WESLEY THEOLOGICAL SEMINARY
Student Handbook 2020-2021
4500 Massachusetts Avenue, NW
Washington, DC 2016-5690
www.wesleyseminary.edu
(202) 885-8600 voice/TTY
Welcome from the Associate Dean for Campus Life

For by the grace given to me I say to everyone among you not to think of yourself more highly than you ought to think, but to think with sober judgment, each according to the measure of faith that God has assigned. For as in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually we are members one of another." (Romans 12:3-5, NRSV)

Welcome to the 2020-2021 academic year! As the associate dean for campus life, I welcome all of you to an exciting year of challenge, formation, and edification toward your academic pursuits and ministry goals. For those who are new to Wesley, I hope you will find this community spiritually enriching and educationally stimulating. For our returning students, I pray that this year is productive to you in your journey of faith and the practice of ministry. We eagerly welcome you into our efforts at building intentional community here on campus and in all of our day-to-day interactions.

The scriptural passage above is taken from Paul’s letter to the church at Rome. He writes here as a pastoral theologian with great attention to the nature of faith, the power of the church and the work of God through Jesus Christ. This chapter is one of the most profound chapters in the book as it conveys our individual relationship to the church or any community of faith. The application is that affirmative and enlivening community requires commitment of individuals to relinquish personal ideologies and gains for the sake of the wider community. Authentic community calls for individual commitment to the collective that keeps the whole of the community in bound together. We hope that Wesley Seminary can be such a community for you in your time here.

An important part of any community is its willingness and ability to properly resource each member with information. This includes aiding in spiritual development and encouraging, at every opportunity, ways to engage each other in learning and loving accountability. This handbook is meant to be a guide for you to our community. It includes all aspects of our communal life together: student resources, Wesley offices, campus policies, and academic regulations most relevant for students. In conjunction with the other campus resources, this Student Handbook is your way of accessing the information you need at any time of day.

The Office of Community Life is available to answer any questions you may have, and we hope to serve as a resource for you during your time at Wesley. I look forward to getting to know each of you this year. Furthermore, I will be in the community looking to share in your joys and concerns about our shared life together.

May God’s abundant love and peace guide all you do this academic year.

In the love of Christ,

Rev. Dr. Asa J. Lee
Associate Dean for Campus Life
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Academic Calendar 2020-2021

August
24-25: International Student Orientation
26-27: Academic Planning for Entering Students
27: Student Pastor Orientation
28: Orientation for Entering Students
29: PMM I General Orientation
31: Fall Semester Begins FOR MASTER’S DEGREE STUDENTS

September
5: End of first week of classes. Last day to add courses without permission on WesleyWeb Self Service
7: Registration opens for D.Min. 2020-2021 Winter term (closes December 14)
7: Labor Day Holiday – No Classes; Seminary offices Closed
11-12: COS Weekend
12: End of second week of classes. Last day to add a course with instructor signature; change course from credit to audit; to drop course without a “W”; to drop course with full refund.
19: End of third week of classes. Last day to withdraw from course with 75% refund
25: Grades Due Summer DMIN term
26: End of fourth week of classes. Last day to withdraw from course with 50% refund

October
1: MTS proposal due
3: End of fifth week of classes Last day to change from letter grade to P/F; withdraw from course with 25% refund
9-10: COS Weekend
12-17: Reading Week – No Classes
15: Deadline to apply for 2021 graduation Master’s and D.Min
D.Min Project Paper Theology Chapter Due
19: Registration opens for Master’s J-Term/Spring 2021 semester.
Limited enrollment period first two weeks of registration.

November
6-7: COS Weekend
7: End of 10th week of classes; Last day to withdraw from course without “F”
23-29: Fall Break – NO CLASSES.
26-27: Seminary offices closed for Thanksgiving – all Masters classes online rest of the semester after Nov 27th

December
14-18: Last week of classes; exams
18: Registration closes for Master’s 2021 J-Term
22: Grades due for fall D.Min term
: SEMINARY OFFICES CLOSED FOR CHRISTMAS THROUGH JANUARY 1

January
1: Federal Holiday – No Classes
4: Grades Due for Fall Masters term
4: J-Term (Master’s); January Intensive (D.Min.) through January 15
15: D.Min. Project Paper draft due to faculty
18: MLK Jr. Day – No Classes; Seminary offices closed
20: Presidential Inauguration
January cont...

21: Spring semester Master’s classes begin at 9:00 AM

22: ORIENTATION FOR ENTERING STUDENTS IN SPRING 2021

25: Registration opens for D.Min 2021 Spring term (Closes April 5)

30: End of the first full week of classes; Last day to add courses online without permission through Wesley Web Self Service

February

1: Applications due for scholarship consideration for fall 2021, including merit-based aid, Student Pastors, & Fellows

6: End of second full week of classes; LAST DAY OF REGISTRATION PERIOD: 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

13: End of third full week of classes; Last day to withdraw from course with 75% refund

19-20: COS Weekend

20: End of fourth full week of classes; Last day to withdraw from course with 50% refund

27: End of fifth full week of classes; Last day to change from letter grade to P/F; withdraw from course with 25% refund.

March

1: Reading Week – No Classes through March 6

2: Registration opens for D.Min. Summer 2021 term (closes June 19)

Application deadline for 2021 International (F-1) students

12-13: COS Weekend

15: Registration opens for Master’s summer 2021 term

29: Registration opens for Master’s fall 2021 semester. Limited enrollment period first two weeks of registration

April

1: MTS paper due

D.Min Project Paper deadline to be posted to BlackBoard

2: End of tenth full week of classes; Last day to withdraw from course without “F”

1: Easter Recess begins No Classes through April 4

16-17: COS Weekend

May

1: Deadline for submitted Need-Based Financial Aid Requests

3: Last week of classes; exams through May 8.

6: Spring 2021 semester grades for graduating students due at noon

7: Grades due D.Min winter term

10: Commencement

11: D.Min. Spring 2021 intensive term through May 21

21: Grade due Masters Spring term

24: Master’s summer 2021 term begins through July 30.

June

1: Registration opens for D.Min. Fall 2021 term (Closes August 17)

14: D.Min. Global Asian intensive Term through June 25

July

13: 2021 Intensive Course of Study School through July 30

23: Grades due D.Min Spring term
Campus Map

Wesley’s campus is located at 4500 Massachusetts Ave. NW, Washington, DC 20016. For more information or directions to the campus, please visit the Directions page of the website.
Campus Directory

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.
The New Residence Hall, Straughn Dormitory and Carroll Hall apartments have Resident Managers on duty during non-business hours. Resident Manager’s contact information is posted on the front door of each building beside the telephone.
The primary area code for Washington, DC is (202). The majority of campus phone numbers begin with the 885 extension. (Ex. Switchboard: (202) 885-8600 dialing from off campus; x8600 dialing from on campus).

Emergency Contact Information

For emergency (life-threatening or dangerous situations) police, fire, or ambulance response dial 911 from any campus phone. For non-emergency police response dial 7-1- (202) 737-4404 from any campus phone.

For immediate assistance in an emergency contact the Resident Manager On-Duty at (202) 246-8251 or the Associate Dean for Campus Life (x8614).

The associate dean for campus life needs to be aware of all emergency situations.

Building Designations

T  Trott Administration Building
TG  Trott Admin 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)
NRH  New Residence Hall
<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
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<tr>
<td>Accounts Payable/Payroll</td>
<td>8661</td>
<td>T-103</td>
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<tr>
<td>Admissions</td>
<td>8659</td>
<td>T-202</td>
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<tr>
<td>Alumni</td>
<td>8624</td>
<td>T-211A</td>
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<tr>
<td>Art Studio</td>
<td>8647</td>
<td>KG-06</td>
</tr>
<tr>
<td>Arts Intern</td>
<td>8608</td>
<td>K-109</td>
</tr>
<tr>
<td>Audio Visual</td>
<td>6074/8669</td>
<td>TG-06/mailroom</td>
</tr>
<tr>
<td>Birch Hall</td>
<td>202-706-6841</td>
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<tr>
<td>Blackboard Support Ctr.</td>
<td>6091/6074</td>
<td>TG-05/TG-06</td>
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<tr>
<td>Buildings &amp; Grounds</td>
<td>8664</td>
<td>Garage office</td>
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<tr>
<td>Business Office</td>
<td>8662</td>
<td>T-103-C</td>
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<tr>
<td>Ctr. for Public Theology</td>
<td>8678</td>
<td>Ctr. Public Theo.</td>
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<tr>
<td>C.P.E.</td>
<td>8557</td>
<td>SG-27</td>
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<tr>
<td>Continuing Education</td>
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<tr>
<td>Communications Office</td>
<td>8657/8613</td>
<td>T-211</td>
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<td>Community Life Office</td>
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<td>T-105-A</td>
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<td>Community Life student worker</td>
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<td>T-105-A</td>
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<td>Course of Study (COS)</td>
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<td>T-210</td>
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<td>Cafeteria Office</td>
<td>8665</td>
<td>Kitchen</td>
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<td>D.Min program</td>
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<td>Dean's Office</td>
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<td>Development Office</td>
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<td>Doctor of Ministry</td>
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<td><a href="mailto:communications@wesleyseminary.edu">communications@wesleyseminary.edu</a></td>
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<td>Emerging Church Ministries</td>
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<td>Facilities Dept.</td>
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<td>Facility Sched. Coordinator</td>
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<td>T-103</td>
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<td>Faculty Support</td>
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<td>Financial Aid</td>
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<td>Graduate Affairs</td>
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<tr>
<td>Helpdesk (I.T.)</td>
<td>703-961-1840, ext. 2 / <a href="mailto:support@solutionworx.com">support@solutionworx.com</a></td>
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<tr>
<td>HOUSING</td>
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<td>Intl. Student Services</td>
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<td>I.T.</td>
<td>703-961-1840, ext. 2 / <a href="mailto:support@solutionworx.com">support@solutionworx.com</a></td>
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<td>Journal</td>
<td><a href="mailto:communications@wesleyseminary.edu">communications@wesleyseminary.edu</a></td>
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<td>Kitchen</td>
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<td>Lewis Ctr. for Church Ldrshp.</td>
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<td>KG-07/K-104</td>
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<td>Luce Center for Arts &amp; Religion</td>
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<td><a href="mailto:mmccurry@wesleyseminary.edu">mmccurry@wesleyseminary.edu</a></td>
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<td>Practice in Ministry &amp; Mission</td>
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<td>President's Office</td>
<td>8601</td>
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<td>Refectory (office)</td>
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<td>Dining Room</td>
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<td>Registrar's Office</td>
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<td>Residence Life</td>
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<td>Student Accounts</td>
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<td>Student Council</td>
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<td>703-961-1840, ext. 2 / <a href="mailto:support@solutionworx.com">support@solutionworx.com</a></td>
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<td>Urban Ministry Program</td>
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<td>Website, mgr.</td>
<td>8657</td>
<td>T-211-B</td>
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<td><a href="mailto:media@wesleyseminary.edu">media@wesleyseminary.edu</a></td>
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<td>Wesley Downtown (CEI)</td>
<td>202-706-6838</td>
<td>ICE</td>
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<tr>
<td>Downtown Front Desk</td>
<td>202-706-6839</td>
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<td>Downtown Student</td>
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<td>Downtown Annex on main camp</td>
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<td>Wesley Ministry Network</td>
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<tr>
<td>Writing Center</td>
<td>8671</td>
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EMERGENCY / CONTACT NUMBERS:

EMERGENCY: 911 (life threatening / dangerous situation)
POLICE (non life threatening / not dangerous): 311

Please notify Asa Lee and Randall Adams if any of the above emergency numbers are called.

Buildings and Grounds: Randall Adams, ext. 8664
    (Cell phone: 202-246-3048)

Individual Phone Directory:

<table>
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<tr>
<th>PHONE NUMBER</th>
<th>NAME OR OFFICE PHONE</th>
<th>EXTENSION</th>
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<tbody>
<tr>
<td>(202) 885-8601</td>
<td>Andrew Denham</td>
<td>8601</td>
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<tr>
<td>(202) 885-8674</td>
<td>Aaron Rosen</td>
<td>8674</td>
</tr>
<tr>
<td>(202) 885-8659</td>
<td>Admissions</td>
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</tr>
<tr>
<td>(202) 885-8692</td>
<td>Andy Klenklen</td>
<td>8692</td>
</tr>
<tr>
<td>(202) 664-5702</td>
<td>Ann Michel</td>
<td>5702</td>
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<tr>
<td>(202) 664-5680</td>
<td>Anna Petrin</td>
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<tr>
<td>(202) 885-8614</td>
<td>Asa Lee</td>
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<tr>
<td>(202) 885-8644</td>
<td>Berkeley Collins</td>
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<tr>
<td>(202) 885-8616</td>
<td>Beth Ludlum</td>
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<tr>
<td>(202) 664-5686</td>
<td>Beverly Mitchell</td>
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<tr>
<td>(202) 885-8622</td>
<td>Bill Walker</td>
<td>8622</td>
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<tr>
<td>(202) 885-8640</td>
<td>Blackboard Support</td>
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<td>Diane Wogaman</td>
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<td>Youtha Hardman-Cromwell</td>
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Section One: Community Life Mission Statement

Covenant of Professional Ethics and Behavior

Wesley Theological Seminary, rooted in Christian tradition, recognizes that theological education involves a diverse 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.

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.

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. Each student affirms and commits himself or herself to the following:

The Covenant of Stewardship

“T 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 their course syllabus and the Wesley Theological Seminary Catalog.

**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 Dignity and Inclusiveness**

“I affirm that all persons at Wesley Theological Seminary should be treated with respect regardless of their race, sex, gender identity, 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.

Further, I have read and affirm the Commitment to Diversity as stated in the Handbook on pages 59-63 and the Disabilities Statement & Procedures on pages 66-68.”

**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 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 have read and affirm the policy on dishonesty as stated in the Handbook under Disciplinary Actions on pages 24-25.”
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)” as stated in the Sexual Harassment Policy on pages 70-73.

Personal and 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 Campus 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 Campus 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 student will be provided with a copy of this process. 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 Campus 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 Campus 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 Campus 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 Campus 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 Campus 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 no less
than 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 Campus Life, and a determination that the
condition requiring withdrawal has been remedied. Please note that any international
students studying on an F-1 visa must immediately consult with the Director of
International Student Services at the start of any disciplinary hearing to be advised of
their options for maintaining immigration status.

Section Two: Student Services and
Resources (by alpha)

Advertising on Campus

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

1. All Seminary events can be advertised in three ways 1) weekly e-mail announcements 2)
the Wesley Journal, and 3) on the events calendar page of the Wesley web-site.
2. To promote an event on one or all of these mediums, e-mail all event details to the e-
communications email address. For more information see the section on Wesley Journal
and E-Communications.
3. 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.
4. All information for e-communicating must be submitted by noon on the Wednesday of
the week prior to the event. There will be no exceptions made, and information cannot be
disseminated if not submitted in the manner described above.
5. 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.
6. All notices and advertisements must comply with the Seminary guidelines regarding
diversity and be respectful of the various points of view and the variety of cultures
represented in the Seminary community and outlined in the Covenant of Professional Ethics and Behavior.

**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 with the approval of 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 Residence Life. 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 Residence Life 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 Residence Life or the Office of Community Life.
- To provide space and opportunity for all members of the community to have access to board space, notices should not be hung more than seven 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 will 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.

**American University Resources**

For more information about resources and services available at American University, including contact information and hours of operation, please see the [American University website](https://www.american.edu).

**Bender Arena and Box Office**

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

The Greenberg Theatre is located at 4200 Wisconsin Ave. Students can purchase tickets online at [american.tix.com](http://american.tix.com). For more information about Greenberg Theatre including contact information and box office hours, please see the [American University website](http://americanuniversity.edu).

**Jacobs Fitness Center, Cassell Fitness, Reeves Aquatic Center & Bender Arena**

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 $485 a semester.

**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.

**Library Privileges**

Students with a Wesley photo ID may apply for borrowing privileges, use library resources, and study at the Bender Library at the American University. Contact the Bender Library for more information.

**Retail Services**

Several retail stores, banks, and restaurants are available on American University’s campus. For more information about American University services, please see the American University website.

**Shuttle Service**

Wesley students can ride the AU Shuttle at no charge, using a valid Wesley ID card. The closest shuttle stop is near the tunnel at American University, outside the Kogod School of Business building. The bus will take you to the Tenleytown Metro Station. For more information about shuttle service including a map and service hours, please see American University’s Shuttle webpage.

**Business Office**

The business office is located in Trott 103. Students may visit the office to make payments or get information about their student accounts. Office hours are from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Monday - Friday and is closed during chapel service on Tuesday mornings.
Students may contact the business office at (202) 885-8662 or businessoffice@wesleyseminary.edu

Campus Conduct Hotline

*Campus Conduct Hotline*© is a part of the seminary’s continuing effort to promote “zero tolerance” of unethical conduct in the workplace. It is designed to minimize any apprehension you may have and make it possible for you to report concerns about possible violations of our institution’s Code of Ethics and employment policies. The *Campus Conduct Hotline*© system is available for your use around the clock, seven days a week. Because the Hotline is operated by an independent organization, any calls made through this Hotline are completely confidential and anonymous.

Using this new reporting service is easy. If you have a question or concern about a possible violation of our Code of Ethics or employment policies, simply dial toll-free to 866.943.5787. Once you have dialed the toll-free number, here is how the reporting and follow-up processes work:

1. Your call will be greeted promptly and courteously by a person who makes certain you understand the *Campus Conduct Hotline*© program and how it functions. If you prefer to make your report in a language other than English, just let the person who answers know and they will arrange for a translator to participate.

2. At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and remember where you put it!

3. You will then be interviewed about the question or concern that is on your mind.

4. Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you.

5. Within one business-day of your call, a summary of the interview will be forwarded to our institution. Our goal will be to have a basic response back to you in five business days.

6. To receive your response, you will need to call back and provide the five digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.

7. Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. For example, we will need to know the name of the department you work in and the location you are calling about. And, please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.
8. To repeat, at no time is any caller required to identify his or her identity and all information provided can be completely confidential and anonymous.

**Chapel and Worship Services**

The Wesley community worships on Tuesdays at 11:00 a.m. in Oxnam Chapel for worship incorporating music, visual arts, dance and drama. Students, faculty, and staff are encouraged to participate in worship activities. Some student groups provide additional opportunities for worship throughout the semester. Please check your Wesley weekly announcements for additional worship times and opportunities.

**Children on Campus**

As a welcoming and supportive community, Wesley is open to the children of residents and commuters. The area public schools for children of residential students are Horace Mann Elementary School, Alice Deal Middle School, and Woodrow Wilson High School. Parents are reminded that the supervision of juvenile residents and visiting children is the responsibility of the parents/guardians. Children are expected to respect the property and other community members. Children should be supervised at all times. They should not play in the lobby areas or parking lots. 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/guardians will be honest about the liability. However, in cases where no one claims responsibility, the Seminary will reserve the right to judge the responsible party. Failure of children to observe these regulations will result in a warning to the student parent/guardian.

**Community Kitchens**

Full community kitchens are available on all four floors of the New Residence Hall and on the second floor and sub basement level of Straughn Hall. Full kitchens feature a commercial refrigerator, deep freezer, four coil electric range, microwave, toaster oven, and sink/disposal. The half community kitchen on the sub basement level of Straughn has all of the features of a full kitchen minus the four coil electric range. Kitchens are open to all students and are outfitted with basic appliances and utensils.

**Commuter Locker Facilities**

Lockers are available for nonresident Wesley students as a place to safely store personal belongings. The locker room is located in the basement of Kresge Academic Building. To request a student locker, please contact the Office of Community Life located in Trott 105 or by telephone at (202) 885-8694. These lockers are assigned and kept for the fall and spring semesters and must be vacated and cleaned out by the Commencement in May. If you are a summer student, you may re-reserve your locker, but failure to re-reserve or vacate by
commencement will result in facilities cutting your lock off and disposing of the contents of your locker.

**Computer and Network Resources Usage Agreement**

The following document outlines Wesley Seminary’s Computer and Internet Use Policy. Contained here are the rules and regulations governing the use of the technological resources owned and controlled by Wesley Theological Seminary.

**Use of Resources**

Students who are provided access to Wesley Theological Seminary’s computer facilities and to the campus-wide communication network assume responsibility for their appropriate use. Wesley Seminary expects students to be careful, honest, responsible, and civil in the use of computers and networks.

Those who use wide-area networks (such as the Internet & wireless internet) to communicate with individuals or to connect to computers at other institutions are expected to abide by the rules for those systems and networks as well as those for Wesley Seminary’s systems. Be advised that, in addition to violating seminary rules, certain computer misconduct is prohibited by federal and state law and is, therefore, subject to criminal and civil penalties. Such misconduct includes but is not limited to the following:

- knowingly gaining unauthorized access to a computer system or database
- falsely obtaining electronic services or data without payment of required charges
- intentionally intercepting electronic communications
- obtaining, altering or destroying others' electronic information

Students are expected to abide by these rules and policies and to consult a member of the Wesley Seminary staff or administration prior to any activity that would appear to threaten the security or performance of seminary computers and networks. Failure to do so may result in disciplinary action.

**Compliance with the Digital Millennium Copyright Act of 1998**

Wesley Seminary prohibits the use of the seminary network for illegal activities. Federal law prohibits the reproduction, distribution, public display or public performance of copyrighted materials over the Internet without permission of the copyright holder, except in accordance with fair use or other specifically applicable statutory exceptions.

Wesley Seminary may terminate the network access of users who are found to have repeatedly infringed the copyrights of others. In addition, unauthorized distribution of copyrighted material, including unauthorized torrent use or peer-to-peer file sharing, may subject a student to civil and criminal liabilities. Also, a student may be held responsible for misuse that occurs by allowing a third-party access to the student's own computer, account, or network connection.

Wesley Seminary complies fully with the federal Digital Millennium Copyright Act of 1998 (“DMCA”) and has in place the mandated process for receiving and tracking alleged incidents of copyright infringement.

**Use of Facilities**

Information technology resources are the property of Wesley Seminary and are provided to
employees and students primarily for purpose of fulfilling the mission of the seminary. Informational technology resources include, but are not limited to, user accounts, email accounts, Learning management system accounts, printing, network and Internet access. Use of these systems is a privilege. These facilities have tangible value. Attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

The following expectations apply:

- Students should not attempt to damage or to degrade the performance of Wesley Seminary’s computers and networks and should not disrupt the work of other users.
- Students should not attempt to circumvent security systems or to exploit or probe for security holes in any Wesley Seminary network or system, nor may students attempt any such activity against other systems accessed through Wesley Seminary facilities.
- Execution or compilation of programs designed to breach system security is prohibited.
- Students assume personal responsibility for the use of their accounts.
- Students may not disclose their passwords or otherwise take action that would make Wesley Seminary’s facilities available to unauthorized individuals (including family or friends).
- The possession or collection of other individual’s passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information is prohibited.
- Use of Wesley Seminary’s computers and networks for business related purposes without authorization is prohibited.

Privacy of Information
Systems administrators may gain access to users' data or programs when it is necessary to maintain or prevent damage to systems or to ensure compliance with other seminary rules. Computer systems and networks provide mechanisms for the protection of private information from examination. These mechanisms are imperfect and any attempt to circumvent them or to gain unauthorized access to private information (including both stored computer files and messages transmitted over a network) will be treated as a violation of privacy and will be cause for disciplinary action.
In general, information that the owner would reasonably regard as private must be treated as private by other users. Examples include the contents of electronic mail boxes, the private file storage areas of individual users, and information stored in other areas that are not public. That measures have not been taken to protect such information does not make it permissible for others to inspect it.

On shared and networked computer systems certain information about users and their activities is visible to others. Users are cautioned that certain user accounting and directory information (for example, usernames and email addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy that would be cause for disciplinary action. The compilation or redistribution of information from seminary directories (printed or electronic) is forbidden.
Email

Wesley Seminary uses Microsoft 365 email to communicate with members of the seminary community. Students, faculty, and staff are expected to check their email regularly. Email is not an infallible medium of communication. Users are reminded that the storage and transmission of electronic materials, including email, can be disrupted by hardware and software failure as well as by hacking. Users are cautioned about storing or transmitting material that is sensitive or confidential.

Whenever employees or students send electronic mail, their name and user id are included in each mail message. **You are responsible for all electronic mail originating from your e-mail account.**

1. Misuse of the email 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. The user should 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 cloud.
3. Network usage on campus is monitored by Wesley system administrators. For electronic mail this includes ensuring the delivery of messages within the seminary and to/from the Internet.
4. Protect your email address and be wary of what you open. If you do not recognize the email, then be cautious about opening it.
5. The following actions are prohibited and may result in the suspension or revocation of all network privileges:
   a. Forgery (or attempted forgery) of electronic mail messages
   b. Attempts to read, delete, copy, or modify the electronic mail of other users
   c. Attempts at sending harassing, obscene and/or other threatening e-mail to another user.
   d. Attempts at sending unsolicited junk mail (spam), “for-profit” messages or chain letters.

Security and Privacy

Network-based system activity is automatically logged on a continuous basis. These logs do not include private user text, mail contents, or personal data, but do include a record of user processes that may be examined by authorized system administrators.

Users who request assistance from Wesley Seminary IT and IT contractors give the staff implicit permission to view specific data in their accounts that is necessary to investigate, diagnose, or correct the problem.

Blackboard Tracking

Blackboard Learn automatically records all student and faculty activities including: the first and last access to the course, the pages accessed, the number of discussion messages read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify participants having difficulty, or to verify academic honesty.

Kaltura
Use of the Wesley Seminary Network

- Users with personal devices on the Wesley Seminary network are expected to take reasonable precautions to ensure the security of their systems. Individuals may be held responsible for misuse by others that occurs on their systems.
- Wesley Seminary reserves the right to scan the seminary network and systems connected to it to assist in identifying and protecting against exploitable security vulnerabilities (e.g., viruses) and to preserve network integrity and availability of resources (e.g., sufficient bandwidth). Devices may be disconnected from the network until security issues have been resolved. Users may not scan the Wesley Seminary network or computers that they do not own or officially administer.
- Attempts to monitor, analyze, or tamper with network data packets that are not explicitly addressed to your computer are prohibited.
- Using a network address other than the one assigned by Wesley Seminary is prohibited.
- Users are not permitted to register external domain names (i.e., any domain outside of wesleyseminary.edu) that reference systems on the Wesley Seminary network without authorization.
- Users may not advertise routing information on the Wesley Seminary network or act as gateways to external or private networks.
- It is prohibited to create secondary physical networks, using devices including bridges, routers, or wireless access points, connected to the Wesley Seminary network without authorization.
- Providing services or running applications that consume excessive bandwidth or impede others’ use of the network is prohibited without authorization.

Electronic Communication

1. Those who make use of online forums and other network communication utilities (e.g., Newsgroups and the Web) do so voluntarily, with the understanding that they may encounter material they deem offensive. Individuals who subscribe, post messages, or simply browse through such utilities must abide by the rules governing each in addition to Wesley Seminary’s rules governing computing on campus.
2. Although unauthorized commercial work is prohibited on Wesley Seminary systems and networks, some online forums allow the posting of job opportunities and personal items for sale. Such activity is permissible within the constraints of policies specific to each forum. Wesley Seminary takes no responsibility for any fraud or misrepresentation users may encounter.

Cases of Misconduct

- Wesley Seminary reserves the right to terminate access at any time to anyone whose use of its resources violates the law or threatens system or network security, performance, or integrity. This includes the ability to terminate running processes or active connections.
- Wesley Seminary will, in appropriate circumstances, terminate the network access of users who repeatedly infringe the copyrights of others.
- In cases of computer misconduct, Wesley Seminary will notify the appropriate dean or University official, who in turn will determine the course of any investigation or disciplinary action.
Waiver

Users recognize that systems and networks are imperfect and waive any responsibility for lost work or time that may arise from their use. The staff of Wesley Seminary cannot compensate users for degradation or loss of personal data, software, or hardware as a result of their use of University-owned systems, software, or networks, or as a result of assistance they may seek from Wesley Seminary staff.

Course of Study

The Course of Study at Wesley Theological Seminary is a year-round experiential and classroom learning process for licensed Local Pastors of the United Methodist Church. The five-year program meets both on-line and in person in weekend formats and a residential program in July. Wesley Theological Seminary is the Regional School for the North East Jurisdiction and functions as the anchor school for the area. In addition to weekend courses and the July program on the Wesley campus, Wesley manages courses at three satellite programs located near Philadelphia, PA (EPA Conference); near Syracuse, NY (Upper New York Conference) and the New England Conference. Registration forms can be found on the Course of Study web page on the Wesley website. All courses require pre-course work to include reading, writing and submitting in advance using Blackboard.

Students should take courses in sequence from Year 1 to Year 5 with CS 121 Bible 1: Introduction and CS 122 Theological Heritage 1: Introduction taken first as pre-requisites to all other coursework. Course instructors include both full time and adjunct faculty of Wesley theological Seminary as well as clergy from the surrounding area. Grades are mailed out to students and conferences and reported to the General Board of Higher Education and Ministry after each term. Students in need of a transcript should contact the Course of Study Office at Wesley.

For more information about requirements and enrollment, please see the Course of Study section of the Wesley website or contact Sara Sheppard, Director for the Course of Study Program.

Deans’ Office

The Deans’ Office is located in Trott 105. Office hours are 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Students may visit the office to arrange an appointment with the Dean or the Associate Dean for Campus Life.
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 two servings for a set price. We do not allow "to go" containers and ask that you do not take food out of the dining areas. 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 food service can be placed in the brown oak comment box in the dining hall. The messages in this comment box will be shared with the Office of Community Life.

Hours for Dining Hall

**Lunch**
Monday – Thursday, 12:00 pm – 1:30 pm

**Dinner**
Monday – Thursday, 5:00 pm – 6:30 pm

*There is no food service available on Friday, Saturday, or Sunday.*

Payment

Cash, credits cards, and meal tickets are accepted in the Refectory. Meal tickets may be purchased in the business office during normal office hours.

Meal Prices

Lunch or Dinner Meal - $9.00
Salad Bar Only - $6.50 (includes beverage and dessert)

Disability Support Services

Students needing accommodations are encouraged to self-identify to the Office of Community Life. Students should submit any relevant and current documentation from a qualified
professional to the Office of Community Life, which will be evaluated by a consultant with special training in disabilities.

Students must return 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.

For more information about how to secure accommodations, please see the Disability Statement and Procedure in the section on Seminary Policies.

**Doctor of Ministry Terms**

Wesley is proud to offer a Doctor of Ministry program for advanced-level curriculum integrating the experience of ministry with the academic resources of the Seminary. The D.Min Program aims to enable pastors to develop an integrated theology of ministry that embraces the total life and mission of the church.

Admission to the D.Min Program requires a bachelor’s degree or equivalent from a regionally accredited college, a Master of Divinity or equivalent from a seminary accredited by the Association of Theological Schools, and three years of ministry experience prior to entering Wesley’s D.Min Program.

Tracks have various deadlines for admission. Interested applicants are encouraged to contact Wesley’s Office of Admissions via email or phone at (202) 885-8659.

For more information about the Doctor of Ministry program please visit the Doctor of Ministry page on the Wesley website.

**Emergency Preparedness**

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. Wesley Downtown evacuates to either side of Mass Ave or K Street to the front of Mount Vernon Place United Methodist Church.
5. Straughn evacuates down the exit drive towards University Avenue.
6. Carroll and NRH evacuates down the exit drive towards University Avenue.
7. Birch evacuates down the atrium stairwell out to Massachusetts Ave.

- 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.
  7. Wesley Downtown and the Birch Intentional Community relocates to the safe areas in the basement of Mount Vernon Place UMC.

**Emergency Kits**

In the event of an emergency or disaster, you may break open any emergency kit for supplies such as food, water, flashlights, etc. A list of supplies will be listed on each kit and will be in the following locations:

1. Laundry room on east and west sides of **Carroll**
2. Food pantry in **Straughn**
3. Community kitchen in the **Birch Intentional Community**
4. Millian Kitchen in the **New Residence Hall**
5. Facilities closet across from the Business Office in **Trott**
6. Behind the circulation desk in the **Library**.
7. Commuter lounge in **Kresge**
8. Office Cabinet in B 110-3 next to the bathrooms on the basement level of **Wesley Downtown**
Facilities and Grounds

Facilities and Groundskeeping are responsible for maintenance and care of the physical property, with offices located in the maintenance garage in front of Carroll Hall. The facilities manager, the Resident Manager on Duty, and the Office of Residence Life should be contacted in the event of emergency situations (such as gas leaks or water leaks), general maintenance requests for on-campus residents should be placed through the online maintenance request form. General concerns about facilities and maintenance should be addressed to the Office of Residence Life.

Faculty Offices

Faculty offices are located in Trott, Kresge, and Straughn. Faculty set individual office hours and should notify students of those hours at the start of each semester’s class. Appointments with faculty or questions concerning faculty availability can be directed to the faculty member.

Financial Aid and Scholarships

Wesley’s Financial Aid program is administered by the Financial Aid Director, Dane Smith. 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, email, or by stopping by the Financial Aid Office.

Going into debt for seminary is discouraged but will be a reality for many seminarians. The average educational debt load for Wesley graduates is $40,000. 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, originated by the school. Depending cost of attendance and other aid, graduate students can borrow up to $20,500 per year in an unsubsidized loan. The interest rate is fixed at 4.3% and there is a six month grace period before repayment begins after graduation or dropping below half-time enrollment.

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

1. Complete FAFSA form.
2. Complete the Master Promissory Note and Loan Entrance Counseling required by the government’s Federal Direct Loan Program.
3. Complete a Stafford Loan Request Form

Steps 1 and 3 are required each year a loan is obtained. Step 2 is a one-time process for new borrowers.
Loan funds will be deposited to students’ accounts in the Business Office. The loan takes several days to process, so students are encouraged to plan ahead. Tuition other charges must be paid first from the loan disbursement, if the loan disbursement is in excess of changes resulting in a credit, a refund check will be issued. Refunds are available after 2:00 p.m. on Fridays and the money must be credited to the account.

Entrance and exit interviews are required of all Federal loan recipients.

*Wesley Merit Scholarships*

Merit Scholarships are based on demonstrated academic achievement and qualities of character and leadership ability that suit students for exceptional service in and through the church. The merit scholarships available to degree-seeking students are Bishop’s, Oxnam, Governor’s, President’s, Dean’s and Wesley Merit Awards. Applicants will be considered for merit aid upon admission to the seminary. Completed files are reviewed and awards granted for 81 credit hours or six semesters if the student is in the M. Div degree program. If the student is in the MTS degree program, awards are granted for 60 credit hours or 4 semesters. If the student is in the MA program, awards are granted for 36 credit hours or three semesters. The following are specifications of Wesley merit scholarships:

1) Students must be accepted in a degree program to receive a merit scholarship
2) Students must take **at least nine credit hours a semester** to receive the full-time merit scholarship and must take **at least five credit hours a semester** to receive the part-time merit scholarship
3) The merit scholarship cannot be used in the Summer Session.
4) The merit scholarship **will not** cover audited classes.
5) If study is interrupted, the merit scholarship plan will be discontinued. Upon reentering, a student may be considered for reinstatement of the remainder of the initial scholarship.
6) If a student requests and receives credit for graduate studies completed in another educational institution, financial aid will be reduced by the number of hours transferred.
7) If a student seeks two Master’s degrees, scholarships are limited to the longer of the two degree programs.
8) Merit scholarships will be applied to the students’ accounts after the add-drop deadlines.

*Need Based Grants*

**Wesley Need Grant Application Process**

Need-based Wesley Grants will be awarded only when the FAFSA form and the Wesley Assistance Application have been received. **These must be completed each year** that the student is to receive an award.

**Application deadline for all forms is May 1st** of the year proceeding the academic year for which the student is applying. Applications received after that time cannot be guaranteed, even
if the multiple year plans were already devised. These forms are used to determine financial need. Need must be shown each year that a Wesley Grant is given.

**Campus Employment**

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

1. **Wesley Work-ship and Federal Work-study**

2. Positions involve part-time employment on campus (10-16 hours per week). Federal work-study provides federal funds for a limited number of part-time employment opportunities to students who have financial need and must earn part of their educational expenses. Federal work-study positions are available both on- and off-campus. To be eligible for federal work-study, you must file a FAFSA and demonstrate financial need.

3. While a FAFSA is not required for a Wesley work-ship position, financial need is still considered.

4. Students interested in either form of employment should complete a student employment application which is available through the Director of Financial Aid. Both types of positions are paid through payroll twice per month.

**Food Pantry**

A food pantry is available for students in need on the main level of Straughn. The pantry is stocked through donations and students may take as they need and give when they can.

**The G. Douglass 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. Doug Powe is the executive director of the Lewis Center. For more information visit the [Lewis Center Website](https://www.lewiscenter.org).
Guest Housing

The Office of Residence Life accepts requests for guest housing for eligible Wesley Seminary guests. Priority consideration is given to educators with active engagements at the seminary, prospective students or faculty (at the behest of the Admissions Office and Dean’s Office), Wesley alumni, guests of faculty, administration, staff, current students or residents, and officials of the United Methodist Church.

To make a request for reservation, please complete the Request for Guest Housing form. Please note, the Seminary is not able to accommodate requests for guest housing without a minimum of two weeks’ notice, and certain times throughout the year Guest Housing is unavailable.

For more information about amenities, rates, policies, and procedures regarding guest housing, please see Guest Housing.

Health Benefits

Due to the new health care regulations and the costs to students of compliant plans, Wesley Seminary will not be offering student health insurance for the 2020-2021 academic year. We encourage you to look for other options for health care.

The Seminary understands it is important for students to have access to some form of health care coverage and provides a supplemental health benefit to students taking at least 5 credits. There is no additional cost for students to participate in these supplement health benefits. The cost of participation is included within student fees, assessed each Fall and Spring semester. It is important that students understand this is not a comprehensive insurance plan and does not qualify as such under the Affordable Care Act. Students are strongly encouraged to have a comprehensive health insurance plan during their matriculation at Wesley. For more information about available comprehensive health insurance plans under the Affordable Care Act, please visit www.healthcare.gov.

Wesley provides Accident coverage to all half-time undergraduate students (5 credits of more). A full description of the Accident coverage may be found online at: www.eiiastudent.org/wts.

IMPORTANT: All benefits are provided in excess of any other Health Care Plan available.

CLAIM FILING INSTRUCTIONS: Please complete one claim reporting form per accident and include the Policy number, Student’s name and ID# on all correspondence. Submit all itemized bills along with the explanation of benefits from the primary insurance carrier to:

NAHGA, Inc, PO Box 189, Bridgton, ME 04009
Phone: 877.497.4980 / Fax: 207.647.4569
E-mail: eiia@nahga.com
For more information about the health benefit available to students, please contact the Office of Campus Life.

**The Henry Luce III Center for the Arts and Religion**

The Center’s programs offer rich opportunities for exploration of difficult questions, creative expressions in worship, and the spiritual formation of students. LCAR merges the transformative power of the arts as praxis and aesthetic theory with the rest of Wesley’s curriculum while offering opportunities to engage the arts in a variety of ministry settings and contexts. LCAR’s on-campus facilities include the visual arts studio, the Dadian Gallery, and the LCAR office.

The Studio (KG-06) provides work space for guest Artists-in-Residence, students enrolled in Religion and Art (RA) classes, and other members of the Wesley community. Members of the community not currently enrolled in RA classes should inquire with the Arts Office regarding availability and policies. The Dadian Gallery, located in the Kresge Academic Center, is LCAR’s main exhibition space which hosts regularly scheduled exhibitions and artist talks. LCAR also maintains exhibitions in the Boardroom as well as managing the Wesley Collection, most of which is on permanent display throughout campus. For more information on the Luce Center, visit [http://luceartsandreligion.org/](http://luceartsandreligion.org/) or visit the Arts Office in K108.

**Housing**

*Off-campus Housing*

The Office of Community Life & Residence Life maintains a small list of off-campus housing options submitted by neighbors or students. Students are also encouraged to utilize American University’s [Office Campus Housing Resources](http://campus-life.american.edu/off-campus-housing), including [Off-Campus Housing Postings](http://campus-life.american.edu/off-campus-housing).

*On-campus Housing*

On campus housing is available for single students and families. Policies regarding on campus housing can be found in [Section Three: Housing and Residential Life Policies](http://campus-life.american.edu/housing-policy). Students seeking housing for the Fall semester are encouraged to apply beginning March 1, and students seeking housing for the Spring semester are encouraged to apply as soon as they are aware there is a need. Housing is extremely limited (especially in the Spring semester) and available on a first-come, first-serve basis.

**Identification Cards**

Student ID cards are available for new students in the Registrar’s office. Student IDs may be used to check out books from the Library and to access Straughn Residence Hall where many faculty offices are located. Students can also use their Wesley student IDs to access American University libraries.

**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.

Inclement Weather & Emergency Closing Policy

Wesley has expanded its emergency notification system to include text messages and phone calls sent directly and immediately to those who register for Wesley Alerts. We strongly encourage all students, faculty and staff to register for this service, which notifies you if there’s a campus emergency. Examples include closures for inclement weather or other unplanned reasons, and safety or security situations. Please fill out the Campus Safety Notifications Form and follow the emailed instruction to opt-in to Wesley Alerts.

Wesley Alerts is the primary vehicle for emergency notification, the latest alert is always available on the seminary’s website (www.wesleyseminary.edu). For regionally information please consult the list of media outlets below.

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<tr>
<th>Radio Stations</th>
<th>Television Stations</th>
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<tr>
<td>WTOP 103.5 FM</td>
<td>WRC 4-1 NBC</td>
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<tr>
<td>WMAL 630 AM</td>
<td>WTTG 5-1 Fox</td>
</tr>
<tr>
<td>WMMJ 102.3 FM</td>
<td>WJLA 7-1 ABC</td>
</tr>
<tr>
<td>WAMU 88.5 FM</td>
<td>WUSA 9-1 CBS</td>
</tr>
<tr>
<td>WFED 1500 AM</td>
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</tbody>
</table>

Non-weather-related 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: WesleyAlerts. We might also use the other resources listed above as possible.

International Student Services

The Office of International Student Services (ISS) provides specialized immigration support services to the international student community at Wesley. The Director of ISS serves as a secondary advisor to all international students, providing advisement on academic, immigration, cross-cultural, and social issues. ISS administers the Student and Exchange Visitor Information System (SEVIS) and ensures that Wesley’s international student procedures are in-line with federal F-1 and F-2 visa regulations. To support international students, ISS offers pre- and post-arrival orientation programs, ongoing regulatory workshops (including those focused on
employment, taxes, and maintaining status), and campus-wide programming focused on cultural and social issues. ISS is a part of the Office of Community Life, supporting all student needs for a successful career at Wesley and beyond.

Prospective international students—including those wishing to transfer from another U.S. institution—should follow the admissions guidelines as listed in the Academic Catalog. Once you are successfully admitted to Wesley, ISS offers a range of support services throughout your program starting with International Student Check-In and International Student Orientation. These (mandatory) orientation programs are typically held the Tuesday and Wednesday before the Community Life Orientation. These programs are reinforced by the first-year seminar course for international students (IS-205 “International Student Seminar”), typically taken in your first semester at Wesley. International students also receive a host of support services under the umbrella of the Office of Campus life (OCL), including through the Writing Center and OCL directly.

International students must maintain compliance with all F-1 or F-2 visa regulations during the course of their program. This is top priority for ISS, and we want to make sure that immigration regulations do not get in the way of a successful academic career. ISS works diligently to inform and remind you of your responsibilities as an F-1 student through programming, courses and direct communication.

For more information, please contact the Office of International Student Services (ISS), in person at Straughn 134, or via telephone at 202-664-5683.

**J-Term**

Registration for J-Term courses occurs simultaneously with Spring registration. Students are encouraged to take note of the registration deadlines for J-Term courses as they differ from full semester timelines.

Please review the syllabus and Blackboard sites for your J-Term course(s), as there will likely be work and/or reading to be completed prior to the course start.

Students concerned about housing arrangements for J-Term courses should contact the Office of Residence Life to determine availability.

More information about courses being offered during J-Term and registration instructions is distributed in November prior to the term.

**Library**

The library supports teaching, learning, and critical inquiry at Wesley Theological Seminary by providing access to quality resources, establishing a comfortable place for study, and offering assistance with research needs. To learn more about library resources and services or to start your research, please visit the library in person or at www.wesleyseminary.edu/library.
Borrowing Privileges and Restrictions

Your Wesley student ID is your library card and can be used to obtain or renew library items. Library borrowing privileges must be renewed at the beginning of each semester. Unless requested by another borrower, books can be renewed twice and audio-visual materials once (in person, over the phone, or by email). Certain items are subject to recall. 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 their card.

Overdue fines and fees are published on the Library website. Student fines are sent to the business office and added to the student’s account. Items are automatically considered lost when they are more than forty days overdue. Lost and damaged items are assessed a fee of $97 per item. This fee includes the replacement cost of the item and a $30.00 processing fee. (Item replacements from patrons will not be accepted.) For lost items, the maximum fine may still apply. Borrowing privileges may not be renewed for students whose names are on the Business Office stop list or have outstanding Library fines. Persons expecting to graduate must pay all library fines before diplomas are issued.

Electronic Resources

The library provides access to a wide range of e-books, e-journals, and other electronic resources. You can freely access them while on campus. To access them from off-campus via the web, you will need to log in with valid MyWesley account information.

Course Reserves

Items placed on Reserve are located at the Circulation & Information Services Desk. Reserve items can be checked out for two hours, or overnight if borrowed within two hours of the Library’s closing.

Copying, Printing, and Scanning

The library provides print and copy machines and book scanners for community use. Copying/printing has a charge of 10¢ per page (black and white) and 15¢ per page (color). There is no fee for scanning.

Interlibrary Loan & Document Delivery

Students may request items from other libraries through Interlibrary Loan & Document Delivery. As we must coordinate services with other institutions, please allow for 8-14 days for processing and delivery; rush requests cannot be processed. Borrowers may have to pay charges assessed by the lending library.

Washington Theological Consortium

Students may borrow items directly from the libraries of member institutions of the Washington Theological Consortium. Visit the Wesley library for a form that authorizes you as
a WTC borrower, and take that form with you when you use those libraries. The form must be renewed each semester.

Library Card Eligibility

Students must present a current, validated Wesley Seminary photo I.D. in order to obtain, renew, or use 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 or have outstanding Library fines. 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 and 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 or 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

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 provides access to printers and book scanners for use by the Wesley community. Copying/printing has a charge of $.10/page (black and white) and $.15/page (color). There is no fee for the books scanners.

Photocopying and printing

The library provides access to printers and book scanners for use by the Wesley community. Copying/printing has a charge of $.10/page (black and white) and $.15/page (color). There is no fee for the books scanners.

Interlibrary loans: As charged by the lending library.

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.
Lost/Damaged Item Replacement

Lost and damaged items are assessed a fee of $97 per item. This fee includes the replacement cost of the item and a $30.00 processing fee. For lost items, the maximum fine may still apply. Items are automatically considered lost when they are more than 40 days overdue. Item replacements from patrons will not be accepted.

Borrowing privileges are blocked when a Wesley student accrues more than $50.00 in library fines of any kind. Student fines are sent to the business office to be added to the student’s account. Persons expecting to graduate must pay all library fines before diplomas are issued.

For more information about library privileges and responsibilities, to learn more about resources and services, or to start your research, please visit the Library in person or via the web at [www.wesleyseminary.edu/library](http://www.wesleyseminary.edu/library).

Mailroom and Copy Center

The mailroom and copy center are located on the second floor of the Kresge Academic Center, KG04. Mailbox assignments may be acquired after you pay a key deposit of $25.00 in the business office. You will keep this assigned mailbox until you complete your degree program or withdraw from school. If you decide to move off campus, you can keep your mailbox here on campus if you are a currently enrolled student. **Alert:** A $25.00 replacement fee will be charged for a lost key. The fee may be refundable if the key is found and returned to the Mail Room before a replacement key has been made.

Incoming & Outgoing Mail

Mail and packages are received at the mailing address listed:

**Students’ Name**  
**Mailbox #**  
**Wesley Theological Seminary**  
**4500 Massachusetts Avenue NW**  
**WASHINGTON, DC 20016**

Please ensure that the student's name and mailbox number are on everything that is sent so that there are no delays in delivery. Students please do not use your housing address for regular mail or packages.

Outgoing USPS Mail can be dropped in outgoing mailbox located in front of the Kresge Academic Building if properly stamped or simply stop by the mailroom for assistance. USPS mail pickups are at 12:00p.m. and 3:00p.m.

We also offer UPS and DHL as other shipment options. Any overnight mail requests must be received by mailroom staff before 11:00am.
Packages

Most packages are received in the afternoon, as is the mail, unless you have a scheduled overnight package. When delivered, packages are scanned into our tracking software which automatically sends the student an email for each package received. In addition, the software allows students to sign electronically for their packages, making the entire process paperless. We ask that students wait until they receive the email from us before coming to inquire about a package.

All packages may be retrieved from the mailroom during the following hours unless otherwise posted:

**Hours:**

**Fall/ Spring**
Monday – Thursday, 8:30 a.m. – 12:00 p.m., 1:00 p.m. – 7:00 p.m.
Friday, 8:30 a.m. – 12:00 p.m., 1:00 p.m. – 4:30 p.m.

**Summer**
Monday – Friday, 8:30am- 12pm, 1:00pm – 4:30pm

The week leading up to certain holidays and during reading week the mailroom hours are:
 Monday- Friday, 8:30am – 4:30pm

Printing

The mailroom copy center offers a self-serve computer and two Xerox machines for printing and copying papers.

- Color copies are $.15
- B/W copies are $.10

The mailroom/copy center accepts all normal forms of payment, including cash, checks and debit and credit cards.

Need more info? Contact the mailroom at (202) 885-8669

Parking

Parking is available on campus for *residential and commuting students, faculty, staff, and visitors on a first-come-first-served basis*. All spaces are unreserved, but a parking permit is required.

**One permit per student** is included in the student fees paid each semester. Additional permits may be obtained from the Business Office at a cost of $150/semester or $300/ year. The Seminary is not considered part of the neighborhood for purposes of securing a District of Columbia Residential Parking Permit (RPP), and all students residing on campus are, therefore, excluded from eligibility for an RPP. Only one vehicle per adult campus housing resident is
allowed. *Guest* parking permits can be requested from the business office. **These permits should be displayed in the car at all times while in the Wesley parking lot with the date of use and specified event when appropriate.**

**Cars without parking permits will be subject to ticketing.**

1. The first ticket will be a warning.
2. A second ticket, carrying a $50 fine, may be issued 24 hours after the first ticket is issued.
3. A third ticket may be issued 24 hours after the second ticket. If you do not have a parking permit at time of the third ticket, Metro Parking Enforcement will be called to issue a $250.00 ticket and the vehicle will be towed. If your vehicle gets towed you will have to contact *ABC Towing* (located in Georgetown) at 202.338.2222 or 202.338.3010 to make arrangements to get your vehicle back.

An unpermitted vehicle found parking on a later day after having been ticketed for a first or second violation on an earlier day, may be issued another ticket immediately and fined $50. A Metro ticket may be issued 24 hours later, and the vehicle will be towed.

**Traffic Regulations**

Drivers are cautioned 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. The speed limit in all of Wesley’s facilities is 10 mph. After a snowfall, please use only the tracks that have been cleared to ensure your safety.

**Parking Regulations**

In the event that you cannot find parking on the main parking lot of Wesley, other parking options are still available to you:

- There is a 3-hour parking zone available to the right of the bottom of Wesley’s exit driveway on University Ave. and other neighborhood locations for 2 or 3 hours (be sure to check the posted signs!) M – F from 9:30 am to 6:30 pm.
  
  Note: Persons whose cars are registered in DC and have a neighborhood Zone 3 parking sticker are able to park in any of those spaces without being subject to the time restriction.

- There are a number of 3-hour and 4-hour metered spaces on the side of Massachusetts Avenue (Southbound) adjacent to Wesley’s campus that are available from 9:30 am. to 6:30 pm.

- Across the street on Massachusetts Avenue (northbound), there are 4-hour meters available from 7 am to 4 pm. There is a parking restriction on that side from 4 pm. to 6:30 pm. One does not have to pay for the metered parking after 6:30 pm.

If you will be utilizing the additional parking options previously mentioned, please make sure to have your Wesley parking permit visible to parking enforcement. American University
discourages their students from parking in the neighborhood. As a result, AU parking enforcement will sometimes issue tickets to Wesley constituency thinking that the vehicle belongs to an AU student. AU should not ticket Wesley cars identifiable by the Wesley parking permit that is properly hung from the rearview mirror.

Payment of Citations

Ticket fines from a Wesley-issued citation will be charged to your Wesley account and will appear on your bill if you are a Wesley student. Staff, faculty, and visitors will need to pay their fines in person in the Business Office. If you have any questions please refer them to the Business Office during regular business hours.

Ticket fines from American University can be paid at the Parking and Traffic Services Office during regular business hours. Payment may be made with cash, Visa, MasterCard, and Discover, money order or certified check. Payment may be submitted via mail by mailing a check or money order made payable to American University, indicating your name, citation number, and the vehicle license plate. These should be sent to:

American University
Office of Parking and Traffic Services
4400 Massachusetts Avenue NW
Washington, DC 20016-8074

If a check is returned by the bank for insufficient funds, the payment will be reversed and an additional fee will be assessed. AU reserves the right to immobilize the vehicle until payment is rendered in full.

Appeal of Citations

American University will nullify any parking tickets they issue in error to the Wesley constituency. Appeals for American University parking tickets must be made within 30 calendar days from the date the ticket is issued. To nullify a ticket, contact the AU Public Safety office number at parking@american.edu, and inform them that you are from Wesley. If you still have difficulty having your ticket nullified, please contact Randall Adams (radams@wesleyseminary.edu) or the Office of Community Life communitylife@wesleyseminary.edu.

Immobilized and Abandoned Vehicles

Wesley Theological Seminary defines an “immobilized vehicle” as one that is obviously inoperable due to accident or mechanical malfunction, even if undergoing emergency repair. An "abandoned vehicle" is defined as any motor vehicle, trailer, or semitrailer that is left unmoved, parked or stored on campus property for 30 days, and any one of the following conditions applies:

• The vehicle does not display a valid license plate and/or a valid Wesley parking permit.
• The vehicle is extensively damaged and/or missing parts necessary for operation and is not undergoing emergency repair.
• The vehicle serves as harborage for rats, vermin, or other pests.

If a vehicle on Wesley’s property is considered immobilized or abandoned for 30 calendar days and the owner has not contacted the Director of Facilities, the following will occur:

1. Two tickets will be given with the second carrying a $50.00 fine under procedures described above.
2. If the vehicle is not repaired or removed within 3 days of the second ticket, Metro Parking Enforcement will be called to issue a $250.00 ticket.
3. The vehicle will be towed immediately upon issuance of the Metro ticket. If your vehicle gets towed you will have to contact ABC Towing (located in Georgetown) at 202.338.2222 or 202.338.3010 to make arrangements to get your vehicle back.

Pastoral Counseling Referrals

In an effort to meet the pastoral care and mental health needs of our student body, the Office of Community Life has committed to provide access to affordable mental health and pastoral care services from a wide variety of sources throughout the Washington Metropolitan area. We have developed a list of vetted clinicians who have expressed a willingness and availability to provide psychiatric evaluations, medication management, psychotherapy and counseling, spiritual direction, soul care and complementary and alternative medicine (CAM) services. Many of the providers have agreed to accept insurance and or provide a sliding scale for students. All referrals are confidential.

We have three pathways to access care:

1. Independently review the list of providers as listed and then review the corresponding website to obtain location, contact information, and specialty services. Then contact the provider of your choice to obtain an appointment. Please inform them directly that you are a student from Wesley Theological Seminary.
2. Contact the Office of Community Life’s Program Coordinator for Student Care to obtain recommendations for an appropriate provider, for instance a counselor as opposed to a psychiatric or spiritual director.
3. Contact the Office of Community Life’s Program Coordinator for Student Care for screening and 1-2 sessions to help discern what would be an appropriate referral for mental health and or spiritual counseling.

Questions or concerns regarding accessing the services should be directed to the Program Coordinator for Student Care, Lisa Banks-Williams at lbwilliams@welseyseminary.edu or 202-885-8626.

Playground/Outdoor Recreation

Behind Carroll Hall is a small playground for children of Wesley students. The play area is best
suited for children aged three to eight. In addition to the playground on campus there are area playgrounds located at Friendship Recreation Center just across Massachusetts Ave near the intersection of 45th Street NW and Van Ness Street NW.

The grounds of campus are available for outdoor recreation such as Frisbee and other sports. Additionally, the hill near the front of campus can be used for sledding during the winter. Children and students who play on campus should exercise caution, and the Seminary is not responsible for injury sustained during play.

**Practice in Ministry and Mission**

Practice in Ministry and Mission provides the opportunity to integrate classroom learning with practical experience in a teaching congregation or other setting for ministry. Students experience a broad range of ministerial learning activities with placement in an approved teaching congregation or other setting for ministry (e.g., campus ministry, social justice ministry). These internships involve 800 hours of supervised ministry for M.Div. students. Students can satisfy this requirement through one of the following means:

- Part-time Year-long Internships
- Full-time Summer Internships
- Full-time Year-long Internships
- Student Pastor Program

In all instances, Learning Partners from the host placements will help students develop individual learning goals. They will engage together in regular theological reflection and in evaluation of student learning.

For more information about policies and procedures regarding the Practice in Ministry and Mission, please see [PM&M Handbook](#) or visit the PM&M office in Kresge 107.

**Preparation for Study**

Proficiency in written and spoken English is expected of all M.Div., M.A. and M.T.S. candidates. Students are expected to meet high academic standards, which includes writing, communicating, and thinking at a graduate academic level.

**Writing**

An important part of a seminary education is developing the ability to write clearly and precisely about theological topics at a graduate academic level. In general, Wesley students are expected to show proficiency in writing at a college level prior to admission. If a student’s written work reveals a deficiency during the first year of study, he or she may be required to work with the Writing Center to strengthen writing skills, or to take the course NC-112: Writing for Ministry. Individual faculty may recommend or require that a student complete NC-112 to address concerns identified in a course.

Student who needs assistance with writing skills may take advantage of The Writing Center, a
faculty-staffed office at Wesley’s 4500 Massachusetts Avenue NW campus, Straughn Hall 34A.

Recycling

The Seminary participates in a recycling program. Recycling is required by District of Columbia law. Bins are located around campus and in offices, and a large recycling receptacle is located in the parking lot. The recycling service used is single-stream, so all recyclable products can go into a single bin.

Registrar

The Office of the Registrar is located in Trott 104. Students can get assistance with questions regarding registration, degree requirements, transcript requests, enrollment certifications, graduation audits, and other academic records. Office hours are 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. The first week of each major semester, office hours on Monday through Thursday are extended until 5:30 p.m. Students may contact the Registrar’s office at (202) 885-8650 or registrar@wesleyseminary.edu.

Summer Term

The Summer Term is divided into two shorter terms. Students may take up to 8 credits during the summer. Registration opens the March before the term.

Courses run for 1 to 6 weeks and students are encouraged to note the syllabus and Blackboard site for courses as soon as possible following registration. There may be reading or course work required prior to the start of the course.

Please pay attention to registration deadlines for the summer courses as they will differ from the usual format. More information about the Summer Term, including registration dates and deadlines can be found on the Summer Term page of the Wesley Website.

Welliver Lounge

Welliver Lounge is located on the lower level of Straughn Hall as a space for fellowship and fun. A large screen television with satellite access is provided as well as games and other entertainment.

Wesley Journal and E-Communications

The Wesley Journal is a publication of the Wesley Theological Seminary Student council. Students, faculty, and staff are welcome to contribute articles, poems, devotions, etc. Publications are released every other week when classes are in session. Please send submissions to wesley_journal@wesleyseminary.edu or communications@wesleyseminary.edu by 10:00 a.m. Saturday morning the weekend before publication.

Weekly announcements are emailed to Wesley community members. All notices to be included in the announcements should be sent to communications@wesleyseminary.edu by noon the
previous Wednesday.

Writing Center

An on campus writing center is available for all students to strengthen their writing skills. The Writing Center is located on the ground level of Straughn Hall in SG-129. Students should contact the writing center to make an appointment.

Because writing is an important part of a seminary education, students are expected to show proficiency in writing at a college level prior to admission. If a student’s work reveals a deficiency during the first year of study, he or she may be required to work with the Writing Center, or to take the course NC-112: Writing for Ministry.

Section Three: Housing and Residential Life Policies

There are four residential facilities on Wesley’s campus: Straughn Dormitory, Carroll Residence Hall, the New Residence Hall (NRH) and the Birch Intentional Living Community (BIC). Straughn Dormitory currently houses local graduate students. The NRH houses AU/ WCL single and Wesley single and commuter students in suite-style dormitory rooms. Carroll Residence Hall houses students and families in apartments. The BIC can house single students and couples interested in participating in intentional community living.

Guidelines for Straughn Dormitory

Eligibility

Residence in Straughn Dormitory is restricted to students enrolled for at least six credit hours per fall and spring semester in a graduate degree program at an area university.

Straughn Residents are not Wesley students (with the exception of Resident Managers assigned to live in the building) but are an important part of our on-campus resident population. Residents are invited to participate in all campus housing events as well as any unrestricted community events occurring while they are in residence.

Guidelines for the NRH- Permanent Resident

Eligibility

Permanent residency in the NRH is restricted to students enrolled for at least five credit hours per fall and spring semester and four cumulative credit hours for summer terms at Wesley Seminary (or Wesley and AU for dual degree students). Local graduate students must be enrolled full-time in their degree program for fall, spring and summer terms.
**Terms of Contract**

Responsibility for the unit and liability for rent will begin on the first day of the term, as determined by the Office of Residence Life, and end on the Friday preceding Commencement in May. Students vacating at the end of the Fall semester must notify the Office of Residence Life in writing a minimum of 30 days prior to the Fall move-out date determined by the Office of Residence Life (and listed on the housing contract). Summer months are contracted separately from the academic-year contract.

Students who reside in the NRH are also required to purchase the meal plan in the dining hall at a rate of $1230 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. Installment plans are available through Official Payments.

*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 2020-2021 school year for the NRH:**

- **Apartment unit:** $4535/semester + $1230 for Meal Plan
- **Double occupancy:** $3459/semester + $1230 for Meal Plan
- **Single occupancy:** $4254/semester + $1230 for Meal Plan

**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.

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.

**Guidelines for the NRH- Commuter Residents**

**Eligibility**

Commuter housing in the NRH is restricted to students enrolled in a class 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 the NRH. The following policies apply specifically to commuter students in the NRH.
Terms of Contract

Commuter students contract for a 14-week semester term. This does not include seminary breaks or holidays. To request housing during breaks or holidays, please make arrangements with the Director of Residence Life, Monica Sharp at msharp@wesleyseminary.edu.

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 2020-2021 school year for NRH Commuters:

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<thead>
<tr>
<th></th>
<th>Double – 1 night:</th>
<th>$589/semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Double – 2 nights:</td>
<td>$1177/semester</td>
</tr>
<tr>
<td></td>
<td>Double – 3 nights:</td>
<td>$1767/semester</td>
</tr>
<tr>
<td>Single – 1 night:</td>
<td>$870/semester</td>
<td></td>
</tr>
<tr>
<td>Single – 2 nights:</td>
<td>$1741/semester</td>
<td></td>
</tr>
<tr>
<td>Single – 3 night:</td>
<td>$2610/semester</td>
<td></td>
</tr>
</tbody>
</table>

Extra Commuter Night

<table>
<thead>
<tr>
<th></th>
<th>Double:</th>
<th>$42/night</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single:</td>
<td>$64/night</td>
</tr>
</tbody>
</table>

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 out of sight. 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.

**Guidelines for Carroll Hall**

**Eligibility**

Residence in Carroll Hall is restricted to students enrolled in at least seven credit hours in a degree program at Wesley Theological Seminary or full-time at a local graduate school. 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 one child. Two-bedroom apartments may house no more than two adults and two children. Three-bedroom apartments may house no more than two adults and four children. Children of opposite sex, above the age of 8, may not occupy the same bedroom in accordance with the District of Columbia’s laws. 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 week 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 the date stated on the contract, unless special arrangements are made with the Seminary. Summer months are contracted separately.

**Rental Fees**

*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 2020-2021 school year for Carroll Hall are as follows:**

- **Efficiency:** $4794/semester
- **One Bedroom:** $5778/semester
- **Two Bedrooms:** $7671/semester
- **Three Bedrooms:** $9048/semester

**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 or another local graduate school. 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.

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 housing deposit. In cases in which the resident may cause harm to self or other community members, the warning will be forgone.

*Vacating at the End of Contract Term*

All campus residents must complete the end of the semester renewal process to renew their housing, make a housing change request, notify the Office of Residence Life of their graduation status or notify the Office of Residence Life of their intent to vacate. This process is done completely online and is a requirement for all campus residents. Failure to notify the Office of Residence Life in the allotted time may result in the loss of housing deposit and being scheduled to move out of campus housing.

After end-of-semester plans are confirmed, students preparing to vacate must clear their unit and any community areas of their personal belongings. Units must be cleaned before leaving. Keys must be returned to the Office of Residence Life and Mail Room.

Once keys are received, the Director of Facilities or other staff member will inspect the unit to determine if it meets the standards set forth in the section on Housing Deposits and further elaborated in the vacating instructions. Determination to withhold or return the Housing Deposit will be given and the Director of Residence Life will initiate the return process with the Business Office on the students’ behalf or will contact the student directly to inform him/her of the decision to withhold the deposit.

Deposit refunds are sent to the student by check. Forwarding addresses must be left with both the Mail Room (for mail purposes) and the Registrar’s Office (for check-mailing purposes).

*Extermination*

The Seminary provides extermination service. Exterminators and Seminary personnel will enter units periodically for extermination. Residents are asked to notify Facilities at the first sign of roaches, bugs, or rodents by completing the online [Maintenance Request Form](#).

*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.

**Guidelines for Birch Intentional Living Community**

Wesley Theological Seminary offers 17 spots in the Birch Intentional Living Community located at 908 Massachusetts Ave, NW behind Mount Vernon Place United Methodist Church. Seventeen students (or up to 15 students and two student spouses) write a covenant together and hold each other accountable to it. Guided by the BIC Mentor, the community will participate in family meals and worship as they live their studies in ministry in the heart of DC.

Dormitory rooms are configured as four triplets, which consist of one double occupancy dormitory room connected to a single occupancy dormitory room through the bathroom, two one-bedroom apartments, and one efficiency with independent kitchens and bathrooms. To qualify for campus housing in the Birch Intentional Community (BIC), students must commit to living in intentional community and a one-year (11 month) contract. Married couples without children are eligible for a one-bedroom apartment, but non-student spouses must agree to be fully participating members of the community.

**Eligibility**

Currently, couples with children are not eligible for housing in Birch. Students must carry at least five hours of credit during the fall or spring semesters. There is no course requirement for permanent residents during summer months.

**Rental Fees**

*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 2020-2021 school year for Birch Hall are as follows:**

**Dorm style rooms**

- **Double Occupancy:** $3845/semester
- **Single Occupancy:** $4720/semester

**Apartments**

- **Efficiency:** $7030/semester
- **One Bedroom 3003:** $8175/semester
- **One Bedroom 3004:** $8965/semester
Policies and General Information for All Residents

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 or within 25 feet of any building. (See Substance Abuse Policy)

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 to the dumpster on a timely basis. A dumpster is located in the parking lot, and smaller trash receptacles are available on the exit driveway for NRH residents. Recycling is mandated by the District of Columbia. Receptacles are available in the parking lot next to the dumpster, and on the exit driveway for NRH residents. Light bulbs in overhead fixtures are replaced by the Facilities Office.

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 in Carroll Hall will be in effect from 10:00 p.m. until 7:00 a.m., unless otherwise determined by the community. Quiet hours in Straughn and New Residence Halls will be in effect from 11:00 p.m. until 8:00 a.m., unless otherwise determined by the community.

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.

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.

**Guests**

Apartment units are to be occupied only by the person(s) renting them. Guests may stay no longer than seven consecutive days. Residents are responsible for the actions of their guests on campus. Minors are not allowed as overnight guests in Straughn or the NRH without special permission from the Office of Residence Life. All minors must always be accompanied by the resident with whom he or she is visiting. Wesley residents can inquire about other on-campus guest housing options that may be available in the Office of Residence Life. The Seminary has several guest apartments and dormitory rooms that may be available for guest rentals at a discount to residents.

**Heating and Cooling System**

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 has ceiling fans and AC units. The NRH and BIC have central air controlled by thermostat.

The temperature in the winter is kept at 70 degrees. If you think your room is colder, please report it using the online [Maintenance Request Form](#). Sometimes individual radiators must be repaired.

**Housing Assignment Changes**

Lateral (changing from one assignment to an identical assignment, such as a single-occupancy dormitory room to another single-occupancy dormitory room) housing changes are not permitted. We cannot accommodate a request for a lateral change unless your current, assigned unit is deemed unfit by the Director of Facilities.

Housing change requests for larger apartments, from double occupancy to single occupancy (or vice versa), or from dormitory rooms to apartments are accommodated on a case-by-case basis. If you are planning to be married or growing your family in children, please make your request as soon as possible, as it is very difficult to make new apartment assignments mid-semester.

**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.
**Housing Deposit**

A housing deposit, as indicated in the contract, must be paid to the Business Office before keys to the apartment or room can be obtained. The housing deposit is payable by a check, cash, credit card (Mastercard or Visa), or bank transfer for international students.

The housing deposit will be returned in full by check to the resident’s forwarding address after the resident vacates the unit at the end of the contract term and meets the conditions stated in the vacating instructions.

The housing deposit will not be returned in full or in part should any of the following occur:

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, storage and community 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 Office of Residence Life.

**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.

**Pets**

Students are not permitted to own, house, or keep pets of any kind in the residence halls. Students with special needs are to refer to the Seminary’s “Service and Emotional Support Animal Policy.”

**Prohibited or Restricted Articles**

1. Firearms, ammunition and air rifles are strictly prohibited.
2. *Major appliances are not permitted.* 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 and NRH residents may have small refrigerators and small coffee makers in their rooms.
3. Hot plates, rice cookers, and halogen lamps are not allowed in dormitory rooms (rice cookers may be used only in community kitchens)
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 outside of the Wesley Theological Seminary Community Garden (WTSCG).
9. Alcohol use is restricted to individual rooms. No public consumption or storage of alcohol is permitted.
10. Use of illegal drugs is prohibited and may result in disciplinary action including immediate eviction. (See Substance Abuse policy)
11. Smoking is not permitted in or within 25 feet of any Seminary buildings.

Resident Managers

There are six Resident Managers (RM) on campus throughout the year. They function as a liaison between the Seminary and the residents. When the Office of Residence Life is closed, urgent maintenance problems (such as plumbing problems and leaks) should be reported to the RM, as well as problems having to do with community life in the residence halls, i.e., noise problems. Each evening the RM begins duty at 4:30pm and is expected and prepared for emergencies, lockouts, or guests who arrive after hours. Please do not disturb the RM after 10pm unless there is an emergency. To reach the resident manager on duty, please call the RM phone at 202-246-8251 and leave a message if no one answers.

Section Four: Student Organizations

Student Council

Wesley's Student Council seeks to promote the common welfare of the student body by acting as the voice of the student body through providing an open forum in which concerns can be raised, sponsoring various student organizations, and working with the administration, faculty, staff, and the community to ensure a supportive academic climate. Student council can be reached at studentcouncil@wesleyseminary.edu
**ASAH**
An organization for those in the Wesley community interested in the intersection between the ministry and the arts.

**Association of Black Seminarians**
A group not only seeking to expand the voice of the black seminarian, but also address the issues and racism confronting our African-American and Caribbean-American brothers and sisters.

**Faith & Politics**
An organization that seeks to theoretically and practically address theological and political questions of humanity.

**Gente Latinx Seminarians Association**
GLSA serves to serve as a Latinx public witness through the promotion of public service and cultural awareness of the Latinx community.

**Korean Student Association**
A group determined to look after the well-being of the large Korean population here on campus and support their interaction with all other students.

**Of Sacred Worth**
An organization committed to expressing and advocating the sacred worth of the LGBTQ community.

**Plumbline**
A social-justice organization that seeks opportunities to raise awareness and serve.

**Wesley Fellowship**
A United Methodist organization that nurtures fellowship opportunities for students and staff.

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**Section Five: Seminary Policies**

*The following policies were approved by the Board of Governors on May 17, 2013 unless dated otherwise.*

**Academic Policies**

All academic policies, including policies regarding academic planning, advising, registration, as well as policies governing academic records and privacy are found in the [Academic Catalog](#).

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.

**Academic Qualifications**

**Satisfactory Academic Progress**

Wesley will monitor the statutory requirement that a student be making satisfactory academic progress. The Financial Aid Committee will review the grade point averages of degree students each semester. At the end of the spring semester, grade point averages as well as the academic progress of the student will be evaluated.

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

- A Master of Divinity (M.Div.) must successfully complete eighty-one semester hours of course work in the regular curriculum, including supervised Practice in Mission and Ministry, an Immersion experience, and advancement to candidacy. The M.Div. program may be completed in a minimum of three years of full-time study and must be completed within ten years from the date of admission.

- A Master of Arts (M.A.) must successfully complete 36 semester hours of course work in the regular curriculum. The M.A program must be completed within six years from the date of admission.

- A Master of Theological Studies (M.T.S.) 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 years of full-time study and must be completed within six years from the date of admission.

- For Stafford Loan Purposes, students cannot exceed the maximum timeframe of study and still receive federal student loans. Students receiving merit scholarships are held to the timeframe outlined previously.

- A Doctor of Ministry (D.Min.) 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 requests 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.

- A student must have at least a 2.3 to be eligible for a Stafford Loan and Need Grants. If the student’s GPA falls below the 2.3, the Director of Financial Aid will send a letter to the student giving him/her an opportunity to write a letter of appeal for the revocation of the aid.

- The Financial Aid Committee will render a decision on the appeal and if the aid is reinstated, the student will have a full academic year to bring the GPA up to the minimum requirement. If the GPA is not up to the minimum requirement when Satisfactory Academic Progress (SAP) is evaluated the following spring semester, then the student’s aid is not reinstated. Second appeals are handled on a case by case basis and are up to the discretion of the Financial Aid Committee.

- Once the student is meeting SAP, the student automatically qualifies to reenter the federal loan program

- Merit recipients are required to maintain a 3.0 to keep their scholarship and the appeals process is the same as outlined above. However, if the student still is not meeting SAP upon completion of the appeal year, merit scholarships are not reinstated, even if SAP is met in subsequent semesters.

- Any Masters or non-degree student who accumulates 8 or more credits of failing grades will be automatically separated from the Seminary. Separated students may apply for readmission after one academic year has passed.

- 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 he/she takes 6 credits during the January and May Intensive terms. A D.Min student is considered half-time with 3 credits during the January and May Intensive terms.

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 procedures outlined below.
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 other instances, the procedures outlined below will be followed:

1. The Dean shall notify the student of the nature of the evidence of academic misconduct and shall request that the student to meet with the Dean, the Associate Dean for Campus Life and/or the respective Faculty.
2. The student will meet with the Dean(s) and/or Faculty member. Following this meeting, the Dean will make a decision concerning the resolution of the charges.
3. The Dean may refer serious cases to the Personal Development for Ministries (PDM) Committee in consultation with the Associate Dean for Campus Life. Students may also appeal to the PDM Committee.
4. 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.
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. Students are expected to familiarize themselves with policies governing academic performance and advancement. 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.

Grievance Policy

A student who has a grievance about an academic matter shall consult first with the faculty member whose course is involved. If there is no satisfactory resolution, the student may ask the Dean to consult with the faculty member. The student may choose to be present at the Dean’s consultation with the faculty member.
At that time the Dean shall inform the student about possible further appeal according to the following procedure:

1. Academic matters that are not resolved through the informal consultation of the Dean with the faculty member may be formally appealed by the student in writing a letter to the Dean. Such an appeal must be made no later than six months after the incident giving rise to the grievance took place. For concerns related to grades, the appeal must be made no later than one semester after the posting of the disputed grade.

2. On receipt of the student’s letter of appeal the Dean shall appoint and convene an ad hoc committee to address the issue. The committee shall consist of one faculty member from the area of the course in which the grievance arose (if the subject area has more than one full time faculty member, if not it shall be a tenured faculty member), one faculty member from another area, and the Associate Dean for Campus Life. The Dean shall serve as a non-voting, advisory member of the committee.

3. The committee’s investigation and decision shall be completed no later than the end of the semester in which the letter of appeal was received.

4. The committee shall give written notification of its decision to both parties (the student bringing the appeal and the faculty member involved) and the Registrar. If the decision involves the change of a course grade, the Registrar shall change the course grade in accordance with the committee’s decision.

5. The filing of an academic appeal and its outcome will be noted in the student’s file and kept until graduation.

The greatest possible confidentiality shall be observed in the appeals process. Student grievances regarding non-academic matters are governed by the policies laid out in the Student Handbook, including but not limited to the Wesley’s Commitment to Diversity policy and the grievance procedure contained therein.

**Campus Crime Reporting Policy**

The safety and well-being of all members of our community are of great concern to Wesley Theological Seminary. While we are happy to report that Wesley is an infrequent location for many crimes, a safe environment depends on the cooperation and involvement of individuals in safeguarding themselves and others. We encourage all members of the Wesley Seminary community to use this report as a guide for safe practices on and off campus.

The Office of Community Life prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This is the landmark federal law that
requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Office of Community life relies on members of the community to report any criminal activity that they witness or of which they are victims to the Community Life Office or to any Wesley campus official (including but not limited to directors, deans, department heads, and resident managers, advisors to students and student organizations and administrators). These reports are combined with information from the Metropolitan Police Department (MPD), to compile the information.

This publication contains information to aid in the cooperative effort of creating a safer campus. It contains specific information on safety and security including fire safety, policies relating to reporting crime, and crime statistics for the three previous calendar years. These statistics reflect reported crimes that occurred on campus, in any off-campus buildings or property owned or controlled by Wesley Seminary, and on public property that is immediately adjacent to and accessible from the campus.

This publication is posted on Wesley’s web site by October 1 each year. We notify all students, staff, and faculty of the web site via e-mail, as well as through informational postings within the campus. You can obtain this report easily by visiting the Campus Safety portion of the Wesley website, or by requesting a printed report.

All current or prospective faculty, staff, and students can obtain a paper copy by calling 202-885-8694, visiting Community Life on campus, or by writing to:

Annual Security Report Request
Community Life
Wesley Theological Seminary
4500 Massachusetts Avenue, NW
Washington, DC 20016

Commitment to Diversity

Approved by the Board of Governors on 10/19/2001
Amended by the Board of Governors on 5/12/2015

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 perceived race, color, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expressions, familial status, family responsibilities, genetic information, disability\(^1\), or political affiliation. We are working toward the realization of a barrier-free environment with adequate facilities and assistance for persons with disabilities.

As reflected in this Commitment to Diversity policy, Wesley seeks to provide an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. Wesley strongly condemns sexual offenses and does not tolerate sexual offenses. In compliance with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C., \&1681 et seq, Wesley has procedures in place intended to prevent sexual harassment and sexual violence and intended to prevent sexual discrimination and has designated a Title IX Coordinator to provide oversight in investigating issues concerning sexual harassment and sexual assault. Wesley will respond promptly, fairly, and decisively to all reports of sexual assault. Members of the community accused of sexual assault will be subject to the process set forth in Wesley’s *disciplinary procedures* when the alleged incident has occurred on-campus or when the incident has occurred off campus and materially affects the learning environment or operations of the seminary.

Wesley Theological Seminary is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998, which requires all post-secondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies, and *security programming* to all current students, employees, and to any applicant who so requests. The following parties are responsible for the institutional oversight of Wesley’s commitment to diversity: the diversity committee, the Title IX office, and the Office of Community Life.

*Institutional Oversight of Wesley’s Commitment to Diversity*

To support Wesley’s commitment to diversity, a Diversity Committee was established by and is accountable to Wesley’s Board of Governors.

A. Diversity Committee

1. Composition

\(^1\) 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.*
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 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 15th 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 15th 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 affected 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: 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.

NOTE 2: 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.

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 are 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 affecting 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 Campus 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 will again 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 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.
Title IX Procedures

Title IX procedures for the 2020-2021 academic year are currently under review. An updated Title IX policy will be made available this fall.

Information Regarding the Reporting of Incidences of Sexual Violence

The Seminary encourages any member of the community who has experienced sexual violence, sexual assault, domestic violence, dating violence or stalking, or knows of another member of the community who has experienced sexual violence, sexual assault, domestic violence, dating violence or stalking, to report the incident to the designated official, Campus Security Authority, faculty member, administrator or responsible campus employee.

In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. If the survivor is unable to call 911, someone in the safe location (Campus Safety Authority or confidant) should call 911 on their behalf. Calling 911 will put you in touch with local police.

Students and employees who have experienced sexual harassment, sexual violence, sexual assault, domestic violence, dating violence or stalking should report incidents to the Seminary’s Title IX Coordinator. The Title IX Coordinator is:

Josie Hoover  
Director of Human Resources  
202-664-5682  
jhoover@wesleyseminary.edu

If the Title IX Coordinator is not available, reports may also be taken by Campus Security Authorities (Resident Managers, the Director of Human Resources, and members of the Office of Community Life staff) and the Associate Dean for Campus Life.

The Title IX Coordinator will provide survivors of sexual violence, sexual assault, domestic violence, dating violence, and stalking with information about available confidential services and resources, support services and resources. The confidential resources are available to any survivor who wants to speak with someone about the any claim of sexual harassment or sexual violence. Confidential resources are individuals who can provide support to survivors of sexual violence, and these individuals have no obligation to report such matters to the Seminary. If a victim of violence wants to pursue bringing criminal charges, the Seminary will assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

The Title IX Coordinator will assist all members of the Seminary community by assessing the incident, advising the survivor on how s/he can seek legal protection, and making the survivor aware of medical, counseling and other support services.

In no case should a survivor be dissuaded from reporting sexual violence, sexual assault, domestic violence, dating violence or stalking to law enforcement. Upon request, the Seminary will aid a survivor in order to report any matter to law enforcement. Survivors are not required to report to area law enforcement in order to receive assistance from, or pursue
options within, the Seminary. Likewise, the Seminary is required to pursue its own investigation of any matter of sexual harassment and sexual violence, and a pending legal action will not stop the Seminary from pursuing its own investigation if one is warranted.

Reporting sexual violence, sexual assault, domestic violence, dating violence and stalking to the police does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate if the survivor decides to proceed with criminal charges.

Reports and personal information will be kept as confidential as possible, to the extent the law allows and to the extent confidentiality is consistent with the Seminary’s need to protect the safety of the Seminary community. Complete confidentiality can be found through the confidential resources on campus. The Title IX Coordinator may need to thoroughly investigate the case and may need to share some information with relevant Seminary administrators in order to further protect and prevent incidents. Survivors who wish to discuss the allegations of sexual violence are encouraged to contact the available confidential resources.

Reports to law enforcement may be shared with the Seminary’s Title IX Coordinator, the appropriate deputy, and/or Human Resources. The Seminary may be required by law to issue campus warnings and include crime information in its annual crime statistics. The warning and annual statistics will include non-identifying information about the survivor.

**Information for Survivors of Sexual Assault**

If an incident of sexual violence, sexual assault, domestic violence, dating violence occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing, he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that s/he was wearing during an assault, s/he should bring a change of clothes with her or him to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking photographs. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

The following section outlines the procedures for investigating TITLE IX complaints presented to the Seminary or of which the Seminary becomes aware. This process is used to support the Seminary’s Commitment to Diversity, the Seminary’s Sexual Harassment and Sexual Violence
Policy and Notice of Nondiscrimination, and the Seminary’s Policy on Non-Discrimination as it is described in the Wesley Theological Seminary manuals governing students, faculty, and staff.

**Procedures for Submitting and Investigating Grievances**

Where Wesley administrators, faculty, staff, third parties, 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.

**Definitions**

**Sexual Harassment** – Sexual harassment is unwelcomed conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Types of sexual harassment include:

**Quid pro quo** - Quid pro quo sexual harassment may occur when anyone in a position of power or authority over another uses any academic or supervisor reward to subject such other person to unwanted sexual attention or to subject such other person to verbal or physical conduct of a sexual nature. In general, quid pro quo sexual harassment means: unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature by one in a position of power or influence when:

(a) submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing; or
(b) submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that student or employee.

Hostile Work Environment – In general, sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace, learning environment, or living environment that is hostile, offensive, intimidating, or humiliating may constitute sexual harassment. Such conduct may create a hostile environment for individuals other than those at whom the conduct is directed. Hostile environment harassment includes peer harassment, such as student-to-student or colleague-to-colleague. To constitute a hostile environment, the harassment must be sufficiently severe or pervasive to affect the conditions of the Complainant’s employment, academic standing or participation in an education program or activity and must create an offensive or abusive environment. A single incident or isolated incidents of offensive sexual conduct or remarks may create a hostile environment, but generally do not unless the conduct is quite severe. Even instances that may not constitute a hostile environment should be addressed under the informal procedures of this policy, so that they are not repeated.

While it is not possible to list all the conduct or circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may
constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

• Unwelcome sexual advances -- whether they involve physical touching or not -- and unwanted discussions of sexual matters;

• Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

• Displaying sexually suggestive objects, pictures, cartoons;

• Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

• Sexist remarks and sexist behaviors;

• Requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threatened punishment;

• Inquiries into one's sexual experiences; and

• Discussion of one's sexual activities

**Sexual Violence** – Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person without consent or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol or an intellectual or other disability that prevents the student from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, sexual coercion, and sexual exploitation.

**Domestic Violence** – Domestic violence includes felony or misdemeanor crimes of violence committed by:
- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence** – Dating violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

**Sexual Assault**
An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program, which are:
Sex Offenses (Definition applicable to rape, fondling, incest or statutory rape). Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation - Occurs when a person takes non-consensual, unjust or abusive sexual advantage of another person for his/her own benefit or for the benefit of anyone other than the person being exploited, and which conduct does not otherwise constitute sexual harassment or assault under this policy. Examples of conduct prohibited include but are not limited to: non-consensual video/audio taping of sexual activity by any electronic device; non-consensual sharing of a consensually made video/audio tape of sexual activity; prostituting another individual; going beyond the boundaries of consent given, such as by secretly allowing others to watch consensual sex; or voyeurism of a sexual nature. Sexual exploitation is prohibited and will be treated as sexual misconduct.

Stalking – Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Consent – Consent is defined as follows:

- **Consent is informed.** Consent is an affirmative, knowing, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

- **Consent is voluntary.** Consent must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will. Even though consent does not necessarily need to be verbal, relying purely on non-verbal communication can lead to misunderstandings. Hence, a spoken agreement is the most clearly indicated form of consent. It may not, in any way, be inferred from silence, passivity, lack of resistance or lack of an active
response alone. Assuming that consent was given by the absence of a “no” is wrong.

- **Consent is revocable.** Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

- **Consent cannot be given when a person is coerced and/or incapacitated.** A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment. Consent must be given with rational and reasonable judgment, so if the survivor was physically incapacitated from the consumption of alcohol or drugs, unconsciousness, or any other kind of inability, consent cannot be given or obtained.

### Process Definitions

An *informal grievance* is a confidential verbal or written assertion, or inquiry made to the Title IX Coordinator about a perceived violation of Wesley’s Commitment to Diversity, with the purpose of achieving an informal resolution of the matter.

A *formal grievance* is a written or oral assertion made to the Title IX Coordinator that Wesley’s Commitment to Diversity has been violated. If written, it is requested to include 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. Oral requests for formal grievances must be given directly to the Title IX Coordinator or designee.

A *grievant* is the person who files an informal or formal grievance on behalf of him/herself or others with permission. Permission can be given through oral or written consent of the victim to the reporting person. Examples can include:

- a faculty report on behalf of a student
- a student reporting on behalf of another student
- a staff member reporting on behalf of a student
- a seminary employee reporting on behalf of an individual that experienced an alleged violation on seminary property

A *respondent* is the person, or persons, against whom an informal or formal grievance has been filed.

A *resolution* is affected when the grievant and the respondent agree to a resolution to the grievance.
A *determination* is the Seminary’s final decision on a formal grievance.

An *advisor* is a person selected by the grievant and/or the respondent to provide support through this process. An advisor is permitted to accompany the grievant and/or the respondent to any and all informal and formal stages of the grievance process. The advisor provides support to the party, but the advisor is not permitted to actively participate in any stage of the process beyond providing advice and support to the individual who has designated this person to be his/her advisor.

*Interim actions* are the actions that the Seminary may take upon notification of an allegation of a complaint or potential complaint. A grievant may request interim actions including changes to academic, living, and/or work schedules in order to avoid continued contact with the respondent. Interim actions may be put in place upon initial notice of a complaint or potential complaint, prior to any informal and/or formal process under this policy. Where appropriate and at the discretion of the Title IX Coordinator, interim actions may be offered and/or given to respondent.

*Retaliation* includes harassment and/or disparate treatment suffered by a person who complains of sexual violence or participates in an investigation or proceeding related to sexual violence. Retaliation is prohibited under this policy. The Seminary will take immediate and appropriate steps to respond to any allegations of retaliation.

**Procedures for Submitting and Investigating Grievances**

Outlined below are the grievance procedures to follow in the investigation of a Title IX violation including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence, and stalking. Any student, staff, faculty member, or third party who engages in acts of sexual violence will be subject to the following complaint process. Any student who is the victim of any acts of sexual violence should notify the Associate Dean of Campus Life and/or Diversity Office/Title IX Coordinator. Any staff or faculty member who is the recipient of any acts of sexual violence should notify the Diversity Officer/Title IX Coordinator in order to address the behavior as soon as possible.

**PROCEDURES FOR TITLE IX INVESTIGATION**

These procedures address the informal and formal process for investigating allegations of grievances and offenses committed by students, faculty, staff, and third parties. Determination of formal or informal investigation will be determined by the Title IX Coordinator and Sexual Assault Crisis Team or at the request of either of the parties to the action.

If a student, employee, or third-party believes s/he has experienced a form of sexual harassment and/or sexual violence, and s/he wishes to file a formal or informal complaint, s/he should contact the Title IX Coordinator, a designated Campus Security Authority (“CSA”), or a responsible Seminary employee.
If an individual has been the victim of sexual harassment or sexual violence but does not wish to initiate a formal complaint, s/he should contact the designated confidential resources on campus for support and guidance. Confidential resources include:

1. **Grievance**
   
The grievance can be initiated by meeting and/or filing a written statement signed by the person making the complaint (grievant) with the Title IX Coordinator, with specificity of circumstances and nature of allegation of sexual harassment and/or violence. The Title IX Coordinator will present the grievance to the Sexual Assault Crisis Consultation Team for adjudication. Adjudication on the case will take into account the interest of the grievant and the accused and seek to be redemptive. The accused (respondent) will be given a copy of the signed allegations if one has been submitted and permitted to rebut the charges in writing. Any rebuttal will also be copied to the grievant.

2. **Process**
   
The Title IX Coordinator will ensure that the process provides an adequate, reliable, and impartial investigation of complaints including the opportunity for both the complainant and the respondent to present witnesses and evidence and to respond to all allegations.

3. **Advisors**
   
   An advisor is a person selected by the grievant and/or the respondent to provide support through this process. An advisor is permitted to accompany the grievant and/or the respondent to any and all informal and formal stages of the grievance process. The advisor provides support to the party, but the advisor is not permitted to actively participate in any stage of the process beyond providing advice and support to the individual who has designated this person to be his/her advisor.

4. **Interim Actions**
   
   Interim actions are the actions that the Seminary may take upon notification of an allegation of a complaint or potential complaint. A grievant may request interim actions including changes to academic, living, and/or work schedules in order to avoid continued contact with the respondent. Interim actions may be put in place upon initial notice of a complaint or potential complaint, prior to any informal and/or or formal process under this policy. Where appropriate and at the discretion of the Title IX Coordinator, interim actions may be offered and/or given to respondent.

5. **Meeting and Process**

   a. **Informal Grievance**
      
      An informal grievance should be communicated to the Title IX Coordinator within 180 days of the alleged violation, or within 60 days of the effective date of a personnel action. Reports received after this date will be reviewed but the passage of time may impact the Seminary’s ability to fully investigate and/or adjudicate the matter.
There may be circumstances related to the specific nature of the complaint which may suggest that the Title IX Coordinator may not be the appropriate person for consultation and investigation of the complaint because of an actual or perceived conflict of interest or other reasons meriting the Title IX Coordinator’s recusal. In such instances, the Diversity Officer of the Seminary will present the challenge and recusal to the Diversity Committee of the Seminary. The Diversity Committee may then vote to designate a member of the Diversity Committee to act for the Title IX Coordinator. The Diversity Committee designee will follow the procedures as spelled out for the Title IX Coordinator in this section.

The person bringing a complaint and wanting to use this provision must file a challenge within 14 days of the alleged violation, or within 7 days of the effective date of a personnel action. The request may be verbal or in writing.

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.

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 affecting an informal resolution of the matter. The Officer shall ensure in this process that all information developed shall be kept as confidential as possible and shall disclose information on a “need to know” basis while an informal resolution is being pursued. A grievant who alleges sexual violence will not be required to meet with and/or confront the respondent at any time through the informal grievance process.

If the matter is not resolved within 21 days of the initial interview (or as extended at the discretion of the Title IX Coordinator), the Coordinator must notify the person initiating the inquiry of the inability to resolve the matter, and his/her right to file a formal grievance. The Coordinator will also notify the respondent that the matter cannot be resolved.

The Officer shall report the outcome of all informal grievances to the Diversity Committee.

**Formal Grievance**

a. Meeting with the Grievant – Title IX Coordinator will invite the Grievant to a meeting to discuss the allegations of the grievance. The Grievant may bring an advisor to this and all meetings.

b. Meeting with the Respondent - In the event that a grievance is initiated, the Title IX Coordinator will invite the respondent to a meeting. This invitation will be accompanied by a written statement from the Title IX Coordinator, setting forth a summary of the conduct given rise to the alleged violation. The written statement
will include a copy of the signed, written grievance, if one has been submitted. The meeting with the respondent will be held within five (5) business days of the filing unless extenuating circumstances are presented and approved by the Title IX Coordinator. The respondent may bring an advisor to this and all meetings.

c. Once a sexual harassment and/or sexual violence grievance is initiated and after meeting separately with both the complainant and the respondent, the Title IX Coordinator will then consult with the Sexual Assault Crisis Consultation Team within seven (7) days to determine merit. The Sexual Assault Crisis Consultation Team consists of the Title IX Coordinator, a faculty member and a staff member who do not have the authority to determine the trajectory of the respondent’s path if they are a student. As an interim action in all matters involving sexual violence, sexual assault, domestic violence, dating violence, and stalking, both the grievant and respondent are to refrain from all contact or communication with one another at all times except in the presence of the Sexual Assault Crisis Consultation Team as determined by the Title IX Coordinator.

i. Merit is determined through a proper investigation: a fact-finding process aimed at clarifying and assessing the issues raised by the allegations.

d. In the event that the Sexual Assault Crisis Consultation Team determines the complaint in whole or in part has merit, it will proceed to adjudication. Further, if the Grievant has requested a formal grievance, the matter will also proceed to adjudication.

e. Adjudication - The Sexual Assault Crisis Consultation Team will interview the grievant initiating the complaint, the respondent against whom the complaint is filed, and other such persons as deemed pertinent to the handling of the grievance by the Team. Grievant and respondent are permitted to bring their advisors to these individual meetings. The Sexual Assault Crisis Consulting Team will not require the grievant and respondent participate in the same meetings, that the Grievant must confront the respondent, and/or that the respondent can confront the Grievant. Both the complainant and respondent will be provided with equal opportunity to present witnesses and evidence that will be considered by the Sexual Assault Crisis Consulting Team. In its sole discretion, the Team will make determinations about the evidence it considers as well as the witnesses it calls.

f. Preponderance of the Evidence - In reaching a conclusion about whether this policy has been violated, the Sexual Assault Crisis Consultation Team will use a preponderance of the evidence standard.

g. Finding - The Sexual Assault Crisis Consultation Team will issue a finding of whether the policy has been violated. The Finding will include a report detailing the allegations, explaining its findings, and issuing its determination of whether a policy violation has been found.
h. Sanctions – If the Team concludes that a policy violation has occurred, the Team will send this conclusion to the Associate Dean for Campus Life if the grievant is a student. The Associate Dean or designee will then make a determination as to the appropriate sanction. If the grievant is a faculty member, the Sexual Assault Crisis Consultation Team will send its finding to the Academic Dean. The Academic Dean or designee will make a determination as to the appropriate sanction. If the grievant is a staff member, the Sexual Assault Crisis Consultation Team send its finding to the Director of Human Resources. The Director of Human Resources or designee will make a determination as to the appropriate sanction.

i. In the event that the investigation is not complete within twenty-one (21) working days of the submission of the complaint, the Sexual Assault Crisis Consultation Team will communicate to both parties by campus mail and U.S. Postal Service advising of the delay and the expectation of concluding the investigation.

j. Notification of the parties – Parties will be advised simultaneously in writing within 10 days of the completion of the findings report of the findings of the investigation, the reasoning, the sanctions and any right to appeal. In the case of the grievant, the grievant will learn about any sanctions imposed on respondent if they directly involve the grievant.

Appeal
Both parties have the right to file a formal appeal of the matter for the following reasons:
1. Procedural error occurred that significantly impacted the outcome;
2. Relevant evidence that was not available at the time of the investigation has been uncovered and could substantially impact the decision; or
3. The sanctions are substantially disproportionate to the findings.

The appeal must be made in a signed writing to the Associate Dean for Campus Life no later than ten (10) working days from the date of notification of the decision. The Associate Dean of Campus Life, acting in consultation with the Dean, will review the findings and sanctions and will issue a final decision in the matter within fifteen (15) working days of the appeal. This final decision is not appealable.

Disabilities Policy & Procedures

Approved by the Board of Governors on 5/14/2010

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 accommodations 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 communicate with the Associate Dean for Campus Life. Students should submit to the Office of Community Life relevant, current documentation from a qualified professional, which will be evaluated by a consultant with a degree in special education.

All documentation should include the following information:

- 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, and
- 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 accommodation 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 is 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.

Service and Emotional Support Animal Policy

Wesley Theological Seminary (“Wesley”) is committed to complying with federal and District of Columbia laws mandating reasonable accommodations for individuals with disabilities who require the assistance of a service animal or an emotional support animal. In general, a “disability” is a physical or mental condition or impairment that substantially limits one or more major life activities. Subject to the terms of this policy, qualifying persons with disabilities may be accompanied by service animals in all parts of the campus that are otherwise open to such persons, and qualifying persons with disabilities who reside in Wesley’s residence halls may keep an appropriate emotional support animal in their individual room or apartment. Specific responsibilities apply to persons who bring a service animal or emotional support animal onto the Wesley campus. Likewise, all members of the Wesley community have their own responsibilities with respect to such persons and their animals.

Definitions

There are important differences between a “service animal” and an “emotional support animal.”

A service animal is a dog (or in rare instances, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability. For a dog to qualify as a service animal, the work or tasks performed by the dog must be directly related to the individual’s disability. Examples of such work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; pulling a wheelchair; fetching dropped items; assisting an individual during a seizure; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime-deterrent effects of an animal's presence, or the provision of emotional support, well-being, comfort, or companionship, do not constitute work or tasks for the purposes of this definition.

An emotional support animal, sometimes referred to as a therapy, comfort or assistance animal, is an animal that provides therapeutic benefits to a person with a psychiatric or mental disability.
Typically, an emotional support animal is prescribed for an individual with a disability by a medical or mental health professional as an integral part of the person’s treatment. An emotional support animal is often a dog, but other types of animals may also qualify. Unlike a service dog, an emotional support animal need not be individually trained. As explained further below, an emotional support animal (unless it also acts as a trained service dog) is only allowed within a person’s residence on the Wesley campus.

Permitted Service Animals

In compliance with applicable law, Wesley generally allows service dogs in buildings, classrooms, dining areas, recreational facilities, residence halls, meetings, activities and events when the animal is accompanied by an individual with a disability who indicates the service dog is trained to provide, and does provide, a specific service to them that is directly related to their disability. Generally, Wesley personnel may not make inquiries about a service dog when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability (for example, the dog is observed guiding a person who is blind or has low vision). Where the need for a service dog is not readily apparent, Wesley personnel may inquire (a) whether the animal is required because of a disability, and (b) what work or task the animal has been trained to perform. Wesley personnel are not to inquire about the nature or extent of the person’s disability, and may not require documentation from the person, such as proof that the dog has been trained or licensed as a service animal.

Although not legally obligated to do so, students and others who expect to regularly bring or keep a service dog on the Wesley campus are encouraged to advise the Associate Dean for Campus Life of their use of a service dog, in order to ensure that appropriate accommodations are provided and misunderstandings are avoided. All persons bringing service dogs onto the Wesley campus are also encouraged, but not required, to have their dog wear a vest or other symbol identifying it as a service animal.

Permitted Emotional Support Animals

Wesley permits emotional support animals to live with disabled persons who reside in Wesley’s residence halls where (a) the animal’s presence is necessary for the disabled resident to have an equal opportunity to use and enjoy his or her residence as compared to a person without disabilities, and (b) the animal’s presence will not pose a substantial and direct threat to personal or public health or safety, impose an unreasonable financial or administrative burden on the Seminary, or constitute a fundamental alteration of the nature of the services and programs provided by Wesley.

Emotional support animals may not be brought into Wesley residence halls without the express, advance written approval of the Associate Dean for Campus Life. An individual wishing to have an emotional support animal must make a request to the Associate Dean and provide appropriate supporting documentation. Requests to have an emotional support animal in a residence hall should be submitted at least 30 days in advance of the proposed date for bringing the animal on campus.
Responsibilities of Handlers of Service and Emotional Support Animals

A person using a service or emotional support animal (its “handler”) is solely responsible for the care and control of their animal. It is the responsibility of an animal’s handler to ensure that the animal behaves appropriately. To the extent possible, the service or emotional support animal should be unobtrusive to other individuals and to the learning, living and working environment. The animal’s owner and handler are responsible for any damage to persons or property caused by the animal.

A service dog should be on a leash at all times, except when providing a needed service to the disabled person or if the condition or needs of the handler preclude the use of a leash. An emotional support animal is to remain in the handler’s individual room or apartment at all times, except when being transported from the residence hall in order to toilet, exercise or go off campus. When outside the handler’s room or apartment, the animal must be under the control of the resident, such as on a leash or in a carrier.

A service or emotional support animal may toilet or exercise on the Wesley campus only in areas designated for the purpose by the Associate Dean. Cleaning up after the animal is the responsibility of the handler. In the event that the handler is not physically able to do so, he or she is responsible for hiring someone to perform this task. The handler or other person responsible for cleaning up after the animal should carry the necessary equipment to perform this task in a hygienic manner, and dispose of the animal’s waste in appropriate containers. These steps must be followed whether the animal toilets on the Wesley campus or in the surrounding neighborhood.

A service or emotional support animal living in a residence hall is expected to be well-behaved and not to disturb other residents of the residence hall. In the event that the animal’s presence results in significant and repeated disturbance to other residents, the matter should be brought to the attention of the Associate Dean so that the matter can be attempted to be resolved.

Responsibilities of Other Persons Regarding Service and Emotional Support Animals

All members of the Wesley community are responsible for understanding and respecting the right of a disabled person to bring and use a service dog on the Wesley campus, or to have an emotional support animal in a Wesley residence hall, in conformance with this Policy. Service and emotional support animals are working animals, not pets, and are to be treated accordingly. Persons who come into contact with a service or emotional support animal and its handler must (a) allow a service dog to accompany its handler at all times and in all places on campus, except where such animals are specifically prohibited for health or safety reasons; (b) allow the emotional support animal to accompany its handler at appropriate times and places on campus; (c) not attempt to separate a handler from his or her animal; (c) not touch, pet or feed a service or emotional support animal, unless invited to do so; (d) not deliberately startle a service or emotional support animal; and (e) not question the handler about his or her disabilities, which are a private matter.
Removal of Service and Emotional Support Animals

A handler may be directed to remove a service or emotional support animal that is not housebroken. Wesley may also direct the removal of a service or emotional support animal that Wesley concludes poses a substantial and direct threat to the health and/or safety of individuals. This may occur, for example, if the animal acts aggressively, appears very ill, exhibits a substantial lack of cleanliness, or if the nature of the particular area or event in question (medical, food preparation, heavy machinery, etc.) makes the animal’s presence hazardous. A service or emotional support animal may be ordered removed from a particular situation or from the campus by a Wesley official in the event that the animal is out of control, and the handler does not take effective action to control it. Likewise, if an emotional support animal’s presence or actions results in significant and repeated disturbance to other residents of a residence hall, and the matter cannot be adequately resolved, the handler will be required to remove the animal from campus.

If a service animal is properly removed pursuant to this policy, Wesley will work with the disabled person to determine a reasonable alternative means by which he or she can participate in the program or activity without having the service dog present.

Conflicting Disabilities

Some people may have allergic or other adverse reactions to animals that are substantial enough to qualify as disabilities. In the event that such a circumstance arises and creates a conflict with a person using a service dog or emotional support dog, the affected individual(s) should contact the Associate Dean, so that the Seminary can seek to resolve the matter appropriately.

Further Information

For further information regarding this policy, contact the Office of Community Life.

Emergency/Medical Withdrawal Procedures

The Emergency/Medical Withdrawal procedure 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 him or her from undertaking or continuing a new semester of study, he or she 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 Campus 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 Campus 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.

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 semeste
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.

Fraud Policy
Approved by the Board of Governors on 5/14/2010

Wesley Theological Seminary maintains a high standard for the ethical conduct of its personnel and seeks to conduct its business activities with utmost propriety. Therefore, it is important to have a clear policy statement on fraud to protect the assets, interests and reputation of the Seminary.

The Seminary is required to identify and promptly investigate all instances and allegations of fraudulent activities regarding Seminary funds, documents, equipment that involve staff, faculty, students, vendors, or other parties. Good business practice dictates that suspected defalcation, misappropriation or other fiscal irregularities be promptly identified and investigated.

Fraud in any form will not be tolerated. This policy applies to all Seminary employees and will be enforced without regard to past performance, position held, or length of service.

All persons found to have committed fraud relevant to Seminary financial affairs shall be subject to punitive action by the Seminary and investigation by law enforcement agencies when warranted.

Definition and Scope of Fraud

Fraud generally involves a willful or deliberate act with the intention of obtaining unauthorized benefit, such as money or property, by deception or unethical means. All fraudulent acts are subject to this policy and include such things as:
- Embezzlement, misappropriation or other financial irregularities
- Forgery or alteration of documents
• Improprieties in the handling or reporting of money or financial transactions
• Misappropriation of funds, supplies, inventory or any other asset (including furniture, fixtures, or equipment)

Responsibilities

Wesley Theological Seminary has instituted certain internal controls intended to safeguard the Seminary’s assets against fraudulent acts. All levels of management should be familiar with the risks and exposures inherent in their areas of responsibility and be alert for any indications of improper activities, misappropriation, or dishonest activity.

We believe that it is everyone’s responsibility to report any possible fraudulent activity. We recognize that employees come forward on a confidential basis. We want to make it clear that they can do so without reprisal.

Process for Disclosure

All relevant information regarding evidenced financial misconduct should be reported to the President within 60 days of the day on which he/she knew or reasonably should have known of the misconduct.

In consultation, as appropriate, with the Administrative Council and legal counsel, the President shall consider the disclosure and take whatever action he/she determines to be appropriate under the law and circumstances of disclosure.

In case of disclosure of alleged misconduct involving the President, the disclosure shall be directed to the Chair of Wesley Theological Seminary’s Board of Governors. In consultation, as appropriate, with the Board, its Executive Committee and/or legal counsel, the Chair or designee shall consider the disclosure and take whatever action he/she determines to be appropriated under the law and circumstances of the disclosure.

Complaints of Retaliation as a Result of Disclosure

If a person making a complaint believes that he/she has been retaliated against in the form of an adverse personnel action for disclosing information regarding misconduct under this policy, he/she may file a written complaint requesting an appropriate remedy.

An employee may file a complaint with the Director of Human Resources within 30 calendar days from the effective date of the adverse personnel action. The complaint should include (1) the specific type(s) of adverse personnel action; (2) the specific date(s) on which adverse personnel action(s) were taken; (3) a clear and concise statement of the facts that form the basis for complaint; (4) a clear and concise statement of the complainant’s explanation of how her/his previous disclosure of misconduct is related to the adverse personnel action; and (5) a statement of the remedy sought by the complainant.
Within 60 calendar days of receipt of the complaint, the Office of Human Resources, in consultation with the Administrative Council and legal counsel, shall consider the complaint, shall conduct an investigation which, in his/her judgment, is consistent with the circumstances and disclosure, and shall provide the complainant with a determination regarding the complaint.

Fundraising Guidelines 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 Campus Life at least thirty (30) days prior to undertaking any outside fundraising 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 that will be solicited.

Inclusive Language Policy

Bearing in mind that language reflects, reinforces, and creates social reality, the Seminary expects class conversation and written work to employ language that respects the equal dignity and worth of all human beings. In particular, linguistic sexism and racism are to be avoided.

Motor Vehicle Use Guidelines

Students who are contracted, formally or informally, to operate a vehicle for Seminary business are required to read the Motor Vehicle Operation Guidelines and affirm the Motor Vehicle Operation Covenant. Should a student be asked to operate a vehicle for Seminary business, he or she will be made aware of the policy and be provided with a copy of the covenant to affirm and return to the requesting faculty or staff member.

The full text of the Motor Vehicle Operation Policy is available on the Wesley website.

Non-Discrimination Policy

Approved by the Board of Governors on 5/16/2014

Wesley Theological Seminary (the “Seminary”) is committed to complying fully with all applicable federal and District of Columbia non-discrimination laws. In accordance with this commitment, the Seminary shall not discriminate against any individual in the provision of educational services (admission, financial aid, etc.), student housing or employment, including but not limited to, by reason of that individual’s actual or perceived race, color, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, genetic information, disability, or political affiliation.
Racial Harassment Policy
Approved by the Board of Governors on 5/14/2010

Statement of Racial Harassment Policy

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 1990 Mission Statement reads in part: “(The Seminary’s) educational commitment is: Grounded in God’s actions of love, justice, liberation, judgment and hope, as recorded in scripture and witnessed in today’s world; dedicated to a ministry for Christ’s church that reflects the qualities of God’s redemptive and liberating grace in history, especially as seen in Jesus Christ, and that calls us to lives of faith in community; consciously committed to expressions of that ministry that are inclusive and liberating, global as well as local, personal and social, confronting and healing, ecumenical as well as United Methodist; . . . In light of this commitment, Wesley seeks to serve as a theological resource to the church and world by: . . . Challenging persons, churches and society to greater embodiment of God’s love, justice, liberation, judgment and hope; (and) Reflecting in its own life and work the faithfulness and commitment to which it calls others.”

Wesley Theological Seminary is committed to creating and maintaining a community in which students, faculty and staff can study, work, 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 racial harassment in any form. 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 and of this policy. The Seminary’s commitment in the application of this policy is to actively seek reconciliation. Its concern is for healing for all persons who may become subject to the application of this policy as well as to maintain a process in which the rights and concerns of both the complainant and the respondent are fully ensured.

Definition

Racial harassment as defined by this policy includes, but is not limited to: racial or ethnic innuendoes and derogatory remarks, and actions and/or statements the intent or result of which is to defame, ridicule, intimidate or embarrass persons or groups in the community predicated on their racial or ethnic identity; uses and abuses of power which intimidate, coerce or otherwise impede a person or group from full participation in the community predicated on racial or ethnic identity; racially motivated words or actions the intent of which is to impair or diminish another’s academic or employment performance or record or cause one to seek alternative employment or educational opportunities; racially motivated words or actions the intent or result
of which is to adversely affect another’s housing choice, living conditions, or safety/security in Seminary housing accommodations.

This policy shall be applicable to all persons who are employees or students in the Seminary or who are in a contractual relationship, or in any way affiliated in the Seminary.

**Evaluation**

The performance of the Seminary under this policy shall be the subject of continuing review by the administration with periodic reports to the community and to the appropriate committee of the Board of Governors. Also periodically, the policy shall be reviewed.

**Sexual Harassment Policy**

Approved by the Board of Governors on 5/14/2010

**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 “the mission of Wesley Theological Seminary is to equip persons for Christian ministry and leadership in the church and the world, to advance theological scholarship, and to model a prophetic voice in the public square.”

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 as listed pages 66-69 of the Student Handbook. 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:

- 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.

**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.

*Procedures for Submitting and Investigating Grievances 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 or Title IX, including its policy against workplace or learning environment harassment. The procedures for submitting and investigating grievances are set forth in the Faculty, Staff, and Student Manuals. In the Student Manual, please refer to procedures for submitting and investigating diversity grievances on pages 65-68 of the Student Handbook and procedures for submitting and investigating Title IX grievances on pages 64-68 of the Student Handbook.

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.
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, 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.

Substance Abuse Policy
Approved by the Board of Governors on 5/14/2010
Amended by the Board of Governors on 5/12/2015

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 Campus Life of any of the above noted violations.

**Whistleblower Policy**

*Approved by the Board of Governors on 5/14/2010*

**Purpose and Applicability**

The purpose of this policy is to set forth Wesley Theological Seminary’s policy on Board member, employee, volunteer, student, vendor, alumni and applicant disclosure of misconduct and to protect Board Members, employees, volunteers, students, vendors, alumnae and applicants from retaliation in the form of an adverse employment and other action for disclosing what the Board Member, employee, volunteer, student, vendor, alumni or applicant believes evidences certain unlawful practices. This policy is applicable to all Board Members, employees, volunteers, students, vendors, and alumnae of Wesley Theological Seminary and to applicants for jobs at Wesley Theological Seminary.

**Statement of Policy**

It is the policy of the Wesley Theological Seminary that Board Members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within Wesley Theological Seminary. It is further the policy of the institution that Board members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within Wesley Theological Seminary that he or she reasonably believes constitutes a violation of Wesley Theological Seminary’s stated policies, procedures or legal obligations. For a specific discussion of financial improprieties please refer to the Wesley Theological Seminary Fraud Policy.

A Board member, employee, volunteer, student, vendor, alumni or applicant shall not take or refuse to take any employment or other action in retaliation against any individual(s) or organization who discloses information regarding misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy or any law or other Wesley Theological Seminary policy. Retaliation for disclosures made under this policy may result in suspension, termination, cancellation of the applicable vendor contract, removal from campus or any other action the Institution deems necessary.
**Process for Disclosure**

An employee, volunteer, student, vendor, alumni or applicant shall disclose all relevant information regarding evidenced misconduct to the following designated intake officers, in accordance with the subject matter of the disclosure:

<table>
<thead>
<tr>
<th>Subject Matter</th>
<th>Intake Officer</th>
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</thead>
<tbody>
<tr>
<td>Discrimination/ Harassment/ Retaliation</td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td>Environmental hazards/ Unsafe Workplace Conditions</td>
<td>Director of Facilities</td>
</tr>
<tr>
<td>Financial Improprieties/ Fraudulent Accounting</td>
<td>VP for Finance</td>
</tr>
<tr>
<td>(including but not limited to; wire fraud, mail fraud, Bank fraud, securities fraud or questionable Accounting, internal controls, and auditing matters)</td>
<td></td>
</tr>
<tr>
<td>Illegal/ Unethical Business Practices</td>
<td>VP for Finance and/or VP Administration</td>
</tr>
<tr>
<td>Safety/ Security Issues</td>
<td>Director of Facilities</td>
</tr>
<tr>
<td>Student Handbook Violation</td>
<td>Associate Dean for Campus Life</td>
</tr>
<tr>
<td>Wrongful Termination</td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td>Other Conduct Issues</td>
<td>Director of Human Resources</td>
</tr>
</tbody>
</table>

If the disclosure is by a Board member it shall be made to the Chair of the Board, unless the complaint involves the Chair of the Board, in which case the complaint shall be made to the Vice Chair of the Board.

Any disclosure shall be made in a signed written document within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. If the Board member, employee, volunteer, student, vendor, alumni or applicant would rather contact a source outside of the institution, he or she may contact Campus Conduct Hotline at 866-943-5787 within ninety (90) days of the day on which the complainant knew or should have known of the misconduct.

The intake officer shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the Director of Human Resources or designee. The Director of Human Resources or designee shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
In the case of disclosure of misconduct involving the Director of Human Resources the disclosure shall be directed to The Vice President for Finance and Administration. The Vice President for Finance and Administration shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and the circumstances of the disclosure.

In the case of disclosure involving financial misconduct, the intake officer or Campus Conduct Hotline shall also provide the disclosure to the Audit Committee for their review and consideration. The Audit Committee shall have the authority to resolve the matter in accordance with its stated procedure.

In the case of disclosure to Campus Conduct Hotline that does not involve financial misconduct, the Vice President for Finance and Administration shall be entitled to receive a summary of the disclosure from Campus Conduct Hotline. At its discretion, the Audit Committee shall have the authority to resolve the matter in accordance with its stated procedure.

If the disclosure involves the President, the disclosure may be directed to the Chair of the Board of Governors or his/her designee. If the disclosure involves a member of the Board of Governors, the disclosure may be directed to the President or his/her designee.

Complaints of Retaliation As A Result Of Disclosure

If a Board Member, employee, volunteer, student, vendor, alumni or applicant believes that he or she has been retaliated against in the form of an adverse employment or other action for disclosing information regarding misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.

For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. Other adverse actions include: dismissing, suspending or disciplining a student or changing or lowering a grade or evaluation of a student or in any other manner negatively affecting the student’s academic career; terminating or threatening to terminate a customer or vendor relationship; and discriminating against or mistreating an alumni or volunteer. This policy does not prohibit an employment action or any other action that would have been taken regardless of disclosure of information.

Process for Adjudication of Complaints Stemming From Disclosure

A Board member, employee, volunteer, student, vendor, alumni or applicant must file a complaint with Director of Human Resources or his/her alternate the Vice President for Finance and Administration within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee, volunteer, student, vendor, alumni or applicant should reasonably have had knowledge of the adverse action.

Complaints shall be filed in writing and shall include:
1. Name and address of the complainant;
2. Name and title of individual(s) against whom the complaint is made;
3. The specific type(s) of adverse action(s) taken;
4. The specific date(s) on which the adverse action(s) were taken;
5. A clear and concise statement of the facts that form the basis of the complaint;
6. A clear and concise statement of the complainant’s explanation of how his or her previous disclosure of misconduct is related to the adverse employment or other action; and
7. A clear and concise statement of the remedy sought by the complainant.

Within sixty (60) calendar days of receipt of the complaint, the Director of Human Resources or his/her alternate Vice President for Finance and Administration shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall provide the complainant with a determination regarding the complaint.

The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of Director of Human Resources or his/her alternate the Vice President for Finance and Administration shall be final.