington, DC 20016-8008  
Phone: (202)885-6300  
Fax: (202)885-6373  
E-mail: [american@bkstr.com](mailto:american@bkstr.com)

#### Hours

Monday-Thursday: 8:00am-7:00pm  
Friday: 8:00am-5:00pm  
Saturday & Sunday: 12:00pm-4:00pm

### **Bender Arena Box Office and Ticket Master Outlet**

Wesley students qualify for graduate student rates for concerts sponsored by American University. The box office is located in the tunnel near Bender Arena.

#### Hours

Monday - Friday 9:00am - 5:00 p.m.  
Phone During Business Hours: (202)885-3267  
Phone After Business Hours:  
(202)432-SEAT (7328)

## **BANKS**

You may reach the first four of these branches by going to the end of the driveway, taking a right and then a left onto Massachusetts Avenue heading toward Maryland.

### **Wachovia**

4910 Massachusetts Ave., NW  
Phone: (202) 879-7190

### **Bank of America**

4301 49<sup>th</sup> Street, NW  
Phone: (202) 624-4700

### **PNC Bank**

4835 Massachusetts Ave., NW  
Phone: (202) 835-5774

### **Chevy Chase Bank**

4860 Massachusetts Ave., NW  
Phone: (202) 363-2253

### **Chevy Chase Bank**

American University Tunnel  
Phone: (202) 885-6440

### **SunTrust Bank**

3301 New Mexico Ave., NW  
Phone: (202) 364-6686

PNC ATM located in commuter student lounge in the Kresge Building on Wesley campus

## **GROCERY STORES**

### **Eagle's Nest**

Located in Butler Pavilion at AU  
Phone: (202)885-6318  
Fax: (202)885-3191  
Monday – Friday: 7:00am - 2:00am  
Saturday & Sunday: 10:00am to 2:00am

### **Giant**

3336 Wisconsin Ave. N.W.  
Newark and Macomb  
Washington, DC 20016  
Phone: (202)244-5922  
Monday – Saturday: 6:00am-11:00pm  
Sunday: 6:00am-9:00pm

5400 Westbard Ave.  
Westwood Shopping Center  
Bethesda, MD 20816  
(301)652-1484  
Monday – Saturday: 6:00am-12:00am  
Sunday: 6:00pm-10:00pm

### **Safeway**

4203 Davenport St NW  
Washington, DC 20016  
Phone: (202)364-0290  
Sunday-Saturday: 5:00am – 12:00am  
Pharmacy Phone: (202)364-0292

### **Super Fresh**

4330 48th Street NW  
Washington, DC 20016  
Monday – Saturday: 8:00am-10:00pm,  
Sunday: 8:00am-9:00pm  
Phone: (202)362-4208

### **Whole Foods**

530 40th St NW, Tenley Circle  
Washington, DC 20016  
Phone: (202)237-5800  
Monday – Saturday: 8:00am - 10:00pm  
Sunday: 8:00am - 9:00pm

## **EMERGENCY CONTACTS**

Police, Ambulance, Fire Emergency: 911

Police Non-Emergency: 311

For immediate assistance in an emergency, contact the resident manager on duty: (202)246-8251

## **PHARMACIES**

### **CVS Pharmacy**

4851 Massachusetts Ave., NW

Washington, DC 20016

(202)363-9554

Sunday – Saturday: 7:00am-11:00pm

### **CVS Pharmacy**

4555 Wisconsin Ave., NW

Washington, DC 20016

(202)537-1587

Sunday – Saturday: 24 Hours

### **Rite Aid Pharmacy**

3301 New Mexico Avenue NW

Washington, DC 20016

Phone: (202) 966-4900

Monday – Friday: 8:00am – 8:00pm

Saturday: 9:00am-5:00pm

Closed Sunday

## **HOSPITALS**

### **Sibley Hospital**

5255 Loughboro Rd., NW

Phone: (202) 537-4000

(Five minutes from the Seminary by car: Right on Massachusetts, Right on Nebraska, Becomes Loughboro Rd., Hospital on right)

### **George Washington University Medical Center**

901 23<sup>rd</sup> Street, NW

Phone: (202)994-3211

### **Georgetown Medical Center**

3800 Reservoir Rd., NW

Phone: (202) 784-2000

### **Howard University Hospital**

2041 Georgia Ave., NW

Phone: (202) 365-1131

### **Suburban Hospital**

8600 Old Georgetown Rd.

Bethesda, MD

Phone: (301) 896-3100

### **Washington Hospital Center**

110 Irving Street, NW

Phone: (202) 877-7000

## RESTAURANTS

All within walking distance of Wesley Theological Seminary

### Angelico la Pizzeria

4529 Wisconsin Ave., NW  
Washington, DC 20016  
Phone: (202) 243-3030  
Sunday – Saturday: 11:00am-12:00am

### Armand's Pizza

4231 Wisconsin Ave., NW  
Washington, DC 20016  
Phone: (202)363-5500  
Sunday - Thursday: 11:30am-10:00pm  
Friday - Saturday: 11:30am-11:00pm

### Balducci's

3201 New Mexico Avenue, NW  
Phone: (202) 363-5800  
Monday – Saturday: 8:00am-9:00pm  
Sunday: 8:00am-8:00pm

### Chef Geoff's

3201 New Mexico Ave., NW  
Washington, DC 20016  
Phone: (202)237-7800  
Lunch: 11:30am-4:00pm (except Sunday)  
Brunch: 10:30am-3:00pm (every Sunday)  
Dinner: 4:00pm-10:00pm (daily)

### Chicken Out

4866 Massachusetts Ave., NW  
Phone: (202) 364-8646  
Sunday – Saturday: 11:00am-9:30pm

### Chipotle

4301 Wisconsin Avenue, NW  
Washington, DC 20016  
Phone: (202)237-0602  
Fax: (202)237-0604  
Sunday – Saturday: 11:00am-10:00pm

### DeCarlo's Restaurant

4822 Yuma Street, NW  
Washington, DC 20016  
Phone: (202)363-4220  
Lunch  
Monday - Friday: 11:30am-2:30pm  
Dinner  
Sunday – Thursday: 5:30pm-10:00pm  
Friday – Saturday: 5:30pm-11:00pm

### Dancing Crab

4611 Wisconsin Ave., NW  
Washington, D.C. 20016  
Phone: (202) 244 1882  
Monday – Friday: 11:00am-11:00pm  
Saturday: 12:00pm-11:00pm  
Sunday: 3:00pm-11:00pm

### Domino's

4538 Wisconsin Ave., NW  
Washington, DC 20016  
Phone: (202)362-7500  
Sunday – Thursday: 11:00am-1:00am  
Friday – Saturday: 11:00am-3:00am

### Guapo's

4515 Wisconsin Ave., NW  
Washington, D.C. 20016  
Phone: (202) 686-3588  
Monday - Thursday: 11:30am-11:00pm  
Friday: 11:30am-12:00am  
Saturday: 11:00am-12:00am  
Sunday: 11:00am-11:00pm

### Homemade Pizza Company

4857 Massachusetts Ave., NW  
Washington, DC 20016  
Phone: (202)966-1600  
Monday – Thursday: 3:00pm-9:00pm  
Friday – Sunday: 1:00pm – 9:00pm

**Le Pain Quotidien**

4874 Massachusetts Ave., NW  
Washington, DC 20016  
Phone: (202)459-9141  
Monday – Thursday: 7:00am-9:00pm  
Friday: 7:00am-10:00pm  
Saturday: 8:00am-10:00pm  
Sunday: 8:00am-8:00pm

**The Malt Shop**

4611 Wisconsin Ave., NW  
Washington, D.C. 20016  
Phone: (202) 244 9733  
Monday - Thursday: 4:00pm-1:30am  
Friday & Saturday: 4:00pm-2:30am  
Sunday: 12:00pm-1:00am

**Mayflower Chinese**

4427 Wisconsin Ave, NW  
Washington, DC 20016  
Phone: (202) 244-8858  
Monday – Thursday: 11:00am-11:00pm  
Friday – Saturday: 11:00am-12:00am  
Sunday: 12:00pm-11:00pm

**McDonald's**

4130 Wisconsin Ave, NW  
Washington, DC 20016  
Phone: (202)363-3955  
Open 24 Hours

**Neisha**

4445 Wisconsin Avenue, NW  
Washington, DC 20016  
Phone: (202)966-7088  
Monday – Thursday: 11:30am-10:00pm  
Friday: 11:30am-11:00pm  
Saturday: 12:00pm-11:00pm  
Sunday: 12:00pm-10:00pm

**Papa John's**

4656 Wisconsin Ave., NW  
Washington, DC 20016  
Phone: (202)244-7272  
Delivery: 11:00am-1:00am  
Carryout: 11:00am-11:30pm

**Ruby Tuesday**

4200 Wisconsin Ave., NW  
Suite 100  
Washington, DC 20016  
Phone: (202)363-7005

**Satay Club**

4654 Wisconsin Ave., NW  
Washington, DC 20016  
Phone: (202)363-8888

**Simply Avzen**

4237 Wisconsin Ave., NW  
Washington, DC 20016  
Phone: (202)237-1570  
Lunch  
Monday – Friday: 11:30am-2:30pm  
Saturday & Sunday: 12:00pm-3:00pm  
Dinner  
Monday – Thursday: 5:00pm-10:00pm  
Friday – Saturday: 3:00pm-11:00pm  
Sunday: 3:00pm-10:00pm

**Starbuck's**

4820 Massachusetts Ave., NW  
Washington, DC 20016  
Phone: (202)686-3680  
Monday – Friday: 6:00am-9:00pm  
Saturday & Sunday: 7:00am-8:00pm

3301 New Mexico Ave., NW  
Washington, DC 20016  
Phone: (202)363-5100

4513 Wisconsin Avenue, NW  
Washington, DC 20016  
Phone: (202) 237-4522

**Subway**

4441 Wisconsin Ave., NW #A  
Washington, DC 20016  
Phone: (202)537-6061  
Monday – Friday: 8:00am-10:00pm  
Saturday & Sunday: 10:00am-10:00pm

**Tara Thai**

4849 Massachusetts Ave., NW  
Washington, DC 20016  
Monday – Thursday: 11:00am-3:00pm,  
5:00pm-10:00pm  
Friday: 11:30am-3:00pm, 5:00pm-11:00pm  
Saturday: 12:00am-3:30pm,  
5:00pm-11:00pm  
Sunday: 12:00am-3:30pm, 5:00pm-10:00pm

**Wagshal’s Delicatessen**

4855 Massachusetts Ave., NW  
Washington, DC 20016  
Monday – Friday: 8:00am-8:00pm  
Saturday: 9:30am-8:00pm  
Sunday: 9:00am-5:00pm  
Phone: (202)363-5698

**Z Burger**

4321 Wisconsin Ave., NW  
Washington, DC 20016  
202-966-1999  
Sunday – Thursday: 10:30am-10:00pm  
Friday – Saturday: 10:30am-11:00pm

**MOVIE THEATERS**

**AMC Mazza Gallerie**

5300 Wisconsin Ave., NW  
Washington, DC 20015  
Phone: (202) 537-9553

**The Avalon Theatre**

5612 Connecticut Avenue, NW  
Washington, DC 20015  
Phone: (202) 966-6000

**AMC Loews Uptown**

3426 Connecticut Avenue, NW  
Washington, DC 20008  
Phone: (202) 966-5400

**AMC Loews Georgetown 14**

3111 K Street, NW  
Washington, DC 20007  
Phone: (202) 342-6033

**United Artists Bethesda**

7272 Wisconsin Ave, NW  
Bethesda, MD 20814  
Phone: (301) 718-4323

**Landmark Bethesda Row Cinema**

7235 Woodmont Ave  
Bethesda, MD 20814  
Phone: (301) 652-7273

**Landmark E-Street Cinema**

555 11th Street, NW  
Washington, DC 20004  
Phone: (202) 452-7672

For automated listings of movie times and locations throughout the metro area, call Moviefone at (202) 333-FILM (3456).

## **MOUNT VERNON SQUARE**

Wesley Theological Seminary, Mount Vernon Place United Methodist Church and Asbury United Methodist Church have entered into partnership with each other. There are dorm rooms/apartments and classrooms at the new site. Mount Vernon Square is located at 900 Massachusetts Ave., NW. (9<sup>th</sup> St., NW and Massachusetts Ave, NW) It is within walking distance from the Gallery Place/Chinatown metro stop (red line) and the 7<sup>th</sup> Street/Mt. Vernon Square/Convention Center metro stop (green/yellow line).

## **SERVICES IN THE AREA**

### **BANKS**

#### **Bank of America**

635 Massachusetts Ave., NW  
Washington, DC 20001  
Phone: (202) 624-4548

#### **United Bank**

1001 G Street, NW  
Washington, DC 20001  
Phone: (202) 626-0500  
Fax: (202) 347-2598

#### **Wachovia**

1901 7<sup>th</sup> Street NW  
Washington, DC 20001  
Phone: (202) 628-3356  
Fax: (202) 378-2050

### **GROCERY STORES**

#### **Safeway**

90 L St., NW  
Washington, DC 20001  
Phone: (202) 719-2435  
Sunday – Saturday: 5:00am-12:00am

#### **SunTrust**

624 H Street, NW  
Washington, DC 20001  
Phone: (202) 737-8031  
1-800-786-8787  
Fax: (202) 737-8258

#### **PNC**

833 7<sup>th</sup> St., NW  
Washington, DC 20001

#### **The Adams National Bank**

802 7<sup>th</sup> Street, NW  
Washington, D.C. 20001  
Phone: (202) 772-3660  
Fax: (202) 842-0076

#### **Giant**

1414 Eighth St., NW  
Washington, DC 20001  
Phone: (202) 234-0215  
Monday – Saturday: 6:00am-12:00am  
Sunday: 6:00am-11:00pm

## **PHARMACIES**

### **Giant**

1414 Eighth St., NW  
Washington, DC 20001  
Phone: (202) 628-0577  
Monday – Friday: 8:00am-9:00pm  
Saturday: 9:00am-7:00pm  
Sunday: 9:00am-4:00pm

### **Safeway**

90 L St., NW  
Washington, DC 20001  
Phone: (202) 719-2435  
Sunday – Saturday: 5:00am-12:00am

### **CVS**

1900 7<sup>th</sup> St., NW  
Washington, DC 20001  
Phone: (202) 232-2201  
Sunday – Saturday: 8:00am-10:00pm

## **HOSPITALS**

### **Howard University Hospital**

2041 Georgia Ave., NW  
Phone: (202) 365-1131

### **Washington Hospital Center**

110 Irving Street, NW  
Phone: (202) 877-7000

## **RESTAURANTS**

There are many restaurants and coffee shops located in the area. Along 7<sup>th</sup> and H Streets you will find many of them as well along K Street. There is a combination of fast food, sit down, expensive and inexpensive restaurants all within walking distance.

## **MOVIE THEATERS**

### **AMC Loews Uptown**

3426 Connecticut Avenue, NW  
Washington, DC 20008  
Phone: (202) 966-5400

### **Gallery Place Stadium 14**

701 7<sup>th</sup> St., NW  
Washington DC 20001  
Phone: (202) 393-2121

### **AMC Loews Georgetown 14**

3111 K Street, NW  
Washington, DC 20007  
Phone: (202) 342-6033

### **Landmark E-Street Cinema**

555 11th Street, NW  
Washington, DC 20004  
Phone: (202) 452-7672

For automated listings of movie times and locations throughout the metro area, call Moviefone at (202) 333-FILM (3456).

## GETTING AROUND DC

Washington, DC is a square, ten miles on each side (except for the part returned to Virginia in 1846). It is oriented with the corner exactly north, south, east and west. Streets, which run north south, are all numbered, starting at the capitol and increasing in numerical value, as you get farther in each direction (east and west) from the Capitol. Streets, which run east west, are lettered from the Capitol outward (north and south). The broad “avenues” are named for states and run diagonally across the city, connecting major points of interest.

The numbered streets are in regular sequence, some omissions do occur in the lettered streets. (There is no “J” street in the first set of streets) After following the first alphabet of lettered streets (A, B, C, etc.), a second alphabet carries two-syllable names (Adams, Bryant, Channing, etc.) Finally, a third alphabet carries names of plants and trees (Aspen, Butternut, Cedar, etc.).

The four quadrants of Washington are designated Northwest (NW), Northeast (NE), Southwest (SW), and Southeast (SE). The Capitol building is the center.

You can orient yourself at any point in the city by checking the street signs for:

- The quadrant (NW, NE, SW, SE)
- The nearest numbered street (gives you the east-west distance from the Capitol)
- The nearest lettered street or named street (gives you the north-south from the Capitol)

For example, the intersection of 10<sup>th</sup> and G Streets, NW is ten blocks west and seven blocks north of the Capitol. [There are 10<sup>th</sup> and G Street intersections also in NE, SW, and SE]





## METRO BUS

On Massachusetts Avenue, in front of the seminary, there are two bus stops. The N2, N4, and N6 buses are Massachusetts Avenue buses, which run from Friendship Heights to Farragut Square. The N8 bus drives a loop, which begins and ends at the Van Ness Metro Station and stops at the Tenleytown Metro Station. The fare is \$1.25 with a SmarTrip card and \$1.35 with cash/coin. You must have the exact change or SmarTrip card.

## TAXIS

You may calculate your fare [online](#). Remember, these are estimates. Actual fares will vary, depending upon exact route and how much time is spent stopped or slowed in congested traffic.

Initial 1/6 mile or fraction thereof: \$3.00

Each additional 1/6 mile or fraction thereof: \$0.25

### Extra Charges

Each additional passenger, after the first (children under 6 ride free ): \$1.50

Surcharge for each trip originating at the Reagan National Airport taxi stand: \$1.75

### Luggage:

Each bag in excess of one handled by the driver: \$0.50

Each trunk (any article in excess of 3 cubic feet or 32 x 18 x 9 inches ): \$2.00

### Request by phone:

Dispatch fee \$2.00

Dismissal without use (after cab has arrived ): \$1.50

Small animal not enclosed in box or basket (except guide dogs ): \$1.00

Personal service when requested by the passenger: \$2.00

Waiting time\* \$15.00 per hour

Snow emergency when declared by the D.C. Taxicab Commission 25% of base fare\*\*

### Waiting time includes:

(1) time consumed while taxi is waiting for passenger beginning 5 mins after the time of arrival at the pick up location. No time shall be charged for premature pick up;

(2) Time consumed while taxicab is stopped or slowed to a speed of less than 10 m.p.h. for longer than 60 secs;

(3) time consumed for delays and stopovers en route at the direction of the passenger.

\*\*excluding extra charges and surcharges

Capitol Cab: (202)546-2400

Diamond Cab: (202)387-6200

Yellow Cab: (202)544-1212

## **AIRPORTS**

### **[Baltimore Washington International Airport](#)**

Phone: (410)-859-7111

Take the Metro Rail to the Greenbelt station (green line) and take the B30 Metro Bus to BWI.

### **[Reagan National Airport](#)**

Phone: (703) 417-8000

Take the Metro Rail to Reagan Airport metro station (blue or yellow line).

### **[Dulles International Airport](#)**

Phone: (703) 572-2700

Take the Metro Rail to Roslyn station and take the 5A Metro Bus to Dulles.

## **AIRPORT TRANSPORTATION SERVICE**

### **[Super Shuttle](#)**

Phone: (202) 296-6662

(800) BLUE-VAN (800-258-3826)

## **TRAINS**

### **[Amtrak](#)**

50 Massachusetts Avenue NE

Union Station

Washington, DC

(202) 408-9778

### **[The MARC](#)**

Phone: 866-743-3682

(410)539-5000

## **BUSES**

### **[Greyhound](#)**

1005 1st ST NE

Washington, DC

Phone: (202) 289-5141

### **[Megabus](#)**

Phone: 877-GO2-MEGA (877-462-6342)

## **CAR RENTAL**

### **[Zip Car](#)**

## **ACADEMIC CALENDAR 2009-2010**

### **June**

17: Academic Planning for Entering Students

20: PMM I General Orientation

29-July 10: Hispanic Course of Study School

29-July 24: Course of Study School

### **July**

1: Application deadline for Master's degree students entering Fall 2009

3: 2009 D.Min. Term II papers due

15: In-service and Academic Planning for Entering Student Pastor Program

25: PMM I General Orientation

### **August**

1: Application deadline for Non-degree students entering Fall 2009

7: 2009 D.Min. Term II grades due

25-26: International Student Orientation

27: Academic Planning for Entering Students;

28: Orientation for Entering Students

29: PMM I General Orientation

31: Fall semester classes begin

### **September**

1: D.Min. Project proposal approval deadline (for students graduating in May)

4: (End of first week of classes) Last day to add course without instructor's signature

7: Labor Day Holiday-NO CLASSES

11: (End of second week of classes) Last day to add course with instructor's signature; change course from credit to audit; drop course without a "W"; drop course with full refund

- 18: (End of third week of classes) Last day to drop course with 75% refund
- 22: Window On Wesley: Exploration and Discernment for Prospective Students - 9:00am-3:30pm
- 25: (End of fourth week of classes) Last day to drop course with 50% refund

**October**

- 1-31: Registration for D.Min. Term I (January) 2010
- 2: (End of fifth week of classes) Last day to change from letter grade to P/F; drop course with 25% refund
- 12-16: Reading Week-NO CLASSES
- 15: Deadline to apply for graduation 2010; M.T.S. Paper proposal deadline
- 21: Window On Wesley: Exploration and Discernment for Prospective Students - 5:30-8:30pm

26-November 20: January and Spring 2010 Registration

**November**

- 3: Window On Wesley: Exploration and Discernment for Prospective Students - 9:00am-3:30pm
- 6: (End of tenth week of classes) Last day to drop course without "F"
- 15: Biblical/Theological chapters of D.Min. project papers due for graduating students

23-27: Fall Break-NO CLASSES

**December**

- 1: Application deadline for Master's degree and Non-degree students entering Spring 2010
- 9: Academic Planning for Entering Students

14-18: Last week of classes; Exams

**January**

- 4-15: January Term; 2010 D.Min. Term I Intensives
- 7: Fall 2010 semester grades due
- 20: Academic Planning for Entering Students 10:00 am; Spring semester begins at 1:00 pm

22: Orientation for Entering Students

29: (End of the first full week of classes) Last day to add course without instructor's signature

### **February**

1: First full draft of D.Min. projects due in D.Min. Office; Application deadline for merit based aid, Student Pastors and Urban Fellows entering Fall 2010

2: Window On Wesley: Exploration and Discernment for Prospective Students - 9:00am-3:30pm

5: (End of second full week of classes) Last day to add course with instructor's signature; change course from credit to audit; drop course without a "W"; drop course with full refund

12: (End of third full week of classes) Last day to drop course with 75% refund

19: (End of fourth full week of classes) Last day to drop course with 50% refund

26: (End of fifth full week of classes) Last day to change from letter grade to P/F; drop course with 25% refund; D.Min Term I papers due

### **March**

1: Application deadline for international students entering Fall 2010

1-31: Registration for D.Min. Term II (May-June) 2010; Public Presentation of D.Min. projects

1-5: Reading Week (NO CLASSES)

12-14: Scholarship Weekend for Prospective Students

22-April 16: Summer and Fall 2010 Registration

23: Window On Wesley: Exploration and Discernment for Prospective Students - 5:30-8:30pm

27: D.Min. Term I 2010 grades due

31: Easter Recess begins 12:00 pm (NO AFTERNOON OR EVENING CLASSES);

**M.T.S. Paper submission deadline**

### **April**

1-2: Easter Recess (NO CLASSES)

2: (End of tenth week of classes) Last day to drop course without "F"

- 15: Final (2) copies of D.Min. projects due in D.Min. Office
- 20: Window On Wesley: Exploration and Discernment for Prospective Students - 9:00am-5:30pm
- May**
- 1: Deadline for submitted Need-Based Financial Aid Requests
- 3-7: Last week of classes; Exams
- 5: Spring 2010 semester grades for graduating students due
- 10: Commencement
- 11-21: 2010 D.Min. Term II Intensives
- 19: Spring 2010 semester grades for continuing students due
- 25-July 24: Summer Term
- June**
- 28-July 23: Course of Study School
- July**
- 1: Application deadline for Master's degree students entering Fall 2010
- 2: D.Min. Term II 2010 papers due**
- August**
- 1: Application deadline for Non-degree students entering Fall 2010**
- 3: D.Min. Term II 2010 grades due**
- 2010-11**
- August**
- 30: Fall semester classes begin**
- September**
- 6: Labor Day Holiday (NO CLASSES)**
- October**
- 11-15: Reading Week (NO CLASSES)**
- November**
- 22-26: Fall Break (NO CLASSES)**
- December**
- 13-17: Last week of classes; Exams**

**January**

**3-14: D.Min. Intensive Term**

**19: Spring semester classes begin 1:00 pm**

**March**

**7-11: Reading Week (NO CLASSES)**

**April**

**20: Easter Recess begins 12:00 PM (NO AFTERNOON OR EVENING CLASSES)**

**21-22: Easter Recess (NO CLASSES)**

**May**

**2-6: Last week of classes; Exams**

**9: Commencement**

**10-20: D.Min. Intensive Term**

**31-July 29: Summer Term**

**June**

**27-July 22: Course of Study School**