

STUDENT HANDBOOK

2019/2020



YOU BELONG @



MEADVILLE LOMBARD
THEOLOGICAL SCHOOL

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WELCOME TO MEADVILLE LOMBARD

1.1 OUR MISSION

At Meadville Lombard Theological School, our mission is to educate students in the Unitarian Universalist tradition so that they may go forth and embody liberal, religious ministry in Unitarian Universalist congregations and wherever else they may be called to serve. We do this so that we may take into the world our Unitarian Universalist vision of justice, equity, and compassion.

1.2 STUDENT COVENANT

We call forth each other's full and authentic presence, in the spirit of love and openness to the many different gifts we bring. We covenant to be each other's support and share each other's joy. We trust that doing differently will lead to thinking differently. May we move forward with courage and gratitude for our opportunities to learn and grow.

- We will respect diversity in all its manifestations as a sign of strength; we will honor all contributions to the community.
- We will listen deeply to all points of view.
- We will offer everyone an opportunity, and an invitation, to be heard.
- We will allow and honor silence.
- We will communicate compassionately, directly, and honestly.
- We will use "I" language and speak from our own stories and experiences.
- We will respect confidentiality.
- We will support the structures in our community that actively turn conflict towards healing and growth.
- We will resolve our conflicts proactively. When we need to step back, we will return as soon as it is healthy.
- We will make every effort to settle differences openly: giving and receiving criticism kindly.
- We will confront our assumptions.
- We will accept and forgive imperfections in ourselves and in others.
- We will be open to connection with the full breadth of the Meadville Lombard community.

1.3 OUR COMMUNITY

Meadville Lombard is an educational community comprised of a variety of cultures, theological perspectives, and traditions. As a learning community, Meadville Lombard seeks to be a positive and supportive environment that is conducive for all students, faculty, and staff to the exchange of ideas and knowledge, both on campus and off. As a spiritual community, we hold each other accountable for maintaining principles of fairness, civility, and respect for divergent perspectives. As a diverse community, we promote the dignity and worth of all persons.

To This End, We Recommend These Guidelines for Right Relations in Community,

Adapted from Rev. David Miller

- Am I reflecting on how my attitude and actions contribute to the tone of our community?
- Am I assuming the good intentions of the other(s)?
- Am I communicating directly with the person with whom I am having the issue?
- Am I resolving issues or am I spreading them through gossip, anger and/or frustration?
- Am I reflecting on what personal wounds, issues, and tendencies of mine are contributing to the issue?
- Am I willing to be an active participant and to work in good faith to clear up issues?
- Am I projecting onto someone else through my own framework what they are thinking or doing as opposed to engaging them and asking them to share their thoughts and story?
- Am I actively listening to what others are saying and not formulating a response or the next comment or question while they are talking?
- Can I let go of my need to control the situation?
- Can I graciously leave space for others by letting someone else speak first or by not speaking my mind if the point has been raised or made already?
- Can I have disagreements with an individual or group, do so in love and respect, and continue to stay in community?
- Can I take into account importance of the task in relation to the importance of the relationship?

To support our learning community for all, Meadville Lombard provides:

- A supportive environment that facilitates the educational goals of Meadville Lombard on campus and online.
- Access to timely and accurate information.
- Opportunities for leadership development (Student Activities Council, student organizations, etc.).
- Confidentiality of student records (FERPA).
- Reasonable ADA accommodations.
- Due process in disciplinary proceedings.
- Safe physical environment on campus.

Meadville Lombard asks you to:

- Encourage one another in ministerial formation.
- Recognize the value of diversity and an open exchange of ideas in local and global contexts.
- Pursue education and practices that will enhance your understanding about living and working in a multicultural and anti-oppression community.
- Practice high ethical standards through the promotion of honesty, dignity, courtesy, and respect when interacting with other students, faculty, and staff.
- Help keep campus facilities clean and inviting.
- Read and follow Unitarian Universalist Ministers Association Guidelines for the Conduct of Ministry (UUMA Guidelines) <http://www.uuma.org/default.asp?page=guidelines>.

STUDENT GUIDE/GENERAL INFORMATION

2.1 ORGANIZATIONAL STRUCTURE

2.1.1 CORPORATE IDENTITY AND AUTHORITY

Meadville Lombard Theological School, located in Chicago, Illinois, is an independent Theological School with Unitarian Universalist roots and affiliations. Formally titled “Meadville Theological School of Lombard College”, the institution is more commonly referred to as Meadville Lombard Theological School. It is the surviving corporation of a merger between Meadville Theological School (which was incorporated in Pennsylvania by a Special Act on April 14, 1865) and Lombard College (which was incorporated in Illinois by the Secretary of State on May 15, 1851). This “surviving corporation” operates under the original Lombard College charter and is accredited by the Association of Theological Schools.

2.1.2 BOARD OF TRUSTEES

As provided in its charter, the Board of Trustees holds final authority for the governance of the institution. It is responsible for appointing the School’s chief executive and fulltime faculty, approving budgets and faculty salaries, and authorizing both earned and honorary degrees. The Board consists of thirteen to eighteen members: including the President, a faculty trustee, a voting student trustee—who is elected by a majority vote of all students in good standing (pursuant to election rules established by the Student Affairs Council)—and the President of the Meadville Lombard Alumni/ae Association.

The Board elects members to serve a term of three years, with the exception of the President (who serves ex-officio), the student trustee (who serves for a maximum of two, one-year terms), the faculty trustee (who serves for a two-year term), and the Alumni/ae trustee (who serves so long as that trustee holds the Alumni/ae office). Trustees who have completed three terms are not eligible for another term until after a gap of one year. The Board presently meets three times a year. The Executive Committee—composed of the Chair, Vice Chair, Treasurer, Secretary, chairs of all other Teams that the Board establishes, one or more at-large members, and the President—carries on necessary business between meetings, and special meetings of the Board may be called on occasion. Other committees of the Board may also meet between regular Board meetings.

The Board has presently established the following Teams and Committees:

- Executive
- Development and Communications
- Education
- Finance and Administration
- Nominating

Members of these Teams and Committees are either ex-officio or elected by the full Board. Because its primary responsibility lies in the making of policies, the Board is not directly involved in the administrative and academic affairs of the School. Major administrative decisions are discussed with members of the Executive Committee and others as needed.

The Board has a diverse array of duties. These duties include: evaluating the Chief Executive; reviewing, providing counsel for, and adopting broad institutional goals and policies; and fundraising. Present and former Board members support the School financially and develop financial support from other individuals and churches. That being said, while formal authority rests with the Board, authority for running the School is delegated to the President, Administration, and Faculty. For a list of current Board of Trustees members, please visit our website (www.meadville.edu).

2.1.3 PRESIDENT

The President, who is elected by the Board of Trustees, serves as the spiritual leader, chief educational officer, and chief administrator of the School. These responsibilities are carried out through delegation and collaboration.

2.1.4 VICE PRESIDENT FOR ACADEMIC AND STUDENT AFFAIRS

The Vice President for Academic and Student Affairs is appointed by the President to oversee the educational program (in consultation with the faculty), accreditation, and the department of Student Affairs. The Vice President for Academic and Student Affairs is a member of the President's Leadership team and, as such, is actively involved in decisions regarding the institution's overall administrative policies.

2.1.5 FACULTY

The Meadville Lombard Faculty, which includes the President and the Vice President for Academic and Student Affairs, meets weekly from August through June. Because the School seeks to provide the best possible educational experience, a considerable amount of time is devoted to meeting with individual students and discussing their first year of study; their experiences in Signature Courses, internships, and Clinical Pastoral Education; and their progress in their degree programs. Moreover, individual faculty members frequently agree to assume tasks—such as the development of draft statements—which might then be referred to a committee within the larger faculty.

Finally, individual faculty members serve on school committees, sometimes as the chair of the committee.

2.1.6 MEADVILLE LOMBARD COUNCIL

2.1.6.1 PURPOSE

The Meadville Lombard Council acts as an advisory committee to the

Meadville Lombard President on academic and non-academic issues related to community life. To accomplish this aim, the Council meets monthly between September and May (with the exception of January) to discuss and examine issues that Council members deem important. Additionally, the Council will examine issues brought to its attention by community members—provided that the Council members agree that the issue falls under Council jurisdiction.

2.1.6.2 STRUCTURE

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

- Faculty/Staff positions (five votes)
 - The Vice President for Academic and Student Affairs
 - The Vice President of Finance and Administration (or representative)
 - The Director of Enrollment and Student Affairs
 - One Staff member (elected by the Staff)
 - One Faculty member (elected by the Faculty)
- Student positions
 - A representative appointed by the Student Advisory Council
 - The Student Representative to the Meadville Lombard Board of Trustees
- The President (serves ex-officio)

2.1.6.3 LEADERSHIP

The two offices of the Council are the Chair and the Recording Secretary.

These are one-year terms that are filled by members of the Student

Advisory Council; this council will then decide which member fills either role.

2.1.6.4 OPEN MEETING POLICY

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

2.1.6.5 ACCOUNTABILITY

The Meadville Lombard Council is expected to engage in ongoing communication with the President in matters related to its discussions. The Meadville Lombard Council is also charged with annually communicating to the Meadville Lombard community summaries of its deliberations and recommendations after each meeting through the weekly bulletin/newsletter, "This Week @ Meadville Lombard" (see Section 2.4.2), or via the School's e-mail lists. The Meadville Lombard Council is also expected to provide an "Annual Report" each June to the entire student body. This report summarizes the previous year's matters and discussions, and is delivered by way of "This Week @ Meadville Lombard" or the

School's e-mail lists.

2.1.6.6 COMMITTEES

Committee structure within the community is flexible and subject to change in order to adapt to new concerns or situations that may arise. Special committees appointed by the Council have discussed issues such as course evaluation and spiritual life, and they have conducted sessions to provide conflict resolution skills. Frequently, other individuals or groups may assume—or be given responsibility for—some aspect of the School's life or operations. Committees within the community can be broadly classified into two categories: voluntary and elected. Any committee may have student, faculty, and staff representatives on them.

2.2 STUDENT LEADERSHIP

The Student Advisory Council (SAC) is a group of Meadville Lombard students elected yearly by their colleagues, and it represents the interests of currently enrolled students. Roles in the

SAC may include co-chairpersons, a student representative to the Meadville Lombard Board of Trustees, a treasurer, a communications officer, a buddy coordinator, and other positions as needed.

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

2.3 REGISTERED STUDENT ORGANIZATIONS

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

- Complete a yearly registration form for the Director of Student Services.
- Secure a full-time faculty/professional staff advisor.
- Develop a constitution and bylaws to govern the organization and ensure a version is on file with the Director of Student Services. The bylaws must include the following information:
 - Name of the organization
 - Purpose of the organization
 - Eligibility for membership
 - Description of the duties of each officer
 - Voting procedures
 - Schedule of meetings
 - Description of committees and their functions
 - Provisions for amendments to the constitution
- Limit group membership to students, faculty and staff at Meadville Lombard.
- Extend membership without biases prohibited by applicable law, including, but not limited to, sex, race, color, national origin, religion, age, veteran status, disability, marital status, or affectional orientation.
- Agree to conduct organization affairs in accordance with school regulations.
- Understand that only students in Academic Good Standing, as defined by the Student Handbook, can participate in student organizations.

For any questions or assistance regarding student organizations, please contact the Director of Enrollment Management and Student Affairs.

2.4 COMMUNICATION

2.4.1 E-MAIL

Upon matriculation, you will be given a Meadville Lombard e-mail address. This is usually, but not always, your first initial of your first name, and then your last name .edu

(i.e., Jenny Chicago would be jchicago@meadville.edu). This e-mail account is the

School's official means of communicating with you, therefore, you are expected to check your incoming mail regularly. Upon request, graduating students will be permitted to keep their Meadville e-mail for up to one year after graduating. An official request should be e-mailed to the Director of Student Records/Registrar in May of your graduation year.

Students beginning their degree program in the summer term will receive their e-mail addresses after submitting ID verification paperwork to the Director of Student Records, before the start of Summer Semester. Students beginning their degree program in the fall will receive their e-mail addresses after submitting ID verification paperwork to the Director of Student Records, before August Ingathering.

When the e-mail address is created, an eight-character, temporary password will be automatically generated. You will be required to change it to either a password or passphrase that is something both familiar and strong. Some guidelines, tips, and suggestions follow:

- Passwords:
 - The password should be at least eight characters in length, and should have a combination of letters, numbers, and symbols.
 - "Password" is a commonly used passphrase and is easily hackable. A way to strengthen this otherwise weak password would be to replace some of the letters with numbers: such as Pa55w0rd. To make the password even stronger, symbols can be added in: such as P@55w0r&.
- Passphrases:
 - Because passwords can be difficult to remember, many people are moving towards replacing them with passphrases. These are series of words that make sense to you, but that no one else would think to use.
 - Example: MyFavoriteBirthdayPresentWasABlueBike
 - At 37 upper- and lowercase characters, this example passphrase will be nearly impossible to crack. Additionally, despite its length, it will also be hard to forget because the blue bike used in the example holds a special place in the user's memory.

Your Meadville e-mail accounts will be the only email address used by staff and faculty to communicate school, course, and formation matters. Meadville email accounts are to be used for course work and outreach only. They are not to be used for online shopping, registering with non-academic sites, as a personal address for non-Meadville conversations, or anything that could cause spam to be sent to the Meadville domain.

2.4.2 THIS WEEK @ MEADVILLE LOMBARD (AKA "THE BULLETIN")

During the Academic Year, the Communications Office sends out a weekly bulletin titled, "This Week @ Meadville Lombard." The bulletin includes announcements regarding policy changes, upcoming deadlines, and any other news that affects the entire community. This bulletin is the official vehicle for the delivery of such news and is delivered via your Meadville Lombard e-mail account.

2.4.3 POPULI

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

Once you matriculate, you will be issued a Populi account and password by the Director of Student Records/registrar.

2.5 ADVISING

Upon accepting admission into a degree program, the VP of Academic and Student Affairs will assign students to a Faculty Advisor who they will meet with in order to begin the process of planning their academic roadmap. New students will want to confer with their Advisor as early as possible to discuss questions about equivalency requirements or transfer units. Students are expected to meet with their Advisor on a routine basis depending on the structure of their degree program and will need to obtain Advisor approval for classes taken outside of Meadville Lombard academic classes.

A successful advising relationship hinges on regular communication between advisor and advisee, both structured and informal, to establish and reinforce mutual expectations and foster a positive relationship. Some advising needs can be fulfilled through carefully prepared documentation regarding program requirements, recommended course selection and planning, and course descriptions and schedules. These documents are developed to assist students in achieving their academic program goals within a reasonable timeframe so as to help minimize the financial burden a graduate education can create. Students and faculty should follow the sequences laid out in these documents as much as possible.

For other advising needs, students are encouraged to begin by recognizing the values, goals and responsibilities that faculty and students share as part of the Meadville Lombard Theological

School experience.

2.5.1 SHARED VALUES

- Educational excellence and rigor
- Academic integrity
- Spirit of collaboration
- Justice, equity, and compassion
- Professionalism in all aspects of advising relationships

2.5.2 SHARED GOALS

- Academic progress and graduation of student according to the students' desired timeline
- Financial stability
- Mastery of the subject material
- Advancement of knowledge and skills
- Professional development and personal growth
- Career success and satisfaction

2.5.3 SHARED RESPONSIBILITIES

- Uphold and abide by department and school policies and procedures
- Maintain a respectful and inclusive environment
- Abide by the highest ethical and professional standards
- Foster a culture of open, honest, respectful communication and collaboration

In order to uphold these shared values, goals, and responsibilities, advisors and students must meet the following expectations:

2.5.4 EXPECTATIONS FOR ADVISORS

- Meet with students. Regularly publicize times you are available so that students know when they can schedule appointments. Advisors should plan to meet with their advisees two times a year by phone or in person.

- Evaluate students' progress and performance in a regular (i.e., no less than annual) and informative way. Inform students about their performance in relation to expectations of normal progress and to norms associated with successful degree completion. When an alert regarding an advisee's GPA dropping below a 3.0 is received, follow up with that advisee and the faculty as called for in the Student Handbook ([see section 3.4.11](#)).
- Provide accurate and timely advice. Advisors should place students' timely completion of degree requirements among their highest priorities.
- Set high, but realistic and attainable, standards. It is not appropriate for advisers to expect students to reach ever higher standards. Students are entitled to know what counts as an acceptable level of performance.
- Listen carefully.
- Offer guidance in course selection and insight regarding best study practices.
- Provide formational counseling*. Constructive criticism may be offered, if appropriate, but must be respectful and humane.
- Be familiar with MLTS policies, procedures, and deadlines.
- Advisers should keep their relationships with advisees focused on academic and professional development.
- Address student questions regarding ministry realities.
- Give advice that helps students transition from studies to ministry.
- Offer elective recommendations to students wondering how to best prepare for an uncertain and varied ministry future.
- Write letters of recommendation at the request of the advisee.
- Collaborate with the Senior Director of Contextual Ministry regarding any changes to a student's status.

*Students usually have particular interests, skills, characteristics, or qualities that somehow confirm or motivate their desire for ministry. Academic advising is the sharing of information between a student and advisor to promote responsible and appropriate choices resulting in a successful academic experience. Formational advising helps the student cultivate skills that are necessary for ordained ministry or vocational service and are external and practical expressions of UU principles. Advisors need to observe students and assist them to grow humanly by offering them feedback about their general demeanor, their relational capacities and styles, their maturity, their capacity to assume the role of a public person and leader in a community, and their appropriation of the human virtues that will make them excellent ministers and leaders. Generally, this entails offering encouragement, support, and challenge along the formational path.

2.5.5 EXPECTATIONS FOR STUDENTS

- It is the student's responsibility to make appointments with their advisor, ideally once in the fall and once in the spring. Understand that advisors lead demanding lives and have professional as well as family responsibilities, it is not reasonable for students to expect immediate access at all times. Request a meeting during the advisor's publicized office hours. If you need to reschedule or cancel a meeting, be prompt in notifying your advisor.
- For issues related to internships, CPE, teaching pastors, teaching mentors or credentialing, consult with the Senior Director of Contextual Ministry.
- Consult with your advisor prior to registering for courses, particularly related to the composition of your concentration.
- Consult the Student Handbook before asking a question of the advisor.
- Come to meetings prepared with questions and ideas.
- Take notes and/or memorize suggestions made by your advisor so you can refer to them later.

- Expect constructive criticism to be part of the advising experience.
- Be attentive and responsive to the advice offered by the advisor.
- Make requests for letters of recommendations well in advance of deadlines whenever possible.
- Take responsibility for your actions or inactions as a student spiritual leader.
- Maintain appropriate boundaries and expectations with your advisor. Academic and formational advising will be provided; however, personal counseling, grief counseling, etc., must be sought outside of the advising relationship.

2.5.6 REMEDIES FOR ADVERSE ADVISOR-STUDENT RELATIONS

In the event that difficulties develop between an advisor and a student, students should contact the Vice President for Academic and Student Affairs to determine suitable options (if a student's advisor is the Vice President of Academic and Student Affairs, difficulties should be brought to the attention of the President.) Advisors who experience difficulties with advisees may find it helpful to seek advice from peer faculty. If the issue cannot be resolved to the satisfaction of the concerned party, a change in advisors will be recommended by the Vice President of Academic and Student Affairs (or the President.)

2.6 FINANCE POLICY

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

2.7 TUITION AND FEES

Information on current tuition and fees can be found on our website (<http://www.meadville.edu/becoming-a-student/tuition-and-fees>)

2.8 STUDENT ACCOUNTS

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

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

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

2.8.1 TUITION REFUND SCHEDULE

Students who withdraw all, or part, of their registrations will be granted a refund of the portion of the original tuition according to the procedure and schedule outlined on our website (<http://www.meadville.edu/becoming-a-student/tuition-and-fees/refund-policies/>). Course and program withdrawals must be made in writing, on the approved form, and submitted to the Director of Student Records. Approval of any withdrawal, including the date on which the withdrawal takes effect, must be certified by the Director of Student Records.

- An approved reduction will be reflected on the invoice/statement issued by the Business Office after formal notification from the Director of Student Records of the student's withdrawal.
- A registered student is liable for all assessed charges until registration is formally withdrawn.

- A student who is permitted to change courses by dropping and adding one or more courses will be given full tuition credit for the courses dropped to be applied toward the tuition charges for the courses added if the drop and add occur simultaneously.
- A student whose registration is withdrawn for disciplinary reasons is not entitled to a refund of tuition.
- Fees are not refundable.
- When the deadline falls on a weekend, the deadline date will be extended to the following regular workday.

2.8.1.1 FALL AND SPRING SEMESTER COURSES

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

- End of the last week of registration per semester: Last day for full refund of tuition.
- End of the first week of classes per semester: Last day for 50% refund of tuition. No refunds after the first week.
- Institutional tuition reduction and scholarship awards are not available to pay for non-refundable, late withdrawal tuition balances.

2.8.2 RETURNED CHECK POLICY

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

In the event that a check is returned, an additional Returned Check Fee will be added to the student's account in the amount of \$30.00. Checks returned for reasons other than insufficient funds will be charged the Returned Check fee, and the student will be contacted to resolve the reason for the returned check. Remember, in order to graduate or register for future courses, accounts must be current.

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

2.8.3 EMERGENCY ADVANCE AGAINST FINANCIAL AID

In an emergency, students may receive an advance against their upcoming financial aid award, up to a maximum of \$1,000: assuming that at least that amount of financial aid (\$1,000) has been awarded for living expenses. This request should be submitted to the Director of Student Services. When financial aid is available to be released to a student's account, any amounts advanced will be reimbursed to MLTS before a check is released to the student.

2.9 TECHNOLOGY REQUIREMENTS

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

2.9.1 MINIMUM SPECIFICATIONS

- **A computer:**
 - You will need a reliable computing device. Because there are many varieties of computing devices, rather than suggest particular hardware, your computing device should be capable of easily handling the specifications and activities outlined here. As a starting point, we recommend a device with a current and supported version of Windows or Mac OS.
 - Choose hardware that includes a built-in video camera and microphone as part of the package or purchase an external webcam and microphone that works with your device.
- **Internet Access:**
 - Access to high-speed internet (DSL/Cable/T1), capable of handling video conferencing.
- **Software:**
 - Internet browser such as Firefox, Safari, Chrome, or Microsoft Edge. We recommend your browser be setup to accept cookies and show the newest version of a webpage. We also recommend disabling pop-up blocking features on official websites used for coursework.
 - Office software capable of viewing, creating, and editing documents, spreadsheets, and presentations such as any of the following: Microsoft Office (Word, Excel, PowerPoint) (free for MLTS students), iWorks (Pages, Numbers, Keynote), Google Suite, or LibreOffice. You will be required to submit assignments in word (.doc/.docx) and PDF formats.
 - A PDF viewer such as Adobe Reader or Foxit PDF Reader.
 - A media player capable of playing video and audio files such as Windows Media Player, VLC Media Player, or iTunes.
- **Conferencing:**
 - Telephone service that will allow for free long- distance calling. We expect that some courses will require approximately two hours of conference calls per week plus additional monthly conference calls on the weekend.
 - Video conferencing will be used as a teaching strategy over the course of your study. Students should expect to use various videoconferencing tools such as Zoom, Skype, Fuze, or similar products.

2.10 HEALTH INSURANCE

Each year, all students enrolled in a degree program at Meadville Lombard must provide proof of health insurance coverage to the Director of Student Records. It is the student's responsibility to find their health insurance coverage and provide the required proof. Furthermore, all students must provide immunization records. Students will not be allowed to participate and in any on campus activities without providing health insurance and immunization records first.

2.11 CAMPUS SECURITY

2.11.1 SECURITY

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

2.11.2 SECURITY OFFICER

Meadville Lombard has appointed the Vice President for Finance and Administration as

Security Officer of the School. The responsibilities of the Security Officer include:

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

2.11.3 ACCESS

Meadville Lombard is not a public access facility. Access to campus facilities is limited to members of the Meadville Lombard community and their designated invitees. Private offices are restricted to designated occupants and their invitees. Students and employees are responsible for their guests.

2.11.3.1 STUDENT ID

The Meadville Lombard Student ID Card is an official school picture ID card. In addition to identifying the relationship with Meadville Lombard, the card provides access to the Spertus Building and Meadville Lombard's Offices. The first ID is free, expiring IDs are replaced free, and IDs that are lost or damaged can be replaced for \$20.00.

2.12 CLERY ACT

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

The Campus Crime Statistics and the Annual Security Report are available from the Vice President of Finance and Administration and on Meadville Lombard's Website.

2.13 HARASSMENT

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

2.13.1 TITLE IX – PROHIBITION OF SEXUAL DISCRIMINATION

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

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX Coordinator oversees the School's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns,

and assess effects on the campus climate, so the School can address issues that affect the wider school community. Additional information on preventing and responding to sex offences can be found in the Safety and Security Information Report.

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

Coordinator

Pamela Lightsey
Vice President of Academic and Student Affairs
312-212-0668
plightsey@meadville.edu
610 S. Michigan Avenue, Chicago, IL 60605

Deputy Coordinator

Manny Dotel
Director of Enrollment Management
312-212-0673
mdotel@meadville.edu
610 S. Michigan Avenue, Chicago, IL 60605

2.13.2 HARASSMENT

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

This policy also prohibits such harassment of students by individuals who are not Meadville Lombard faculty members, students, or employees (such as donors, visitors and vendors), and vice versa. If you have any questions about what constitutes prohibited harassment, do not hesitate to ask the Senior Director of Contextual Ministry or the Title IX Coordinator(s). Meadville Lombard also strictly prohibits sexual harassment.

2.13.2.1 SEXUAL HARASSMENT

DEFINITION OF SEXUAL HARASSMENT

For purposes of this policy, sexual harassment is any unwelcome or unwanted conduct of a sexual nature (verbal or physical) that interferes with a student's education by creating an intimidating, hostile or offensive work environment or that in any way impacts or influences decisions affecting the terms and conditions of a student's education.

Sexually harassing behavior may include physical, verbal, and nonverbal behavior. Examples of inappropriate sexual behavior include, but are not limited to:

- Sexual advances
- Inappropriate touching or other physical contact
- Demands for sexual favors in exchange for promotion, retention, or tangible employment or educational action

- An employment decision made because of an individual's compliance with or failure to comply with sexual demands
- Repeated sexual jokes, flirtations, advances, or propositions, or discussions of sexual activity (whether in conversation or through electronic or other means)
- Abuse of a sexual nature or suggestive, insulting, or obscene comments or gestures
- Display of sexually suggestive objects or pictures

These and similar behaviors are unacceptable at Meadville Lombard and in other related settings such as Meadville Lombard social events. The Meadville Lombard sexual harassment policy prohibits sexual harassment by individuals who are not Meadville Lombard faculty members, students, or employees (such as donors, visitors, and vendors). If you have any questions about what constitutes sexual harassment, do not hesitate to ask the Senior Director of Contextual Ministry or the Title IX Coordinator(s).

2.13.3 REPORTING A COMPLAINT OF HARASSMENT AND/OR SEXUAL HARASSMENT

Students who believe they have been subjected to unwelcome harassment prohibited by this policy should inform the offender – preferably at the time of the incident – of the specific behavior that is unwelcome and request the offender to stop. Many times, this action will resolve the problem. However, if this direct approach is uncomfortable, not desirable, or ineffective, please direct a complaint to the Title IX Deputy Coordinator. Complaints may be made orally or in writing.

If you become aware of an incident of harassment directed towards another student, faculty member, or Meadville Lombard employee you should report it to the Title IX Deputy Coordinator.

2.13.4 ENFORCEMENT OF HARASSMENT AND SEXUAL HARASSMENT POLICIES

Meadville Lombard will promptly investigate all complaints and will endeavor to handle these matters expeditiously, discreetly, and in a professional manner. Investigation of complaints filed in writing by students against other students or faculty will be the charge of the Vice President of Academic and Student Affairs (Title IX Coordinator). Investigation of complaints filed by students against staff will be the charge of the Vice President for Finance & Administration.

To the extent allowed by law, complaints will be kept confidential, and information will be disclosed only as necessary to investigate and act upon the information. The individual against whom a charge of harassment is made will be informed of the complaint and given an opportunity to respond. All parties are required to maintain strict confidentiality and fully cooperate with the investigation. After the investigation is completed, if it is determined that harassment has occurred, Meadville Lombard will take the appropriate necessary action that may include counseling, reprimand, demotion, reassignment, suspension, termination or expulsion.

2.13.5 PROHIBITION AGAINST RETALIATION

Meadville Lombard strictly prohibits any retaliation against any student because they have, in good faith, made a report or complaint or participated in any investigation under the Anti-Harassment Policies. Retaliation is a serious violation of this policy and can result in disciplinary action, up to and including discharge or expulsion.

2.14 STUDENT RECORDS AND FERPA

The Buckley Amendment, also called the Family Educational Rights and Privacy Act of 1974

(FERPA), and related federal regulations, establish guidelines protecting the privacy of student records and give a college student the right (subject to certain exceptions) to review their “educational records,” and, within forty-five (45) days of formally requesting to do so, to challenge and/or seek to amend the contents if they believe the records are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. FERPA also gives students the right to consent to the disclosure of personally identifiable information contained in the student’s education records, except to the extent that the law authorizes disclosure without consent.

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

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

FERPA provides students the right to file a complaint with the Department of Education concerning alleged failures by the School to comply with the Act. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education,

600 Independence Ave., S.W., Washington, D.C., 20202-4605.

2.15 NON-ACADEMIC STUDENT DISCIPLINE PROCEDURES

Misbehavior relating to moral character can be described in three ways: actions contravening accepted canons and standards of scholarship, actions contravening accepted canons and standards of ministerial practice, and actions seriously disrupting the educational experience of others. Actions that contravene accepted canons and standards of scholarship include plagiarism, cheating on examinations, or knowingly submitting a paper that has received credit in another course without previously receiving consent. Actions that contravene accepted canons and standards of professional and ministerial practice include unethical conduct violating the rights of another person or of the School. Guides for this category can be found in the “Code of Professional Practice of the Unitarian Universalist Ministers’ Association,” “Ministerial Guidelines,” and the “Ministerial Fellowship Rules and Policies” of the Unitarian Universalist Association. Copies of the guidelines and policies are in the library. Students may also request a copy from the UUA’s Department of Ministry or the UU Ministers’ Association or download them from their respective web sites.

Complaints relating to moral character may be brought to the attention of the Vice President of

Academic and Student Affairs or designee by individual students, faculty members, or other members of the Meadville Lombard community. The complaints will be investigated by the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs or designee will conduct an investigation, determine whether to proceed with the charges, and, if so, propose the appropriate sanction. Students will have the

opportunity to appeal any disciplinary action. The intention of the following procedure is to resolve such issues while providing immediate assistance and confidentiality to those students involved in non-academic disciplinary measures.

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

2.15.1 ADMINISTRATIVE CONDUCT PROCEDURE

1. Written Notification.
 - a. The Vice President of Academic and Student Affairs or designee will notify the student about the allegations of misconduct.
2. Investigation.
 - a. Allegations of misconduct will be investigated by the Vice President of Academic and Student Affairs or designee. Evidence can include statement of charges, police reports, witness testimonies, and other relevant data and information. The Vice President of Academic and Student Affairs may then consult with outside professional resources, including legal counsel, if necessary. Otherwise, the complaint will be kept confidential with that office.
3. Meeting with Student.
 - a. The Vice President of Academic and Student Affairs or designee will summon the student to appear for the purpose of discussing the allegation. The meeting can take place face-to-face or via an online platform. The refusal of a student to accept delivery of the summons, or failure to maintain and read student e-mails, will not be considered good cause for failure to respond.
 - b. If a student fails to appear without good cause, the Vice President of Academic and Student Affairs or designee may proceed with disciplinary action based upon other information available.
 - c. The student may wish to bring a supportive person to this meeting. The Vice President of Academic and Student Affairs or the designee may wish to include the student's Faculty Advisor. This initial meeting will attempt to clarify the specifics of the behavior of the student against whom a concern or complaint has been lodged. Ideally, this initial session will facilitate a resolution to the problem. A written summary of this resolution will be sent to the student and placed within the student's official Meadville Lombard file within seven (7) days of the resolution.
4. Review of Evidence and Interim Sanctions
 - a. The Vice President of Academic and Student Affairs or designee will review the evidence, determine whether to proceed with charges, and, if so, determine the sanction appropriate to the charges.
 - b. The student may be subject to probation, suspension, or dismissal, as decided by the Vice President of Academic and Student Affairs or designee.
5. Uncontested Cases with Agreed Sanctions
 - a. In any case where the accused student elects not to dispute the facts upon which the charges are based and agrees to the sanctions the Vice President of Academic and Student Affairs or designee assesses, the student may execute a written waiver of the hearing procedures and waiver of any appeals under the policy. This administrative disposition shall be final and there shall be no subsequent proceedings regarding the charges.
 - b. In those cases, in which the accused student disputes the facts upon which the charges are based, the charges shall be heard and determined by a fair and impartial Hearing Committee in accordance with Section 2.15.2, below.

2.15.2 HEARING PROCESS

1. The formal hearing process is initiated by a hearing form signed by the student (forms are available in the Vice President of Academic and Student Affairs' Office). The form must be completed within fifteen (15) working days of the end of the Administrative Conduct Procedure phase. The form is to be given to the Vice President of Academic and Student Affairs.
2. Upon receiving the complete form, the Vice President of Academic and Student Affairs shall appoint a three-person Hearing Committee. In the event that the formal complaint involves the Vice President of Academic and Student Affairs, the President shall assume the function of the Vice President of Academic and Student Affairs within this process. Individuals implicated in the complaint cannot serve on the Hearing Committee, and the Hearing Committee shall respond to the complaint in writing within thirty (30) working days from receiving the hearing form.
3. The investigative hearing and decision-making phases of the process shall begin promptly after the signed form is received.
4. The Vice President of Academic and Student Affairs and the person charged with the misconduct are both to have an opportunity to present evidence to the charge and to respond to evidence presented by the other party. The Hearing Committee shall have the responsibility of determining what is relevant in each situation. The person charged has the opportunity to be represented.
5. An audio recording of the evidence presented and considered by the Hearing Committee is to be kept under lock in the President's Office.
6. The decision of the Hearing Committee shall be based only on evidence presented to the Hearing Committee.
7. The Hearing Committee has a variety of options available to it following its decision as to the merits of the complaint:
8. It may uphold the complaint and recommend to the Vice President of Academic and Student Affairs that:
 - a. An unrecorded reprimand be given to the one charged.
 - b. The one charged be given some recommendations and/or requirements.
 - c. The appropriate body and/or individual be asked to add documents detailing (1) or (2) above to the official record of the one charged.
 - d. The Vice President of Academic and Student Affairs suggest to the appropriate body and/or individual that disciplinary action be initiated against the person charged.
 - e. The Vice President of Academic and Student Affairs initiate termination of the person charged through the established processes for that constituent group.
9. ii. It may dismiss the complaint, and:
 - a. It may, upon request of the one charged, include that dismissal in the record of the one charged.
 - b. It may decide to destroy the record.
 - c. It may admonish the complainant.
 - d. In extreme cases, it may recommend disciplinary action against the complainant as in (i.4) above.

2.16 GRIEVANCE AGAINST FACULTY OR STAFF

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

Staff: Alleged misconduct by the school staff or administrators should be reported to the Vice President of Student and Academic Affairs who will review the facts. If misconduct is found, the staff member's supervisor may take corrective action in accord with applicable personnel policy.

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

2.17 WHISTLE BLOWER POLICY

This policy applies to all Meadville Lombard Theological School employees and students including faculty and staff as well as part time, temporary, contract and student employees.

2.17.1 PURPOSE

Meadville Lombard Theological School is committed to the highest possible standards of ethical, moral, and legal business conduct. In line with this commitment and Meadville Lombard's commitment to open communication, this policy aims to provide an avenue for employees and students to raise concerns and reassurance that they will be protected from reprisals or victimization for whistle blowing in good faith.

2.17.2 POLICY

The whistle-blowing policy is intended to cover concerns over actions that could have an impact on Meadville Lombard Theological School. Such actions include those that:

- Are unlawful;
- May lead to incorrect financial reporting;
- Are not in line with School policy; or
- Otherwise amount to serious improper conduct.

Meadville Lombard Theological School will not make, adopt, or enforce any rule, regulation or policy preventing an employee or student from disclosing information to a government or law enforcement agency if the employee or student has reasonable cause to believe that the information discloses a violation of a municipal, State, or federal law, rule or regulation.

2.17.3 SAFEGUARDS

2.17.3.1 HARASSMENT OR VICTIMIZATION

Meadville Lombard Theological School will not retaliate against a student for disclosing information to a government or law enforcement agency where the student has reasonable cause to believe that the information discloses a violation to a municipal, State, or federal law, rule; or regulation. In addition, Meadville Lombard Theological School will not retaliate against a student for refusing to participate in an activity that would result in a violation of a municipal, State, or federal law, rule or regulation.

Students are protected against retaliation for, in good faith, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by Meadville Lombard Theological School and/or a federal or state enforcement agency.

This policy also prohibits retaliation against students connected to an investigation.

Students who have a reasonable and good faith belief that a policy or practice of Meadville Lombard Theological School violates legal standards, and based on that belief opposes, implicitly (e.g., through conduct) or explicitly, that policy or practice, are protected against retaliation, even where Meadville Lombard was acting lawfully. In addition, Meadville Lombard prohibits retaliation against anyone who, in good faith, reports a perceived violation of any Meadville Lombard policy or in good faith cooperates with any investigation of such a claim.

Individuals may state their opposition to a specific practice or activity that they believe constitutes an unlawful action(s). Such opposition must be based on reasonable and good faith belief. A person claiming retaliation does not necessarily need to be the person engaged in the opposition. Individuals may participate in an investigation, proceeding, hearing, or litigation without fear of retaliation.

2.17.3.2 PROTECTED ACTIVITY

Protected Activity includes, but is not limited to:

- Initiating an internal complaint or report of discrimination or harassment;
- Filing a claim of discrimination;
- Requesting an accommodation for a disability;
- Filing a Workers' Compensation claim following a work-related injury;
- Filing a safety or environmental related complaint with state and/ or federal oversight agencies.
- Reporting perceived illegal acts.

2.17.3.3 CONFIDENTIALITY

Every effort will be made to protect the complainant's identity consistent with the need to fully and fairly investigate the complainant's allegations

2.17.4 PROCEDURES

2.17.4.1 TIMING

The earlier a concern is expressed, the easier it is to take appropriate action.

2.17.4.2 EVIDENCE

Although the student is not expected to prove the truth of an allegation, the student needs to demonstrate to the person contacted that there are sufficient grounds for concern.

2.17.4.3 REPORTING VIOLATIONS

Any employee or student who in good faith believes that there is reportable activity taking place or that they or any other students are being subjected to retaliation in violation of this policy or any other Meadville Lombard policy or law is urged to report the situation to the Vice President, Finance and Administration or another member of the Meadville Lombard Theological School Management Team as soon as possible.

Reports will be promptly and objectively investigated in accordance with Meadville Lombard's investigation procedures. If a complaint is substantiated, appropriate disciplinary action, up to and including termination, will be taken against those who have engaged in such behaviors, as Meadville Lombard deems appropriate in its sole discretion.

Co-workers are legally prohibited from engaging in retaliation against other employees and will be subject to discipline, up to and including termination, for such conduct.

2.17.4.4 HOW A COMPLAINT WILL BE HANDLED

Action taken will depend on the nature of the concern. The Leadership Team at Meadville Lombard Theological School will receive a report on each complaint and a follow up report on actions taken, except when the complaint involves a specific member the Leadership Team, the details of the complaint will not be shared with that member during the initial investigation.

2.17.4.5 INITIAL INQUIRIES

Initial inquiries will be made to determine whether an investigation is appropriate, and the form that it should take. Some concerns may be resolved by agreed action without the need for investigation.

2.17.4.6 REPORT TO COMPLAINANT

Subject to legal constraints as well as confidentiality and privacy concerns, the complainant will receive information about the outcome of any investigations. The complainant will be given the opportunity to receive follow up information regarding their concerns promptly after submitting the complaint including:

- Acknowledging that the concern was received;
- Indicating how the matter will be dealt with;
- Indicating whether initial inquiries have been made;
- Indicating whether further investigations will follow, and if not, why not.

All legitimate concerns will be respected and investigated. However, given the fact that the investigation of concerns will vary depending upon their nature, while an estimate may be provided, no specific timeline can be set.

If, at the conclusion of the investigation, the complainant remains dissatisfied, the complainant should report his/her concern to the Chair of the Board of Trustees.

2.17.4.7 FURTHER INFORMATION

The amount of contact between the complainant and the body investigating the concern will depend on the nature of the issue and the clarity of information provided. Further information may be sought from the complainant.

2.18 SANCTIONS

The following sanctions may be assessed singularly, or in any combination, by the Vice

President of Academic and Student Affairs or designee and/or by the Hearing Committee, as applicable, in accordance with these procedures:

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

2.18.1 APPEAL POLICY

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

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

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

After reviewing the appeal, and depending upon the demonstrated grounds for appeal, the President may take any of the following actions: affirm the charge, impose greater sanctions, or impose lesser sanctions.

2.19 ALCOHOL AND DRUG POLICY

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

- At all events at which alcoholic beverages are available, nonalcoholic beverages and snacks will be made available in quantity and variety.
- At a school-sponsored meal where alcohol is available at the beginning of the gathering, it will not be replenished throughout the duration of the gathering.

All members of the Meadville Lombard community are responsible for being fully aware of the requirements of federal and Illinois statutes and Chicago ordinances concerning the consumption, possession, and sale of alcohol and other drugs. The School expects each member of the community to be responsible for their own conduct, and the consequences of that conduct. Various federal and state laws prohibit the possession, distribution, and use of controlled substances, unless in compliance with licensing requirements or a doctor's prescription. Moreover, Illinois law prohibits the consumption and possession of alcohol by persons under the age of 21, and the supplying of alcohol to any person under the age of 21. Additionally, Illinois law prohibits the sale of alcoholic beverages except by those licensed to sell such beverages.

Finally, Illinois law and city ordinances also prohibit public intoxication, operation of a vehicle or bicycle under the influence of alcohol or other intoxicants, and consumption of alcohol in a public place. Violation of these laws or other laws relating to drugs and alcohol may result in probation, fines, imprisonment, and a permanent criminal record.

2.19.1 SANCTIONS PERTAINING TO ALCOHOL AND DRUG USE

Besides legal consequences, the unlawful possession, use, or distribution of illicit drugs and alcohol, and any violation of the School Alcohol and Drug Policy by a student, will result in appropriate discipline under the student disciplinary procedures in [Section 2.15](#). Sanctions include but are not limited to: discharge from student employment, probation, suspension, or expulsion from the School. The School retains full and final discretion on whether, when, and under what conditions a student may be reinstated or reemployed after an instance of alcohol abuse and/or improper drug use. Student organizations violating this policy are also subject to sanctions, including—but not limited to—probation and removal of recognized student organization status. The particular sanction in a given case will depend on such factors as the nature of the

individual or organization and may include the successful completion of an approved rehabilitation or chemical dependency program.

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

2.19.2 COUNSELING, TREATMENT, AND REFERRAL

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

2.19.3 PROCEDURE

The following procedure is designed to serve as a resource for students seeking aid in recovery:

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

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

2.20 INTERNATIONAL FORMATION

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

enrolled in our Master degrees, Meadville Lombard Theological School is looking to equip ministers and lay leaders with the skills necessary for leading in today's globalized world.

2.20.1 DEGREE-SEEKING INTERNATIONAL STUDENTS

If you are an international student taking graduate level classes towards degree completion at MLTS you must demonstrate a valid immigration status and maintain it during the time you are enrolled at MLTS.

After being accepted in the program, you must obtain a valid U.S Visa through following these steps:

1. Complete the I-20 application form on Populi. Be certain to attach all the required documents, including:
 - a. A copy of your passport
 - b. Confirmation of financial resources (bank statements from you or your sponsor and/or scholarship letter)
2. MLTS will mail the original I-20 form that you will need in order to apply for your F1 visa.
3. Pay the SEVIS fee. You will need to pay the SEVIS fee at least 3 days before your visa interview.
4. Apply for and receive an F1 student visa. The procedure to apply for the F1 visa varies from country to country. For more information, please visit the website of the American Embassy in your country.
5. International students will always be required to enter the United States with their student visa (F1) and I-20 when traveling to the United States to take classes at Meadville Lombard. If you enter with a different visa, you will not be allowed to attend classes and you will be automatically unenrolled from the classes you are registered for.

Upon arrival at Meadville Lombard, international students need to report to the Director of International Formation and the Director of Student Records/Registrar for the required orientation. Be sure to do this before (or on) the first day of classes. This meeting will take approximately 30 minutes and will include an explanation of your rights and responsibilities as an International Student. Please bring with you:

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

At the end of the week, MLTS will give you back your I-20 with an updated signature.

Every time you attend classes you will need to get a new signature.

In order to maintain your F1 visa you have to:

- Be enrolled full-time for every semester but summer semester. Full-time status is equal to 9 credits per semester.
- You cannot be outside the country in which the School is located for more than 5 months. If you leave the United States for more than 5 months, you will need to apply again for an F1 visa. You will need to request a new I-20 and follow the procedure explained above.

2.20.1.1 HEALTH INSURANCE:

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

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

2.20.1.2. HOUSING:

Students are responsible for making their own housing arrangements. Please visit the MLTS website for information about housing around campus.

2.20.2 NON-DEGREE SEEKING INTERNATIONAL SCHOLAR

2.20.2.1 SHORT-TERM INTERNATIONAL PROGRAMS:

Visa Requirements:

If you are a participant in a short-term international program such as the U/U Global Conference and the Global Fellowship for Multifaith and Multicultural Engagement, then you are not taking classes for credit and will stay in the United States for less than 90 days. Thus, you are not required to have a student visa.

Students are responsible for obtaining a B1 visa in their home country. For more information about how to obtain a non-immigrant visa, please visit the website of the American Embassy in your country.

Health Insurance:

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

You will need to provide proof of health insurance coverage that is valid in the United States to the Director of Student Records.

2.20.2.2 INTERNATIONAL STUDENTS ENROLLED AS AT-LARGE STUDENTS TO AUDIT CLASSES:

Visa Requirements:

As an international student who is not enrolled full time at Meadville Lombard you can only audit classes. Therefore, you are not required to have a student visa. Students are responsible for obtaining a B1 visa in their home country. For more information about how to obtain a non-immigrant visa, please visit the website of the American Embassy in your country.

Health Insurance:

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

You will need to provide proof of health insurance coverage that is valid in the United States to the Director of Student Records.

2.20.3 PROGRAM COMMITMENTS

Participants in the international programs commit to:

- Complete class assignments and reading material
- Travel to the United States during the time stipulated in the call for applications
- Actively participate in online portion of the programs
- Submit all required papers
- Submit a final evaluation of the program
- Follow the policies that are contained in this Student Handbook

2.20.4 OTHER ACTIVITIES

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

2.20.5 INTERNATIONAL IMMERSION EXPERIENCE:

In order to apply for MLTS International Immersion Experience, students must be in good academic standing and receive approval from their Academic Advisor. Information, dates, and application forms are distributed through the school's communication channel or can be obtained at the International Formation Office. In order to travel, awardees must have a passport and a valid visa. They must complete the pre-travel reading and reflections, as well as submit a final reflection one month after the program finalizes. Students must also complete any other requirements specified in the scholarship. Awardees must become familiar with and follow the legal rules of the host country and the host institution.

ACADEMIC POLICY AND PROCEDURES

3.1 EDUCATIONAL GOALS

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

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

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

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

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

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

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

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

3.2 DEGREE PROGRAMS

Meadville Lombard offers the following degree programs:

3.2.1 THE MASTER OF DIVINITY

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

3.2.2 MASTER OF ARTS IN LEADERSHIP STUDIES (MALS)

The Master of Arts in Leadership Studies (MALS) provides advanced work for lay leaders, community organizers, social justice activists and ministerial students in the theology, theory and practice of leadership and social change.

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

3.2.3 THE MASTER OF DIVINITY/MASTER OF ARTS IN LEADERSHIP STUDIES DUAL DEGREE

PROGRAM

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

3.2.4 THE MASTER OF ARTS IN RELIGION

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

3.3 CORE CURRICULUM REQUIREMENTS

3.3.1 MASTER OF DIVINITY

3.3.1.1 CONTEXTUAL LEARNING MODEL

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

All students (part-time and full-time) will be required to complete each Signature Course during one academic year.

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

3.3.1.2 DEGREE REQUIREMENTS

Below is a chart outlining the core requirements for the Master of Divinity degree. Successful completion of 90 units of credit (1 full course = 3 units of credit) are required: 33 credits from the

Signature Courses; 9 credits from Clinical Pastoral Education (one unit as measured by the Association for Clinical Pastoral Education); 24 units of credit for required intensive academic coursework; 24 units of credit of intensive course work in area electives.

Overall MDIV Degree Requirements			
Required Courses (66 credits)		Area Electives (24 credits)	
Title	Credits	Area of Study	Credits
Community Studies	9	Theology/Ethics	6
Congregational Studies	12	Religious Education	3
Leadership Studies	12	Historical Context of Ministry	3
Clinical Pastoral Education	9	General Electives	9
Designing Sensory Rich Worship	3	Total Credits	21
Biblical Narratives	3		
History of Global Christianity	3		
Introduction to Pastoral Ministry	3		
Liberal Theology	3		
Preaching as if You Mean It	3		
Religious Education for a Changing World	3		
UU History and Polity *	3		
Global Religions	3		
Total Credits	69		

* Students not pursuing UU ministry are not required to take this course. If appropriate, students should consult with their credentialing body for equivalent requirements.

** ANY Area Elective can qualify as a General Elective.

Students matriculated into the MDIV degree program are allowed to transfer up to twenty-seven (27) credits from prior graduate work, with approval from the faculty. Such transfer credit is subject to approval in compliance with the [transfer credit policy \(3.4.14\)](#). Once students matriculate, they may take up to nine (9) credits outside of Meadville Lombard Theological School, at another accredited graduate institution. Students may take as many as twelve (12) credits at any of the Association of Chicago Theological School member schools.

3.3.1.2.a Clinical Pastoral Education (CPE)

In addition to coursework, all MDIV students must complete one unit of Clinical Pastoral Education (CPE) for details about CPE, see [section 3.5.3](#) of this handbook or contact the Senior Director of Contextual Ministry. Students are awarded nine (9) academic credits for completing one unit of CPE.

Students must complete Introduction to Pastoral Ministry before they begin CPE.

3.3.1.3 3-YEAR REQUIRED COURSE PLAN

In order to facilitate the completion of a Master of Divinity degree within 3 years, students matriculating in the Summer or Fall of 2017 or later will be required to follow a 3-Year Course Plan, as outlined in [Appendix 3](#). This will allow full-time students to enroll in the courses that they need in order to fulfill the degree programming in a timely fashion (The Planned Course/Semester category can be used by the student and advisor to plan for the future and to chart progress.). Waivers from the 3-Year Course Plan are to be requested in writing to the student's advisor. If the student's advisor supports the request, they will bring a recommendation to the Faculty for a final decision. Should students have questions about the 3-Year Course Plan, they should consult their advisor. For questions related to CPE, please contact the Senior Director of Contextual Ministry.

3.3.1.4 UUA CREDENTIALING REQUIREMENTS

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

3.3.2 MASTER OF ARTS IN LEADERSHIP STUDIES (MALS)

Master of Arts in Leadership Studies (MALS) MALS is designed for students who seek to effect change by addressing the social and spiritual needs of people and organizations outside the direct care of congregations. The course of study can be completed in 18 months and combines cohort learning, field work, traditional courses, and the design and implementation of a capstone project. The purpose of the degree is to prepare students to lead across the intercultural, multifaith and multiracial contexts of diverse organizational settings. In consultation with their Academic Advisors, and on the basis of their project focus and course selection, students in the stand-alone MALS can choose to concentrate in either Lay Ministry or Social Engagement.

3.3.2.1 EDUCATIONAL GOALS:

- Develop leadership skills for a pluralistic, multifaith, cross-cultural world.
- Develop competency in liberal religious history, theology, and ethics
- Demonstrate spiritual discernment through course work, site supervision, and a project.
- Utilize the insights of leadership and organizational theory in diverse settings.
- Participate in discourse with diverse constituencies of the Meadville Lombard community

3.3.2.2 DEGREE REQUIREMENTS:

Successful completion of 36 units of credit (1 full course = 3 units of credit) are required. Of the 36 credits, students will receive 9 units of credit for Community Studies; 21 units of credit for intensive academic coursework; 3 units of credit for Academic Research and Public Theological Writing; and 3 units of credit for the Capstone Project.

REQUIRED COURSES FOR MALS

- Field Work: All MALS students must complete the Community Studies course in their first year (total of 9 credits).

- Distribution Requirements: All MALS students must take at least 1 course in each of the following areas Theology, History, Scripture, Religious Education (total of 12 credits).
- Concentration Requirement: In consultation with their Academic Advisors, students will take 3 additional courses as appropriate to their chosen concentration in either **Lay Ministry** or **Social Engagement** (total of 9 credits)
 - Through course selection tailored to their needs and aims, and in consultation with their Academic Advisors, students in the stand-alone MALS can choose to concentrate in either **Lay Ministry** or **Social Engagement**. The Lay Ministry concentration is appropriate for students who seek to enrich their non-ordained leadership work in congregations. The Social Engagement concentration is for students who seek to develop a theological and ethical framework for faith-based work outside of congregations.
- Students of the America Humanist Association may obtain an MALS degree with a concentration in Humanism. In partnership with the AHA, Meadville Lombard offers three courses in Humanism designed to provide advanced work for lay leaders, ministers, and ministerial students in the theory and practice of leadership within congregations and community-based ministries in the Humanist tradition.
- Academic Research and Public Theological Writing (3 credits)
- Capstone Project (3 credits)

Overall MALS Degree Requirements	
	Credits
Community Studies	9
Academic Research and Public Theological Writing	3
Project	3
Distribution Coursework (in the following areas of study):	Credits
Theology/Ethics	3
Religious Education	3
Historical Context of Ministry	3
Scripture	3
Concentration (courses to be determined in consultation with your Academic Advisor)	9
Total Credits	36

3.3.3 MASTER OF DIVINITY/MASTER OF LEADERSHIP STUDIES DUAL DEGREE

The dual-degree MALS is for MDiv students who would like to supplement their MDiv with an additional internship and coursework. The dual-degree MALS is completed in a single academic year after the student has completed all requirements for the MDiv.

3.3.3.1 APPLICATION TO THE DUAL DEGREE PROGRAM

Students currently enrolled in the Master of Divinity degree program may apply to be considered for the Master of Arts in Leadership Studies dual degree program at any time before their graduation from the Master of Divinity degree program. Request a meeting with your Academic Advisor to consider ideas for the internship and project components of the degree and to determine what academic courses are still required for the completion of the degree.

To be considered for institutional aid, such as scholarships and tuition reduction, you must request admission by the Financial Aid Priority Deadlines (January 15 and February 15) of your final year in the MDIV degree program. Students seeking to complete the supervised internship component of the MALS in the context of a congregation should follow the guidelines posted on the UUA's website and pay close attention to those deadlines.

Current students seeking admission into the MALS degree program are advised to follow these steps:

3.3.3.2 DUAL MDIV/MALS DEGREE REQUIREMENTS

In addition to the completion of the requirements for the MDIV Program, a student wishing to be awarded the Dual MDIV/MALS degree must complete the following:

Internship – Full Time (18 credit hours) or Part Time (9 credit hours)

As part of the Dual degree program the student must complete a full or part-time Internship (18 or 9 credit hours, respectively).

Coursework – 9 credit hours

Students who select a part-time internship must complete 9 credit hours of additional coursework (No additional coursework necessary for students who select a full-time internship).

3.3.3.3 REQUESTS TO BE RELIEVED OF MALS REQUIREMENTS

On occasion, students are admitted into the Master of Divinity degree program with a qualification that they complete the dual degree program. Student may make a formal request to the faculty to be relieved of this requirement during their Congregational Studies or Leadership Studies years. The procedure for making such a request is as follows

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

3. Faculty will communicate the decision to the Vice President of Academic and Student Affairs, who will then contact you with the decision via Meadville e-mail.

3.3.4 MASTER OF ARTS IN RELIGION

A total of forty-eight (48) credits are required for the Master of Arts degree. Nine (9) credits are granted for a thesis written in consultation with an Academic Advisor and three (3) credits are awarded for Academic Research and Public Theological Writing. 12 credit hours need to be taken in one of the listed areas of concentration. The remaining Intensive coursework must be taken in disciplines listed in the chart below. Student may transfer up to 6 credits from another institution. Such transfer credit is subject to approval in compliance with the [transfer credit policy](#).

Overall MAR Degree Requirements	
	Credits
Intensive Coursework (in the following subject matter)	24
Theology/Ethics	
Religious Education	
Historical Context of Ministry	
Religion and the Arts	
Ministry and the Church	
Cultural Context of Ministry	
Concentration (in one of the following areas of study):	12
Theology/Ethics	
Religious Education	
Historical Context of Ministry	
Thesis*	9
Academic Research and Public Theological Writing	3
Total Credits	48

3.3.4.1 MAR THESIS

All MAR Student are required to submit a thesis in support of completion of their Master of Religion Degree. All submitted theses should follow the Thesis Submission Guidelines, [Appendix 2](#) of this handbook.

3.4 GENERAL ACADEMIC POLICIES (APPLICABLE TO ALL DEGREE PROGRAMS)

3.4.1 ACADEMIC INTEGRITY POLICY

Responsibilities of Community Members:

MLTS is an academic community whose most fundamental purpose is the pursuit of knowledge. High principles of academic integrity are essential to the function and continued growth of the community. Students and faculty are responsible for adhering to the principles of the Academic Integrity Policy, and MLTS will not tolerate any abuse of

its stipulations. Students who engage in any of the prohibited actions below may be subject to charges under this Academic Integrity Policy. Those who violate these standards should expect to be sanctioned up to and including dismissal from MLTS.

Every member of the MLTS academic community is responsible for upholding the standards of professionalism and ethics declared in this Policy. Members of the community are expected to promptly report to the VP of Academic Affairs, any situations or circumstances they believe constitute violations of this Academic Integrity Policy. If a student is unsure whether her or his actions might constitute a violation of academic integrity, they have the responsibility to counsel with the instructor in advance about any ambiguities.

3.4.1.1 PLAGIARISM

Plagiarism is the use of any outside source in work submitted for evaluation and grading, without proper acknowledgment. “Outside source” means any work, published or unpublished, by any person other than the student. “Outside sources” include but are not limited to: books, articles, websites, lectures, sermons, videos, and other online sources. Plagiarism is an extremely serious offense toward the scholarly community, one that can result in an academic sanction. Ordinarily, instances of plagiarism are discovered by the faculty member who has the authority to confront a student, assess the gravity of the instance, and determine the academic consequences within the course in question, up to and including the assignment of a failing grade. The faculty member must also report all instances of plagiarism to the VP of Academic Affairs, providing the documentation of the alleged plagiarism, and a description of the measures taken by the faculty member, including grade implications. General requirements for the proper acknowledgment of sources of academic work are as follows.

3.4.1.1.1 UNATTRIBUTED QUOTATIONS

Each quotation, regardless of length, must be placed in quotation marks or clearly indented beyond the regular margin. Each quotation must be accompanied, either within the text or in a footnote, by a precise indication of the source. Any sentence or phrase that is not the original work of the student must be acknowledged.

3.4.1.1.2 UNATTRIBUTED PARAPHRASING

Any material that is paraphrased or summarized must also be specifically noted in a footnote or in the text and the source acknowledged. A thorough rewording or rearrangement of an author’s text does not relieve one of this responsibility. Occasionally, a student maintains that they have read a source long before they wrote a paper and has unwittingly duplicated some of its phrases or ideas. This is not a valid excuse. The student is responsible for taking adequate notes so that debts of phrasing may be acknowledged.

3.4.1.1.3 BORROWED IDEAS AND FACTS

Any ideas or facts that are borrowed should be specifically acknowledged in a footnote or in the text, even if the idea or fact has been further elaborated by the student. Occasionally, a student in preparing an essay has consulted an essay or body of notes on a similar subject by another student. If the student has done so, they must state the fact and indicate clearly the nature and extent of their obligation. The name and class of the author of an essay or notes that are consulted should be given, and the student should be prepared to show the work consulted to the instructor, if requested to do so. Some ideas, facts, formulas, and other kinds of information that are widely known and considered to be in the “public domain” of common knowledge do

not always require citation. The criteria for common knowledge vary among disciplines; students in doubt should consult a faculty member.

3.4.1.2. UNAUTHORIZED MULTIPLE SUBMISSION

Under certain conditions, the student may be permitted to rewrite an earlier work or to satisfy two academic requirements by producing a single piece of work more extensive than that which would satisfy either requirement on its own. Failure to gain prior permission from the instructors to do so constitutes a breach of academic integrity.

3.4.1.3. FALSE CITATION

False citation is deliberately attributing materials to an improper source, or citing a source from which the material was not, in fact, derived.

3.4.1.4. FALSE SUBMISSION

False submission is claiming as one's own work done by someone else, with or without that person's knowledge.

3.4.1.5. STUDENT'S DEFENSE

The only adequate defense for a student accused of an academic integrity violation is that the work in question does not, in fact, constitute a violation. Neither the defense that the student was ignorant of the regulations concerning academic violations nor the defense that the student was under pressure at the time the violation was committed is considered an adequate defense.

3.4.1.6. SERIOUSNESS OF THE OFFENSE

Academic infractions are always considered a serious matter, but will be considered especially serious if: (1) The student has submitted a paper prepared by another person or agency. (2) The student has on record a previous conviction for another serious violation. (3) The infraction includes the theft of another student's work—even if the paper or assignment is returned after use, or consulted without being removed from the other student's room or from a public or private room or from an electronic online location such as a web site where work has been placed.

3.4.1.7 PENALTIES

Breaches of these rules shall be handled according to the procedures outlined in the Student Handbook under the section on Academic Good Standing (3.4.12). If the faculty, under the leadership of the VP of Academic and Student Affairs, concludes that the violation of this policy requires action beyond the scope of the individual faculty member in whose class the violation occurred, the penalty for the student will normally be one year's suspension or dismissal from the School. Students suspended or dismissed for violations of the Academic Integrity Policy may request that Meadville Lombard reconsider its action by submitting, in writing, an appeal to the President of the school explaining any extenuating circumstances previously unavailable, which would warrant a change in the academic action. The student's written request for reconsideration must be received by the President within seven (7) days of the student's notification of suspension or dismissal. The President will review the written appeal and the supporting information of the previous decision. The decision of the President is final.

3.4.2 CREDITS

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

- Ninety (90) units are required for the MDIV degree
- Thirty-six (36) units are required for the MALS degree.
- Forty-eight (48) units are required for the MAR degree.
- Ninety-eight (98) units are required for the Dual MDIV/MALS degree

3.4.3 GRADES

Grades are assigned by the faculty at the end of the semester. A, B, C, D, and P are passing grades. The number values of grades toward a student's grade point average are as follows:

A = 4.0	A- = 3.67
B+ = 3.33	B = 3.0
C+ = 2.33	C = 2.0
D+ = 1.33	D = 1.0

F = Failing; Non-Credit

P = Pass

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

AU = Audit; non-credit

W = Withdrew Without penalty; non-credit

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

A Thorough mastery of the material, critical use of sources, exceptional creativity, constructive imagination, and outstanding global focus and form of work.

A- Exceptional graduate-level attainment, with conspicuous excellence in most respects, but not uniformly so.

B+ Superior level of attainment, marked by consistently good work, advanced understanding of the material, clear logic, circumspect judgments, originality, and strong global focus.

B Good work, with general indication of constructive ability in application.

B- Satisfactory achievement, with assignments completed accurately and on time, but without significant evidence of excellence or distinction.

C+ Adequate attainment with some ability to use knowledge of the course and meeting minimal expectations.

C Attainment below minimal standards with less than adequate performance

D Serious inadequacies in preparation, logic, information, and use of sources.

F Work is unacceptable and fails to meet requirements

3.4.3.1 GRADE AVERAGES

A student matriculated for a degree must maintain an average above a “B” (or 3.0 grade point average) in the academic program. A student may repeat a failed course but cannot receive Institutional Tuition Reduction for the repeated course. A student’s failure to achieve a “B” (3.0 GPA) average by the end of the first year will result in probation. A “B” (3.0 GPA) average must be achieved by the end of the second year of study, or enrollment may be suspended or terminated.

3.4.3.2 POLICY FOR “P” (PASS) GRADE

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

3.4.4 REGISTRATION PROCEDURES

Students are required to register for classes online (see 3.4.3.1 for instructions).

Under certain circumstances, a student may need to register directly with the Director of Student Records; this can be done via e-mail (from Meadville.edu accounts only) or via fax using the Course Registration Form.

3.4.4.1 ONLINE REGISTRATION USING POPULI

- To register for courses, go to your **Profile** and click the **Registration** tab. Courses you are currently registered for will be listed under the **My Courses** header.
- To register for a course section, find it in the Available Courses table and click the  in either the **Enroll** or **Audit** column next to it. The course will appear under My Courses.
- As you select courses, those remaining in the Available Courses section will update their information in relation to your selections.
- If you register for a course section, the “enroll” and “audit” buttons for the other sections of that same course inactivate themselves.
- To drop a course during the registration period, click the  next to the course under My Courses. You cannot drop a course after the semester’s drop/add date without withdrawing and getting a “W” for that course on your transcript. You will also need to pay any fees if applicable.
- To add or drop a course after the registration period has ended, see [section 3.4.4](#)
- **Don’t Forget to Save!**

3.4.4.2 ASSOCIATION OF CHICAGO THEOLOGICAL SCHOOLS (ACTS)

Matriculated students have the opportunity to cross-register for classes at any of the ACTS schools (Association of Chicago Theological Schools) (see Section 3.4.13) but are limited as to how many of these classes may be counted toward the completion of their degree program. Students may take as many as four (4) classes at ACTS member schools and as many as three (3) courses at the University of Chicago.

ACTS Cross Registration:

- Contact the Director of Student Records at Meadville Lombard to obtain and complete the ACTS Cross Registration Form; save it as a Word document, then e-mail it to the Director of Student Records. Before completing the form, however, verify that the

desired course is indeed being offered by referring to the most recent course schedules available in the ACTS catalog or on the secondary school's website.

3.4.5 DROP/ADD DEADLINES

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

Students must contact the Director of Student Records in order to add or drop a course after the registration period has ended. The student will complete a [Drop/Add Form](#) (Page 76) and submit this to their Academic Advisor. If the course change results in a tuition/fee adjustment, the adjustment will be made at that time.

3.4.6 PROGRAM CHANGE

At times a student may decide that their current Program of Study does not align with their personal and/or professional goals. Such a student may elect to request a program change.

Students who wish to change programs must consult with their Academic Advisor first. Once it is determined that a change of program is the student's best option, the student must submit the signed [Program Change Form](#) to their Academic Advisor.

The advisor will submit the request to the V.P. of Academic and Student Affairs who will notify the student of the final decision.

Changing programs may jeopardize financial aid eligibility. Please check with the Financial Aid Office, VA Representative, and/or SEVIS Administrator.

The submission of [Program Change Form](#) does not mean automatic acceptance in the program of your choice. Additional admissions requirements and/or information may be requested for acceptance into the new program. Notification of such requirements will be sent to your Meadville Lombard Theological School (MLTS) student e-mail by the V.P. of Academic and Student Affairs or another designated Academic Administrator.

3.4.7 BACKGROUND CHECK

Effective 6/30/17, all students (with the exception of international students) will receive a background check as part of their enrollment at Meadville Lombard. Students will fill out the background check paperwork as part of the admissions process. Student Affairs will conduct a background check on the entering students at least one month before the beginning of Community Studies. Students admitted prior to the inception of this policy will also be required to undergo a background check.

3.4.8 SUPPORTIVE SPACE POLICY

We recognize that there may be times when someone feels emotionally raw and vulnerable in the classroom. By its very nature, there are times when ministerial formation and theological education will not feel "safe." However, we strive to make the classroom a supportive space so that we can continue the work of transformation and growth. Please be in conversation with your professor so that they can point you toward support and resources. Meadville Lombard provides the following resources for students who may be triggered in the classroom:

- Availability of the chaplain during Fall and Spring Intensives.

- A list of area counseling resources available by request from the Student Affairs and the Director of Contextual Ministry.

3.4.9 WITHDRAWAL

MLTS takes seriously the decision of any student to suspend studies and withdraw from their program. If you are considering such actions, you are strongly encouraged to seek the advice of your Advisor. To officially withdraw from MLTS, an [Official Withdrawal Form](#) must be completed and submitted to the Registrar's Office. The effective date of withdrawal is the date on which a written statement of withdrawal and the form is submitted and received by the registrar.

NO reduction of tuition is made after the drop/add period for students who withdraw from one or more courses but remain registered in other classes.

NO adjustment is made for students who drop from full-time to part-time credit hours after the drop/add period. Failure to attend class is not a withdrawal, and you will not receive adjustment of charges if you do not attend class.

When a federal student aid recipient withdraws, officially or unofficially (see below), after attending at least the first day of classes, the institution will return a prorated portion of funds received based upon a federally required calculation. Under the Higher Education Amendments of 1998

(<http://www.ifap.ed.gov/fsahandbook/attachments/1617FSAHbkVol5Master.pdf>), the amount of aid a student has earned for the enrollment period is based on the length of time the student remains enrolled for that period. Therefore, the percentage of the enrollment period completed is also the percentage of aid the student has earned.

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

Return of funds due by the School and the student are charged back to the student's account and returned to the applicable student aid programs. The return of funds may repay funds to the institution. A letter of return notification is mailed to the student's permanent home address.

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

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

If a student withdraws from the Fall Semester prior to the last 30 days of the semester and received a Federal Stafford Loan that was certified for both the Fall and Spring Semesters, they will have to re-apply for their Spring Semester loan. If a parent or guardian borrowed a Federal Plus Loan on their behalf, and the loan was certified for

both the Fall and Spring Semesters, and they withdraw from the Fall Semester prior to the last 30 days of the semester, the parent or guardian will have to re-apply for the Spring Semester loan by completing another Plus Information Request Form. A new loan will be certified for the spring only enrollment period.

Non-federal funds will be returned based on Institutional/State policy. Non-federal funds will be returned if MLTS records show that the aid recipient never attended a class and/or never performed an academically related activity for a semester, for then the recipient never established eligibility for any aid funds that may have been disbursed for that semester. If a student withdraws with an effective date of the first day of class, no attendance is assumed and the student must repay the entire amount of the aid disbursed for that semester. In addition, any aid recipient who drops all classes or voids their schedule for a semester does not establish eligibility for any aid funds that may have been disbursed, and the aid recipient must repay the entire amount of aid disbursed for that semester. Scholarship and other institutional funds will also be reduced and returned to the original funds if the student's account refunds adjustments for withdrawing creates a credit balance made up of those funds. In these cases, the scholarship and other institutional funds will be reduced and returned to eliminate the credit balance of those funds.

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

3.4.10 RETURN AFTER WITHDRAWAL

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

3.4.11 INCOMPLETE POLICY

An Incomplete is defined as any extension of time to complete class work beyond the last day of the course semester. The mark "I" (Incomplete) on a transcript indicates that a student registered for course credit has not submitted all the evidence required for a qualitative grade but has made satisfactory arrangements with the instructor prior to the original date when work is due. The mark, "I," is given only under special circumstances for students who fall within the guidelines listed below. Final determination on granting an Incomplete rests with the instructor.

- To qualify for an incomplete the student must have completed 70% of their classwork with passing grades.
- In any given semester, the maximum number of credits for which a student may request an Incomplete shall be no more than 50% of the credit hours they are enrolled in for the semester.
- Each degree plan has a maximum number of credits hours in Incompletes a student may take over the course of their degree plans. Those maximums are as follows
 - Master of Divinity student may take no more than 15 credit hours in Incompletes over the course of their degree plan;
 - Master of Leadership Studies may take no more than 6 credit hours in Incompletes over the course of their degree plan;
 - Master of Arts in Religion may take no more than 9 credit hours in Incompletes over the course of their degree plan.
- No incomplete shall be authorized for the penultimate semester (the semester PRIOR TO THE GRADUATING SEMESTER)

Meadville Lombard Theological School requires that work must be completed within the semester immediately following the semester in which the extension was requested, including summer semester. If the work is not completed and graded satisfactorily by the end of the semester immediately following the semester in which the

course was originally taken, the grade will be recorded as “Failure” (F) and no credit will be earned for the course. Both the “Incomplete” (I) and “Failure” (F) grades are considered unsuccessful completions and will affect a student’s eligibility for Federal and Institutional Financial Aid (See the Student Academic Progress (SAP) section of Financial Aid Policies in this handbook). [Student Academic Progress \(SAP\)](#) section of Financial Aid Policies in this handbook).

3.4.11.1 INCOMPLETE POLICY PROCEDURES:

1. The maximum allowable time for an extension is one semester after the end of the semester in which the course was taken (for example: coursework for an Incomplete taken in Spring Semester must be completed by end of Summer Semester).
2. Before the last day of the semester in which the course is being taught, the student must arrange with the instructor for an Incomplete.
3. Procure an [Incomplete Request Form](#) (Page 77.) from the Director of Student Records.
4. Obtain the instructor’s signature and return the form to the Director of Student Records by the last day of the semester; the Director of Student Records then forwards the form to the Vice President of Academic and Student Affairs for signature.
5. The Director of Student Records sends one copy of the completed form to the Faculty Advisor and files one copy in the student’s record.
6. Upon successful completion of the coursework, the instructor will submit a grade of Pass/Fail to the Director of Student Records (one cannot earn a letter grade for an Incomplete). The Director of Student Records will record the grade and notify the Advisor of the completed work.
7. Failure to complete a course by the end of the next semester will result in an “F” on the transcript; the student will not earn credit for F’s. No Institutional Tuition Reduction Awards will be awarded for any course taken to replace an F course for which Institutional Aid was given.

3.4.11.2 FINANCIAL AID IMPLICATIONS OF INCOMPLETES

Please note that the mark “I” on a student’s transcript will count against their “pace” (as defined in Section 4.1.2) and may result in their ineligibility for Federal Financial Aid and/or Institutional Tuition Reduction during future terms. See Section 4 for Financial Aid Policies.

3.4.12 ACADEMIC GOOD STANDING POLICY

As an academically rigorous institution, the Meadville Lombard community adheres to a high standard of academic success and professional preparation. We believe that this standard is a combination of classroom success, contextual practice, and, when applicable, ministerial fitness.

Should a student’s professional preparation and/or academic performance not meet the standards set forth by the School, they will be subject to the guidelines set forth in the Academic Performance Review Policy (3.4.12.1).

Standards of Academic Good Standing include:

- A GPA of 3.0 or higher
- Satisfactory adherence to financial obligations
- Satisfactory progress, as determined by appropriate faculty review
- Satisfactory professional preparedness

3.4.12.1 ACADEMIC PERFORMANCE REVIEW POLICY

All students at Meadville Lombard will receive a review at the end of each semester by the faculty concerning their progress in preparation for ministry and other vocational areas related to their program of study. Such a review will address academic progress, personal, emotional, and professional preparedness for ministry and other related vocations, and financial planning.

A student will be notified in the event that they are no longer in Academic Good Standing. At the time of notification, the student will have the opportunity to discuss the concerns with the Vice President of Academic and Student Affairs, or a Meadville Lombard designee. This meeting must be scheduled no later than seven (7) days after the notification has been sent. We strongly encourage that the student participates in this process. Failure to schedule a meeting constitutes forfeiture of a conference, and the faculty will move forward with a resolution without the benefit of the student's input.

After the notice and an opportunity to be heard, a committee of Meadville Lombard Faculty and administration will impose restorative resolutions and/or educational requirements including Warnings, Probation, Reprimand, Suspension, or Dismissal.

Warning

Given the academic rigor of the program, students will be notified following the receipt of a grade or Cumulative Grade Point Average (CGPA) less than 3.0 and a Warning Status will be applied to their record. Notification to this effect will be sent to their Meadville e-mail account.

A student will return to satisfactory academic standing provided the next semester they earn a semester GPA of B or higher (>3.0) and all other good academic standing requirements are met.

Probation

After receiving a warning, if a student again receives a semester or CGPA under 3.0, they will be put on Probation Status. Notification of Probation status will be sent to their Meadville e-mail account. A student on Probation must raise their semester grade point average above 3.0 and may be required to undergo a performance improvement plan that will be developed by their advisor in consultation with faculty.

After two Warning notices within a student's degree program, receiving a semester or cumulative grade point average under 3.0, will result in Probation.

Please be sure to check with the Financial Aid office as Probation status may also affect Financial Aid eligibility.

Suspension

If a student fails to meet the terms of Probation or has a CGPA below 3.0 for three consecutive terms, they will be subject to Suspension. Students who are suspended are not eligible to return for a period of at least one semester, not to exceed one academic year. In certain cases, students who receive unsatisfactory faculty reviews as a part of contextual education may be suspended. Any Warning notice received in any semester after a semester of Probation, as described above, results in Suspension. Please be sure to check with the Financial Aid office as Suspension may also affect Financial Aid eligibility.

A student under Suspension may be subject to a set of conditions, including educational and/or behavioral requirements in order to return to Meadville Lombard.

Dismissal

This is the loss of student status at Meadville Lombard. A dismissed student is not eligible for readmission. Dismissal procedures are reserved for cases in which it is clear to the faculty that the

student is failing to meet academic standards. Failure to fulfill the conditions of a completed Suspension is immediate grounds for dismissal. Furthermore, students whose cumulative GPA is 2.0 or below may be dismissed.

If a student's record at any time warrants a third Warning notice, the student faces possible dismissal.

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

3.4.12.2 ISSUES OF FORMATION

All degree students at Meadville Lombard in a Signature Course will receive a review at the end of each Academic year by the faculty concerning their progress in preparation for ministry. Such a review will address student academic progress and formation (personal, emotional, and professional preparedness for ministry), and financial planning. If formation concerns are noted, faculty will notify the student to discuss a means of resolving such concerns. Major formational concerns may affect Academic Good Standing.

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

Probation

A student is put on Probation when the faculty have major concerns around formation that could be a detriment to the student's professional ministry. Students on Probation are not eligible to register for future courses until after meeting with the Vice President of Academic and Student Affairs, or a Meadville Lombard designee. Additionally, Meadville Lombard funding (including Federal Aid) may be suspended. The Vice President of Academic and Student Affairs, and faculty will develop a series of requirements which the student must complete in order to satisfy the probationary status.

Suspension

If a student has not met the conditions of Probation, they may be put under Suspension. A student under Suspension is not eligible to return to campus until a set of conditions are met including educational and/or behavioral requirements. Suspension will last for a period of at least one semester, not to exceed one academic year.

Dismissal

This is the loss of student status at Meadville Lombard. A dismissed student is not eligible for readmission. Dismissal procedures are reserved for those cases in which it is clear to the faculty that the student fails to meet the standards of academic or community life, or that the student's behavior may be destructive to the School, other students, a church, the denomination, or the profession of ministry. Failure to fulfill conditions of Probation may be grounds for immediate Dismissal.

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

As a final option, the student can register an appeal with the Board of Trustees. The decision of the Board of Trustees is final.

3.4.13 LEAVE OF ABSENCE POLICY

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

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

3.4.14 TAKING COURSES AT OTHER INSTITUTIONS

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

Master of Divinity

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

Master of Arts in Religion

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

Master of Arts in Leadership Studies

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

3.4.15 ADVANCE STANDING/TRANSFER CREDIT POLICY

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

Master of Divinity

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

Master of Arts in Leadership Studies

Up to six (6) credits may be transferred from another graduate degree program.

Master of Arts in Religion

Up to six (6) credits may be transferred into the MAR from prior graduate work.

3.4.54.1 TRANSFER CREDIT POLICY

Meadville Lombard Theological School accepts transfer course credit from regionally accredited colleges and universities if the courses are deemed comparable in scope and rigor to courses offered at Meadville Lombard Theological School.

Graduate courses completed at another regionally accredited college or university (or a recognized foreign institution) may be transferred to the Meadville Lombard Theological School and applied toward a graduate degree program, if these criteria are met:

- The course earned graduate credit at the home institution and is comparable to Meadville Lombard Theological School graduate level work;
- The student earned a grade of A or B in the course (or the equivalent, if another grading system were used);
- The course was taken within 10 years of the date of the request.
- The faculty advisor approve the acceptance of the transfer course(s) prior to the student entering the program or approve the course prior to the student taking it.

Transfer course work is not computed in the Meadville Lombard Theological School's grade-point-average (GPA).

In order for approved transfer credit to be awarded, students must submit an official transcript (a sealed official transcript or an E-transcript) that clearly indicates all of the following information for each course and the Application for Permission to Transfer Credits:

- Course codes or numbers
- Course titles or descriptions
- Final grades earned
- Course credits earned

3.4.16 DIRECTED STUDY

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

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

To register for a Directed Study course, students must obtain the [Directed Study](#) (Page **Error! Bookmark not defined.**) form from the Director of Student Records. Directions for processing the form are printed directly on it.

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

3.4.17 ACADEMIC ADVISING

Upon accepting admission into a degree program, students will be assigned to a Faculty Advisor, by the Vice President of Academic and Student Affairs. The Academic Advisor will meet with the student to begin the process of planning their academic roadmap. New students will want to confer with the Advisor as early as possible on questions about equivalency requirements or transfer units.

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

3.4.18 ACCESSIBILITY/DISABILITY AND ACCOMMODATIONS POLICY

3.4.18.1 STATEMENT

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

Disclosure

It is the responsibility of the student to self-disclose learning disorders and/or disabilities that require accommodations.* If the student chooses to self-disclose, they must use the [Request for Accommodation Form](#) found on (page 78) and the [Reasonable Accommodation Design](#) form (page 80). The School recognizes that the choice to self-disclose is very personal and all conversations/documentation will remain confidential.

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

Timelines:

1. The student should complete the Request for Accommodation Form within 3 weeks after the start of the semester.

2. The student must complete the Reasonable Accommodation Design form prior to the first day of class or within two weeks of diagnosis.

3.4.18.2 POLICY/PROCESS

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

1. The clinician selected by the student must be qualified to make a diagnosis in the area of specialization (and cannot be a member of the student's family).
2. The evaluation should be written on professional letterhead, be current (usually within six [6] months, but no more than one [1] year) and should contain the date of the last appointment with the student.
3. The clinician must clearly state the disability claimed to be covered under the ADA.
4. The documentation must clearly support the claimed disability, with relevant medical and other history.
5. The evaluation must include a description of current treatments and assistive devices and technologies (if any), with estimated effectiveness in ameliorating the impact of the disability.
6. The evaluation must include a statement from the clinician indicating a timeframe within which the student should be re-evaluated for the learning disorder and/or disability, indicating that no re-evaluation is needed if that is the case.
7. There must be a description of the functional limitations the student experiences as a result of the disability which specifically addresses a post-secondary educational setting.
8. The request, utilizing the [Request for Accommodation Form](#), must clearly state the accommodations being requested. In addition, the student in consultation with each professor for whose course they are requesting reasonable accommodation(s), the faculty must complete the [Reasonable Accommodation Design](#) form.
9. The documentation must clearly support the need for the requested accommodation(s). Once an accommodation is agreed to, it will be documented as an agreement signed by both the student and the Director of Student Services.

Once an accommodation is agreed to, it will be documented as an agreement signed by both the student and the Director of Student Services.

The agreement will then be entered on to the student's information account in Populi.

The student accounts are confidential and can only be accessed by authorized individuals. Each time the student registers for a new semester, their registration will be reviewed and each faculty member teaching a course for which this student has registered will be notified that this student has an ADA accommodation and the faculty member should view the accommodation on the student's Populi account. The faculty member shall be responsible for providing the academic and/or classroom accommodations called for, and for keeping appropriate notes to document accommodations and outcomes.

3.4.19 GRADUATION

Degrees are regularly awarded at the May Commencement Ceremony. Students planning to graduate must file an Intent to Graduate Form, which is distributed by the Director of Student Records during the Fall Semester of the year that they intend to complete their degree program. All books must be returned to the Meadville Lombard Library, and all debts owed to the School—including Graduation and Commencement

fees— must be paid on time according to the timeline laid out in the Academic Calendar: typically, three (3) weeks prior to Commencement. Until these responsibilities have been completed, a degree will not be awarded and the School may prohibit participation in Commencement activities.

Students who complete the Declaration of Intent to Graduate will be contacted in February by the President's Executive Assistant with further details for the Commencement Ceremony, including times and locations of all Commencement activities, procedures for renting and/or purchasing regalia, and distribution of invitations. Graduation fees are paid by all student regardless of whether or not they participate in the commencement ceremony.

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

3.4.20 POLICY ON RESEARCH ON HUMAN SUBJECTS

The Meadville Lombard Internal Review Board (MLIRB) is chaired by the Vice President of Academic and Student Affairs and comprised of two members of the faculty, elected annually.

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

3.4.20.1 MEADVILLE LOMBARD THEOLOGICAL SCHOOL STANDARDS FOR CONDUCTING RESEARCH ON

HUMAN BEINGS¹

Honesty

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

Objectivity

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

Integrity

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

Carefulness

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

Openness

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

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

Respect for Intellectual Property

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

Confidentiality

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

Responsible Publication

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

Responsible Mentoring

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

Respect for colleagues

Respect colleagues and treat them fairly.

Social Responsibility

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

Non-Discrimination

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

Competence

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

Legality

Know and obey relevant laws and institutional and governmental policies.

Animal Care

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

Human Subjects Protection

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

3.4.20.2 WHO MUST GAIN PERMISSION TO CONDUCT HUMAN RESEARCH

Formal approval is needed for any research where generalizable data is gathered from human subjects with the intent to publish or convey research findings publicly. The language of “generalizable” comes from OHA, the AHA, and the Office of Human Research Protections. According to this joint report, historians “do not reach for generalizable principles of historical or

social development; nor do they seek underlying principles or laws of nature that have predictive value and can be applied to other circumstances for the purpose of controlling outcomes.” Accordingly, historical research, including oral histories is excluded from most IRB requirements.

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

IRB approval is required for circumstances when:

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

3.4.20.3 CONFLICT OF INTEREST

A conflict of interest is said to exist whenever the researcher, their significant other, or dependent child falls under any of the following conditions and/or meets the criteria below:

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

3.4.20.4 USE OF PRIVATE INFORMATION IN RESEARCH

Private Information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual, and which the individual can reasonably expect, will not be made public (for example: a counseling session, grade, health status). Private information must be individually identifiable (i.e., the identity of the subject is, or may readily be, ascertained by the investigator or associated with the information) in order for obtaining the information to constitute research involving human subjects.

3.4.20.5 RESPONSIBILITIES OF CONDUCTING RESEARCH

1. Accept personal responsibility for protecting the rights, welfare, health, and safety of human research subjects and comply with the applicable regulations.
2. Acknowledge the authority and responsibility of the IRB to make the final approval (or disapproval) of research involving human subjects.

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

3.4.20.6 TRAINING

A good source for online training for the protection of human research subjects is here:

<https://phrp.nihtraining.com/index.php>

3.4.20.7 ORAL HISTORIES AND WRITTEN INTERVIEWS

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

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

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

3.5 UU FELLOWSHIP AND CPE POLICIES

3.5.1 UU FELLOWSHIP PROCESS

There are three stages within the fellowship process: applicant, aspirant and candidate status. People who contact the Ministerial Credentialing Office are considered in applicant status. Applicants who successfully complete the required paperwork gain aspirant status. Aspirants who complete their career assessment, have completed at least one year of theological school

and have completed a field education or ACPE/CPSP experience are eligible to receive candidate status.²

Aspirant status provides support from the Ministerial Credentialing Office and opens membership to the UU Ministers Association. The designation of candidate status and completion of additional requirements allow a candidate to request an interview with the Ministerial Fellowship Committee.

Meadville Lombard's policy for course enrollment differs in timing from the UUA. In order to be approved to begin a congregational internship and enroll in the Congregation Studies Signature Course, a student must have completed Clinical Pastoral Education, a Career Assessment and received confirmation that they have obtained candidate status with the UUA.

3.5.1.1 PROCEDURES FOR WAIVERS

1. Students seeking a waiver must submit a petition via Populi to the Senior Director of Contextual Ministry explaining that they are not pursuing fellowship with the UUA.
The Senior Director of Contextual Ministry will present the request for a waiver to the faculty for a vote, with a recommendation.
2. The student will be notified via email that the waiver has been granted and that if they later decide to pursue UUA fellowship, they need to meet with the Senior Director of Contextual Ministry and a failure to do so will impact the student's eligibility for graduation. The advisor will be copied on the email.

3.5.2 CAREER ASSESSMENT

The Career Assessment is a component of the UUA fellowshipping process. The Career Assessment Report is an important resource to support your formational growth and to guide you towards potential CPE and Internship Learning goals.

The School cannot legally require that the student share the results of the Career Assessment. However, students are strongly urged to do so for the reasons stated above. Students must share the results with the Office of Ministerial Credentialing, however, in order to attain candidate status. The results of the Career Assessment may be posted under an assignment in the Congregational Studies SigDocs course.

Waivers will be granted to students who are not pursuing fellowship with the UUA. Deferrals may be granted for students attending part time, or in extenuating circumstances, which includes but is not limited to: deaths, major illnesses, and difficulties with career assessment site. Deferrals will last a maximum of one academic year.

3.5.2.1 PROCEDURE: WAIVER

1. Students seeking a waiver must submit a petition via email to the Senior Director of Contextual Ministry explaining that they are not pursuing fellowship with the UUA.
2. The Senior Director of Contextual Ministry will present the request for a waiver to the VP of Academic Affairs, with a recommendation.

² Requirements for Ministerial Fellowship with the Unitarian Universalist Association, August 2017
https://www.uua.org/sites/live-new.uua.org/files/requirements_mfc.pdf

3. The student will be notified via email that the waiver has been granted and that if they later decide to pursue UUA fellowship, they need to meet with the Senior Director of Contextual Ministry and a failure to do so will impact the student's eligibility for graduation. The advisor will be copied on the email.
4. If a waiver is granted, a tag will be added to the student's Populi profile that says "Waiver – Career Assessment".

3.5.2.2 PROCEDURE: DEFERRAL

1. Students seeking a deferral must submit a petition via email to the Senior Director of Contextual Ministry explaining the reasoning for the request.
2. The Senior Director of Contextual Ministry will review requests for deferrals.
 - a. If the deferral is based on a student going part time and delaying the start of Congregational Studies, difficulties with the Career Assessment site, or major illness, the Senior Director will decide whether or not to grant the deferral.
 - b. If the deferral is based on other reasons, the Senior Director of Contextual Ministry will bring the petition to the VP of Academic Affairs with a recommendation.
2. If a deferral is granted, a tag will be added to the student's Populi profile that says "Deferral – Career Assessment".
3. Faculty will be notified of the decisions around deferral.
4. The student will be notified via email whether or not the deferral has been granted and for what terms. The Advisor will be copied on the email and it will be posted on the Student's Populi record.

3.5.3 CLINICAL PASTORAL EDUCATION

Clinical Pastoral Education is a method of learning ministry by means of pastoral functioning under supervision. One CPE unit is 400 hours and typically takes place in a hospital or hospice, although other sites are sometimes utilized. CPE units are administered through the Association for Clinical Pastoral Education <https://www.acpe.edu/> and the College of Pastoral Supervision and Psychotherapy <http://www.csp.org/> in the United States; and the Canadian Association for Spiritual Care <http://www.spiritualcare.ca/>; and the Australia & New Zealand Association for Clinical Pastoral Education <https://anzacpe.com/>.

Clinical Pastoral Education (CPE) is a requirement for the fellowshipping process.

Because of the costs, applications process, and limited availability, students must be proactive in order to be able to complete this requirement. We require CPE before the congregational internship begins so that a student may enter their internship having worked on their ministerial presence.

Master of Divinity students must complete one unit of CPE during the summer after their first year in order to be approved to begin a congregational internship in the Fall.

Waivers are rare and will only be considered for extreme cases. Deferrals may be granted for extenuating circumstances including, but not limited to: health issues, deaths, economic hardship, difficult getting accepted to a site. Deferrals may be for a full or part-time CPE program concurrent with the first year of internship, or the summer after that first year of internship.

3.5.3.1 WAIVER/DEFERRAL REQUEST PROCEDURES:

1. Students seeking a waiver or deferral must submit a petition via email to the Senior Director of Contextual Ministry explaining the reasoning for the request.
2. The Senior Director of Contextual Ministry will review the request.
 - a. If a deferral request is for an extended unit concurrent with the first year of internship, the Senior Director of Contextual Ministry will talk with the student about the difficulties of doing internship and CPE at the same time.
 - b. The Senior Director of Contextual Ministry will bring the petition to the VP of Academic Affairs with a recommendation.
3. If a deferral is granted, a tag will be added to the student's Populi profile that says "Deferral – CPE."
4. If a deferral is not granted, the student will have to delay the beginning of their internship until they have completed the CPE.
5. The student will be notified via email by the Senior Director of Contextual Ministry whether or not the deferral has been granted and for what terms. The Advisor will be copied on the email and it will be posted on the Student's Populi record

3.5.4 CPE WITHDRAWAL POLICY

Withdrawing from CPE is read as a red flag that something major is happening in a student's life. Here at Meadville Lombard, we feel that it is important that we be aware of these issues. Since the CPE grade is dependent on successfully passing CPE, a dismissal is tantamount to failing the CPE program, and will be recorded as such on the student's transcript.

If a student wishes to withdraw from CPE course, they must get approval from the Senior Director of Contextual Ministry. Approval will be based on the reason for the withdrawal. If a student is dismissed from a CPE program, that will result in a failing grade for CPE.

3.5.4.1 CPE WITHDRAWAL PROCEDURES:

1. The Senior Director of Contextual Ministry will talk with the student to find out the reasons for withdrawing.
2. The Senior Director of Contextual Ministry will also talk to the CPE Supervisor to find out if there are any issues of which we should be aware.
3. If the student has been dismissed from the CPE program, they cannot withdraw and will receive a failing grade for the CPE course.
4. If the withdrawal is for behavioral and formation issues that will severely impede a student's ability to minister, a review under the Academic Good Standing Policy will be initiated.

3.5.4.2 APPEAL PROCEDURES

If a student wishes to appeal a decision by the Senior Director of Contextual Ministry regarding CPE or Career Assessment, they may appeal to the faculty.

1. Submit a letter of appeal to the Vice President of Academic and Student Affairs.
2. The Vice President of Academic and Student Affairs will ask the Senior Director of Contextual Ministry for a rationale for their decision.
3. The Vice President of Academic and Student Affairs will bring the letter of appeal and rationale to the faculty.
4. The faculty will decide whether to approve or deny the appeal.
5. The Vice President of Academic and Student Affairs will notify the student via e-mail whether or not the appeal has been granted.

3.5.5 TEACHING PASTOR CHANGE POLICY

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

FINANCIAL AID POLICIES

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

4.1 FEDERAL STUDENT AID

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

While loans are available to all students meeting the minimum eligibility requirements, the use of these loans can be a burden for students pursuing ministry as a career. Many of our student students receive institutional aid in the form of scholarships and/or tuition reduction, and many receive assistance from the Unitarian Universalist Association and other organizations dedicated to helping students manage their debt load. Meadville Lombard also welcomes and encourages students to seek outside scholarships, grants, and assistance to assist them in paying for their education.

4.1.1 DEFINITIONS

In order to be eligible for Federal Aid, the student must be enrolled in a degree program at least half-time. To meet these requirements, they must be enrolled in at least three Credit Hours in Summer terms and at least six Credit Hours in Fall and Spring.

“Full Time” and “Half Time” are defined as follows for the purposes of financial aid:

Summer		Fall and Spring	
Full Time	Part Time	Full Time	Part Time
6 Credit Hours	3 Credit Hours	9 Credit Hours	6 Credit Hours

4.1.2 SATISFACTORY ACADEMIC PROGRESS (SAP)

In addition to all Meadville Lombard Theological School academic requirements (as outlined in Section 3 of this Student Handbook), recipients of Federal Financial Aid (Loans and Federal Work-Study) funds must meet the following standards of Satisfactory Academic Progress (SAP) in order to establish and maintain eligibility for assistance from these programs:

- Successful completion of at least 75% of all coursework attempted during each academic semester (this is the program completion pace).
- Attempted coursework is defined as any course in which a student is enrolled at the end of the 100% refund period (see Refund Policies 2.8.1).
- Successful completion of coursework is defined as receipt of a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or P if a course is taken Pass/Fail.
- Unsuccessful completion of coursework is defined as receipt of a grade of F, I, PI, or W.
- Repeated coursework is counted as many times as the course is repeated in the computation of total units attempted.
- Courses that are assigned an Incomplete grade are included in the cumulative hours attempted but cannot be used as credits earned toward progress standards until a successful grade is assigned.
- Maintain a minimum cumulative grade point average of 3.00
- Credit officially accepted in transfer and specifically applied toward a student's degree program will not be counted toward the pace or GPA.

4.1.3 RETURN TO TITLE IV

Withdrawing from individual courses or a program may have serious implications for a student's academic work, as well as for their financial aid awards and future financial aid eligibility. If a student withdraws, officially or unofficially, on or before completing 60% of the semester (or award period for non-semester-based cohorts), and they have received Title IV funds in the form of a Federal Direct Loan, the federal government requires that Meadville review their eligibility for those funds.

4.1.3.1 OFFICIAL WITHDRAWAL

An official withdrawal occurs when the student requests and is granted the status of "Withdrawal", or they are withdrawn by the Institution for reasons such as a lack of Satisfactory Academic Progress (SAP) or disciplinary actions. An unofficial withdrawal occurs should they stop attending classes, even if they did not withdraw from those classes or notify MLTS. Eventually, this will result in a grade of an F, NC, or W. If they complete less than 60% of the semester/award period, Meadville will determine— using a federally mandated formula— how much of those funds Meadville and/or the student will have to return to the federal government.

4.1.3.2 DEFINITION OF R2T4

We are required to apply a federally mandated formula to determine how much of the federal funding a student has "earned" up to the time of their withdrawal. This review and recalculation is called a "Return of Title IV Aid" (R2T4). After calculating the amount they have "earned", any Title IV funds that were disbursed in excess to this earned amount must be returned to Meadville and/or the federal government. If the student received a refund from financial aid, which was to be used for education-related personal expenses (such as housing expenses or a computer) they may be required to return a portion of those funds to Meadville. This portion represents funds

that were intended to pay their education-related expenses through the end of the semester or award period.

4.1.3.3 RETURNING FUNDS

The amount to be returned to Meadville will be determined by the student's tuition and other education-related expenses, by other refunds that they might have received for non-educational expenses, and by funds that must be returned to the federal government.

The amount to be returned to the federal government will be calculated using the date that the student officially withdrew from classes or, in the case of an unofficial withdrawal, the last date they were involved in an academically related activity. To determine the amount of aid the student earned up to the time of withdrawal, The Director of Student Services will determine the percentage of the semester/award period that the student attended. The resulting percentage is then used, along with the student's institutional costs and total federal funds that they received (funds that were disbursed directly to their Meadville student account and/or refunded to them) or that they were eligible to receive, to determine the amount of aid that they are allowed to keep.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date that determines the student's withdrawal. The Director of Student Services will notify the student with instructions on how to proceed if they are required to return funds to the government. If the student receives scholarship assistance from Meadville and then subsequently withdraws from the course or program for which the scholarship assistance was provided, they may be responsible for returning a pro-rata amount of that scholarship as calculated by their date of withdrawal.

4.1.3.4 RETURNED TITLE IV ALLOCATION

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by the student or Meadville must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Grad Plus

4.1.3.5 POST-WITHDRAWAL DISBURSEMENT

The law specifies how schools must determine the amount of Title IV program assistance that a student earns should they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during their payment period, or period of enrollment, the amount of the Title IV program assistance that they have earned up to that point is determined by a specific formula. If the student receives (or if Meadville received on the student's behalf) less assistance than the amount that they earned, they may be able to receive those additional funds. If they

receive more assistance than they earned, the excess funds must be returned by Meadville and/or the student.

The amount of assistance that a student has earned is determined on a pro-rated basis. For example, if the student completes 30% of their payment period, or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once they have completed more than 60% of the payment period, or period of enrollment, they earn all the assistance that they were scheduled to receive for that period.

If a student does not receive all of the funds that they earned, they may receive a post-withdrawal disbursement. If their post-withdrawal includes loan funds, Meadville must get their permission before it can disburse them. The student may choose to decline some, or all, of the loan funds so that they do not incur additional debt. The student's Financial Aid award letter serves as their notice of their loan eligibility. Meadville may automatically use all, or a portion, of their post withdrawal disbursement of grant funds for tuition fees. There may be some Title IV funds that they were scheduled to receive that cannot be disbursed to the student once they withdraw because of other eligibility requirements.

If a student receives (or Meadville received on their behalf) excess Title IV program funds that must be returned, Meadville must return a portion of the excess which is equal to the lesser of: the student's institutional charges multiplied by the unearned percentage of their funds, or the entire amount of the excess funds.

If Meadville is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that they must return, the student repays in accordance with the terms of the promissory note. The student makes scheduled payments to the holder of the loan over a period of time.

The Requirements for the Title IV program funds when a student withdraws are separate from any refund policy that Meadville may have. Therefore, the student may still owe funds to Meadville to cover unpaid institutional charges. Meadville may also charge the student for any Title IV program funds that they are required to return. If the student needs information about Meadville's refund or withdrawal policies, or if they need more information about post-withdrawal policies, disbursements, and obligations, contact the Director of Student Services.

4.1.4 WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

The U.S. Department of Education (rather than a bank or other financial institution) offers Direct Loans at low-interest rates for students to help pay for the cost of their education after high school. Additional information on Federal Direct Loans is available from the Department of Education on their website at studentloans.gov.

There are two types of Federal Direct Loans available to graduate students at Meadville Lombard:

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

4.1.4.1 APPLICATION PROCEDURES

To apply for a Federal Direct Stafford Loan, complete the four steps below:

1. Complete the Free Application for Federal Student Aid (FAFSA) by using "FAFSA on the Web."
2. Complete the Meadville Lombard FEDERAL DIRECT LOAN REQUEST FORM.
3. Complete the online Loan Entrance Counseling (required for first time borrowers).
4. Complete and sign the electronic Master Promissory Note (MPN) (if not already signed).

Step 1. Complete the FAFSA Online

Students should have received a Federal PIN from the U.S. Dept. of Education shortly after the first time that they completed a Free Application for Federal Student Aid (FAFSA). The PIN serves as their electronic signature and holds the same legal status as their written signature. They should keep their PIN in a safe place and not share it with anyone. If they do not have a PIN, click [here](#), and choose either "Apply for a PIN" if the student has never had one, or "Request for a Duplicate PIN" if they had one but do not know it. The student will need to submit their name, social security number, date of birth, and e-mail or mailing address. A PIN will be generated and sent to the student. They will have the option either of receiving their PIN through their e-mail account (2-3 days) or having their PIN mailed to them (7-10 days).

Step 2: Complete the Federal Direct Student Loan Request Form

Complete the Meadville Lombard Federal Direct Student Loan Request form and return it following the instructions on the application. This form must be completed before eligibility can be determined. This form also provides an opportunity to opt to borrow less than the maximum. This form must be completed each year.

The 2019/20 Federal Direct Student Loan Request Form is available at the following link:
<https://www.meadville.edu/files/resources/2019-20-mlts-loan-request-form.pdf>

Eligibility Criteria

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

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

Step 3. Complete Online Entrance Counseling

All new borrowers at Meadville Lombard must complete the Federal Direct Student Loan Entrance Counseling. Borrowing a student loan is a serious financial obligation, and the entrance counseling will provide a student with important information that they need to know to make an informed decision about student loan borrowing. The entrance counseling must be completed before the Financial Aid Office will accept and process the student's loan application. Complete the online entrance counseling on the Federal Direct Loan Servicing website, studentloans.gov.

This tutorial reviews basic facts about Federal Direct Loans, and the student's rights and responsibilities as a borrower. After they complete the tutorial, the student will be required to take and pass a quiz. The tutorial and quiz will take approximately 30 minutes to complete. Once

they have passed the quiz, the system will display their quiz results and ask them to choose a school. The student may print their passing entrance counseling quiz results along with a copy of their rights and responsibilities by clicking "Retrieve Quiz Results" from the main page.

Step 4. Complete and Sign your Electronic Master Promissory Note (MPN)

First time Direct Loan borrowers need to sign a Federal Direct Loan Master Promissory Note (MPN). If a student has already signed a Federal Direct MPN previously for another Direct Loan college (online or paper), they do not have to complete a new MPN. Students now are able to sign their MPN electronically on the web. Log in using the PIN issued by the Department of Education and then select "Complete Master Promissory Note."

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

IMPORTANT: Before beginning the electronic MPN session:

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

4.1.4.2 APPLICATION PROCEDURES FOR GRANT PLUS LOANS

If you need additional funding beyond your Unsubsidized Loan eligibility, you can apply for the Graduate PLUS Loan Program. This is completely optional. If you intend to apply for a graduate PLUS loan, in addition to the requirements above, you must complete the PLUS loan application. You can apply for a PLUS loan at studentloans.gov. You must complete a PLUS loan application each academic year you wish to receive a PLUS loan.

4.1.4.3 EXIT COUNSELING

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

4.1.4.4 MAXIMUM LOAN AMOUNTS

An independent graduate student may borrow up to an aggregate limit of \$138,500. This maximum total graduate debt limit includes Federal Stafford Loans received for undergraduate study

4.1.5 FINANCIAL AID WARNINGS AND APPEALS

Satisfactory Academic Progress (SAP) will be reviewed at the conclusion of each semester by the faculty. If SAP is not met, the faculty will notify the student by e-mail that they have been placed on Financial Aid Warning. Under the warning, Meadville Lombard is only allowed to disburse Federal funds for the next payment period. If the student is able to meet SAP in the next semester, they will no longer be on Financial Aid Warning. If, however, they do not meet SAP in a semester directly following a warning, they will no longer be eligible for Title IV funding. The Vice President of Academic and Student Affairs will notify the student via e-mail, at their Meadville mail account, of their ineligibility for further Federal Aid within one week of the conclusion of the grading period. Students may appeal for reconsideration of Title IV eligibility by submitting a Letter of Appeal to the Vice President of Academic and Student Affairs. The Letter of Appeal must state the circumstances resulting in the student not meeting SAP.

These reasons must be clear and critical, i.e.:

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

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

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

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

4.1.6 RETAKING COURSEWORK

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

4.1.7 EMERGENCY LOAN POLICY

Meadville Lombard Theological School recognizes that there may be times when unexpected financial emergencies may cause undue stress and hardship on our students. To assist those who encounter financial emergencies while enrolled, Meadville Lombard has made available a short-term emergency loan. Reasons such as rent payments, car payments, groceries or other normal bills that are part of the student's regular, monthly expenses are not considered emergencies.

- Below is a list of requirements for receiving an emergency loan:
- The student must be enrolled in a Meadville Lombard degree program.

- A student may only apply once per semester.
- The student must complete and submit an emergency loan application to the Director for Enrollment Management and Student Affairs.
- The maximum amount for a short-term emergency loan may not exceed \$1,000 per semester.
- The short-term emergency loan will be charged to the student's Meadville Lombard account.
- The student is required to repay this zero-interest loan in full within 60 calendar days, or before the first day of the semester that follows the semester in which the emergency loan was received, whichever occurs first.
- No loan will be approved if the student:
 - a. Has an outstanding account with the School that will not be covered by the approved financial aid (i.e. grants, scholarships, or student loans).
 - b. Has written insufficient checks to the School.
 - c. Has defaulted on a previous short-term emergency loan.
- Additional emergency loan funds in a succeeding semester will be approved only if the loan for the preceding semester has been repaid.
- Title IV funds may be applied to any outstanding or defaulted short-term emergency loans on a student's Meadville Lombard account.

4.2 INSTITUTIONAL AID – SCHOLARSHIPS AND TUITION REDUCTION GRANTS POLICY

Meadville Lombard Theological School is pleased to be able to offer students institutional aid in the form of institutional scholarships and tuition reduction grants. To be eligible, students must be enrolled in a program full-time. They must complete and submit the Institutional Aid Application by Priority Deadline I (January 15) or II (February 15). This application is included in your acceptance letter to Meadville Lombard and can be found in the Administrative Forms section of this handbook.

All applications will be examined by the Financial Aid Awarding Committee, which is comprised of the Director of Enrollment Management and Student Affairs, the Vice President of Finance and Administration, and a faculty member. Other members of staff and faculty may serve on this committee in addition to those listed.

Tuition reduction is awarded for a specific length of time depending on the degree program (see the chart below). This aid derives from available Institutional resources, and is awarded to eligible students, as determined by the Financial Aid Awarding Committee. All awards are authorized for the MLTS academic year, and they are credited to the student's account each semester. For the tuition reduction awards, the percentage reduction will remain the same for the length of the award.

This policy has been developed to best assist students who maintain a pace to complete the degree program in three years, because full time enrollment will impact a student's ability to work outside the program. Thus, eligibility shall not exceed four years—or six years in the case of students pursuing dual degrees of the Master of Divinity and the Master of Arts in Leadership Studies.

Master of Divinity	90 credit hours (9 CPE credits not eligible)
Master of Arts in Religion	48 credit hours
Master of Arts in Leadership Studies	36 credit hours

If students are enrolled full-time, they are eligible for tuition reduction.

Semester	Eligible for Aid	Not Eligible for Aid
Summer Semester	6 credit hours	Less than 6 credit hours
Fall Semester	9 credit hours	Less than 9 credit hours
Spring Semester	9 credit hours	Less than 9 credit hours

Award eligibility is per semester. For instance, if a student is enrolled as a full-time student and they earn 6 credits during Summer Semester, 9 credits in Fall, but less than 9 credits in Spring, they will receive aid for Summer and Fall but not for Spring. When a course is split into two semesters, the course counts only for the amount of credits listed for each semester. For example, if a 3-credit course is split into two 1.5-credit courses offered in Fall and Spring, the semester credit for this course is 1.5 and cannot be counted as three for Fall and zero for Spring, or vice versa. Aid will also be reduced or eliminated for students who are not in Academic Good Standing, or who are not making satisfactory Academic Progress as defined in this Student Handbook. Credit calculation is determined by degree program per semester, and it is impacted by the following parameters:

- Non-tuition units of credit (CPE for all students and Praxis) count toward the calculation of a course load; however, because these are fee-based units of credit, no reduction in tuition or fees will be awarded for these courses.
- Tuition reduction awards will be offered only for courses registered and paid through Meadville Lombard.
- Tuition reduction awards are limited to the number of units of credit required to complete the degree program.
- Once an application is made and approved there is no need to make an additional application unless a previous award has been reduced or eliminated under this policy.
- The Award will end once a student leaves the school or transfers to another school
- If a student drops below full-time course load at any point, they will lose their awarded scholarship moving forward.

If you have any questions, please contact Jon Coffee, Assistant Director of Financial Aid and Student Service, at jcoffee@meadville.edu. Any request for policy exception should be addressed to Manny Dotel, Director of Enrollment Management and Student Affairs, at mdotel@meadville.edu.

4.2.1 SAC HARDSHIP GRANTS

Any student who meets the eligibility requirements stated below may apply for a SAC Hardship Grant. SAC Hardship Grants may be used for the same purposes as federal financial aid as specified in the Higher Education Act of 1965.

4.2.1.1 ELIGIBILITY

Any currently enrolled full- or part-time student who is registered for a minimum of one class may request a SAC hardship grant after the drop/add date of their first semester. Students who are the subject of disciplinary action by the Unitarian Universalist Association or the Unitarian Universalist Ministers Association or any other professional or accrediting body, or who are under investigation for, or have been charged with, criminal child abuse, sexual assault or any other violent crime, may not receive a SAC Hardship Grant during the pendency of the action determining their culpability in any illegal or prohibited act, or during the period of any imposed sanction.

4.2.1.2 AMOUNT

Students may request, and SAC may award, Hardship Grants in the amount of up to two hundred dollars (\$200.00) per student. A student may not receive more than one Hardship Grant during any SAC Term. (The SAC Term is understood to begin at the installation of newly-elected SAC officers during January intensives and runs until the installation of the officers elected during the next election the following fall semester.)

In its discretion, SAC may award up to 15 Hardship Grants per SAC Term.

4.2.1.3 APPLICATION PROCESS

Students may submit a request for a SAC Hardship Grant by email from their official Meadville email account to any SAC officer at their official Meadville email account, or by sending the request to SACOfficers@meadville.edu. The names of the SAC officers and their individual email addresses may be found in each "This Week at Meadville" (a.k.a. the Bulletin). Requests submitted from or to non-Meadville accounts will not be considered. The student should include the amount requested (up to \$200.00) and describe the circumstances and purpose of the request.

If a member of the Meadville Lombard faculty or staff believes that a student may benefit from a Hardship Grant, they should inform the student of application process.

4.2.1.4 REVIEW PROCESS

Grant requests are considered confidential. The SAC President and Treasurer will jointly review and decide Grant requests. In the event either the President or Treasurer are making a Grant request, that person must recuse themselves from the decision-making process and another member of the SAC Executive Team will review and decide on the request in their place. In selecting a replacement for the review process, the Vice President will be considered first, and if unavailable, the Secretary will participate in the review process

Up to three (3) Hardship Grants during any SAC Term may be approved by the President and Treasurer. Any additional requests received during the SAC Term must be reviewed by all available members of the SAC Executive Team. Up to twelve (12) additional Hardship Grants may be awarded. SAC Executive Team members reviewing a request may, with the prior consent of the applicant, consult with members of the Meadville-Lombard faculty or staff.

4.2.1.5 AWARD PROCESS

If a SAC Hardship Grant request is approved, the SAC Treasurer will send a check request to the SAC student liaison staff person at Meadville. The student liaison will process the paperwork, send the check directly to the student and notify the SAC Treasurer of the date payment was issued. The SAC Treasurer will contact the student to confirm receipt of the check.

The SAC Treasurer is responsible for keeping records of all Hardship Grant disbursements made during their term of office. At the conclusion of the SAC Term and as part of the transition process, the outgoing Treasurer will give to the incoming SAC President and Treasurer a report on the Hardship Grant requests and disbursements during the outgoing Treasurer's term of office.

4.2.1.6 APPEAL PROCESS

In the event the applicant would like to appeal an unfavorable decision, they should make an appeal request to either of the Good Officers. The appeal request must explain, in detail, why

the SAC decision should be overturned. Any request for an appeal must be made using Meadville mail accounts. The names of the Good Officers and their individual email addresses may be found in each "This Week at Meadville" and also on the school website at www.Meadville.edu. Decisions of the Good Officers are final.

4.2.1.7 RIGHT OF MODIFICATION

In its sole discretion, SAC may at any time review and change any aspect of this policy and its procedures.

LIBRARY POLICIES AND PROCEDURES

The Wiggin Library has been a cornerstone of Meadville Lombard since its beginning in 1844. Comprising over 40,000 books and over 250 archival collections, the Wiggin Library is one of the foremost resources for the study of liberal religion. We amplify this historical legacy through technology that allows us to work collaboratively with the greater world and to share our unique collection and expertise.

The library collection is available to all members of the Meadville Lombard community including alumni, current students, faculty, and staff, as well as UU religious professionals and lay UUs. Students are strongly encouraged to utilize the library's physical and electronic resources. The full library and archive policies are available through the library website (<http://www.meadville.edu/files/resources/library-and-archive-policies.pdf>)

5.2 LIBRARY HOURS

Stacks are open year-round, Monday through Friday, by appointment. Hours during Intensives are posted throughout the Meadville Lombard space, and are announced through the weekly bulletin.

5.2.1 CIRCULATION AND LENDING POLICIES

During Intensives, students can check out a book by coming up to the library and finding the book you need. You are always welcome to ask for help from whichever member of the library and archives staff is in the library, but if you know where to find your book, you can retrieve the book on your own. You can find the book in our online catalog and check it out at the circulation desk.

To check out a book during the rest of the year, use the I-Share catalog to make requests for books in the Wiggin Library collection (including course reserves) or from other I-Share libraries. Making your request through I-Share means you can monitor due dates and renew borrowed books online. If you would like to pick up your book(s) in person at the Wiggin Library, when you submit your request make sure pick-up library is "Meadville Lombard Theological School" and pick-up location is "Circulation Desk." If you'd like your book(s) shipped to you, leave pick-up library as Meadville Lombard Theological School but change pick-up location to "USPS delivery (MLTS Only)."

If you do not have an I-Share account, call or e-mail the librarian to request books. In the email, send as much information as you can, including at least the title and author of the book, and your address. The librarian will e-mail you back as soon as possible to let you know when the book has been checked out to you, and when it is in the mail to you.

All books are mailed via USPS, using the most practical shipping rate, unless requested otherwise. Users may be responsible for the cost difference. Students will be notified the day the book is shipped and given a tracking number. They may use the shipper of their choice and are responsible for the cost of return shipping. Students should notify the Librarian when returning a book by mail; failure to do so may result in fines if the book is delayed

or lost in the mail, whether from the Wiggin Library or an I-Share lending library. Wiggin Library staff will not be able to intercede on a patron's behalf if the fees are charged by the lending I-Share library.

5.2.1.1 CIRCULATION PERIODS

For students, books from the Wiggin Library general collection circulate for 8 weeks and can be renewed 3 times. There is no borrowing limit. From other I-Share libraries, books circulate for 4 weeks and can be renewed 3 times.

5.2.2 COURSE RESERVE BOOKS

Each semester, we put at least one copy of every required and recommended textbook on reserve. Books are put on course reserve so that students are able to access the books they need for their classes without purchasing them. These items are kept behind the circulation desk and only available to students registered for that class. In some cases, we have multiple copies of these books, and there are copies available in the general circulating collection as well in the reserves.

Prior to Intensives, course reserve books circulate for three weeks. This starts from the day the book is checked out and includes the time to ship the book both ways. During Intensives, course reserve books circulate for one week and are subject to recall.

5.2.3 BOOK RECALL

All books in the general collection are subject to recall. Items on course reserve will not be recalled, except during Intensives. If an item is misplaced and cannot be found, notify the Library staff. If an item the Library owns is checked out, it can be recalled for students. Recalled books are due back two (2) weeks from notice, in person or through the mail.

5.2.4 RENEWALS

Books may be renewed through a student's I-Share account. If a student chooses not to use I-Share, they may renew books in person or by e-mailing the Librarian. Books on course reserve cannot be renewed.

5.2.5 I-SHARE

Meadville Lombard students have full access to the I-Share catalog, which combines the catalogs of more than 80 college and university libraries in Illinois (and can be searched at <https://vufind.carli.illinois.edu/vf-mls>). Students can use I-Share to request and renew books from the Meadville Lombard library, as well as from other I-Share libraries. Students in Illinois can use any I-Share library in person and pick up books requested from any library. Students outside of Illinois can request books to be delivered to Meadville Lombard and have them sent to their address on record.

Students will need to request a barcode from the Librarian. They then must create an I- Share account prior to using I-Share. A Library Account Request form can be filled out in Populi; paper forms are available in person in the library. All instructions regarding I-Share can be found on the Wiggin Library page of the Meadville Lombard website (<http://www.meadville.edu/library-and-archives/wiggin-library-2/i-share/>).

5.2.6 EBOOKS

Meadville Lombard's membership in the Consortium of Academic and Research Libraries in Illinois gives students access nearly 4,000 e-books available through the I-Share catalog. eBooks are accessed with ProQuest Ebook Central. Students will need to create an Ebook Central account, which is prompted when opening an eBook from I-

Share - applications for Ebook Central accounts will be approved by the librarian. Find more information about eBooks on the Wiggin Library page of the Meadville Lombard website (<http://www.meadville.edu/library-and-archives/wiggin-library-2/ebooks/>).

5.2.7 INTERLIBRARY LOAN - BOOKS NOT IN I-SHARE OR ARTICLES

If there is an article in a periodical that we do not have, and it is available at another library, students may request a copy of the article through interlibrary loan. To do so, contact the Librarian with the bibliographic information for the article(s). All copies will be e-mailed to students as a PDF document upon fulfillment of the request.

If there is a book that is not available through I-Share, e-mail the librarian to request it through interlibrary loan. Please provide as much detail as you can about the book, at least title and author.

5.2.8 NON-CIRCULATING ITEMS

Print periodicals (including bound periodicals), pamphlets, rare books, reference materials, archival materials, and MLTS theses are non-circulating. A photocopier is available in the library for students who need to make copies of non-circulating material. Aside from copies, non-circulating materials may only be used in the Library or Special Collections Reading Room, with permission of Library staff.

5.2.9 RECIPROCAL BORROWING PRIVILEGES

Students at Meadville Lombard have reciprocal borrowing privileges at many libraries around the country. Students have access to more than seven million volumes through the University of Chicago library system, the Association of Chicago Theological Schools (ACTS), the Chicago Area Theological Library Association (CATLA), and the American Theological Library Association (ATLA). Please email the library at library@meadville.edu for more details.

5.2.10 FINES

General collection books from the Meadville Lombard library are due 60 days after they were checked out. Books can be renewed up to three times, for 60 days each, and can be renewed online through a student's I-Share account. Should a student choose not to use I-Share, they may renew their books in person or by e-mailing the Librarian.

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

Late fees begin accumulating immediately after the item is due. All library items have a twenty-one (21) day grace period for late fees: if the book is returned within this time the overdue fees will be waived. If the book is returned after the twenty-one days, the patron is responsible for all fines, including those accrued during the grace period. Different items have different fees associated with them:

- Circulating books: \$0.25/day
- Course reserve books (during the semester): \$1.00/day
- Course reserve books (during Intensives): \$1.00/12 hours
- Max fine: \$100.00, or \$10.00 per book

Overdue items will be considered lost fourteen (14) days after their due date. Students will be billed for the cost of replacing the book, along with a \$25.00 processing fee. Fees for lost out-of-print and rare books will be assessed by Library staff based on the particular item. Replacement copies of lost books will not be accepted. Items that have been presumed lost and are then returned to the library will be fined as overdue items. When the replacement fee for a lost item has been paid and the original item is then found and returned to the library, the replacement fee will be refunded to the patron if the replacement book has not yet been purchased and processed.

Students may be billed for items that are returned in damaged condition. The fee for books that are in print will be the cost of the book plus a \$25.00 processing fee. The fee for out-of-print books will be up to \$100.00 for a replacement, plus the \$25.00 processing fee.

Students who check books out from other I-Share libraries will be responsible for any fees accumulated at those libraries and will have to contact those libraries directly to settle their fines. Wiggin Library staff will not be able to intercede on a student's behalf for these fees. Outstanding charges at other libraries may limit your access to materials through I-Share or other consortia borrowing programs.

5.3 DIGITAL RESOURCES

The Wiggin Library subscribes to a number of electronic databases, which include access to WorldCat, EBSCO, and OCLC First Search. Of particular note for our students is the American Theological Library Association Religion Database with ATLASerials, which combines an extensive index to journal articles, book reviews, and essays with thousands of full-text religion and theology journals. These titles are available only to current MLTS students and faculty. Many of our electronic resources require a username and password. Some may require access only on the campus network. Contact the librarian to request login information.

ARCHIVES AND SPECIAL COLLECTIONS POLICIES AND PROCEDURES

6.1 ACCESS TO ARCHIVAL MATERIAL

Archival materials are available to researchers by appointment only. To access archival material, patrons must contact the Archivist to schedule a visit at least two weeks in advance.

6.1.1 RESTRICTIONS AND USE RULES

All archival materials and rare books are accessible to researchers, unless restricted by Meadville Lombard policy or donor agreement.

Access to fragile material is at the discretion of the Archivist. The Archivist may require patrons to wear gloves or take other precautions to preserve fragile material.

6.2 INFORMATION REQUESTS: RESEARCH AND REFERENCE

Patrons are encouraged to make all information requests prior to any onsite visit. These requests are necessary to determine what archival materials may be useful in a patron's research, and whether a visit to the Meadville Lombard Archives and Special Collections is required.

6.2.1 RESEARCH REQUEST

A research request is when the Archivist helps a patron determine what information is available for their research. Research requests can be conducted in person, by phone, by e-mail, or over video chat.

6.2.2 REFERENCE REQUESTS

A reference request is when a patron requests specific information— such as graduation dates of Meadville Lombard students, or the founding dates of congregations— without making a research appointment. Reference transactions can be conducted in person, by phone, by e-mail, or over video chat.

6.2.3 DIGITAL RESEARCH REQUESTS AND SERVICES

Patrons who cannot physically visit Meadville Lombard can request a digital copy of a specific document(s). Fees are associated depending on the number of pages being requested:

- A single document of fewer than twenty pages will be scanned free of charge.
- Documents of more than twenty pages, or multiple documents of any length, cost \$0.20 per page.
- Fragile or large documents may incur additional charges at the discretion of the Associate Director of Library and Archives.

Currently, analog audio and video cannot be digitized, nor can some fragile material. Extra charges may be incurred for special projects at the discretion of the Associate Director of Library and Archives.

Digital research requests will be fulfilled as soon as possible. Requests for archival materials stored online are usually fulfilled within a week. Requests for materials stored offsite will take longer.

6.3 DIGITIZED COLLECTIONS

The Archives is in the process of systematically digitizing collections with high research value. These collections are full-text searchable, and they can be accessed from the Archives page on the Meadville Lombard website.

ADMINISTRATIVE FORMS

The following forms are attached for your ease of use:

- Directed Study Form
- Drop/Add Form
- Incomplete Request Form
- Request for Accommodations
- Reasonable Accommodations Design
- Program Change Request
- Withdrawal Form
- Leave of Absence Application
- MLTS Institutional Aid Application
- Transfer Credit Request
- Emergency Loan Policy and Request Form

DIRECTED STUDY FORM

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

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

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

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

TO BE COMPLETED BY STUDENT (please print)

Name: _____ ID # _____

Course Title: _____ Semester/Year: _____

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

Student Signature: _____ Date: _____

TO BE COMPLETED BY COURSE INSTRUCTOR

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

The student will earn _____ credit(s) for this directed study.

Instructor Name: _____

Signature: _____ Date: _____

THE PROVOST AND THE STUDENT'S ACADEMIC ADVISOR MUST APPROVE THE DIRECTED STUDY

Academic Advisor: _____ Date: _____

Provost: _____ Date: _____

Director of Student Records: _____ Date: _____

FOR STUDENT RECORDS OFFICE USE ONLY

Course ID: _____ Filed in Student Record: _____ Credit / Grade: _____



DROP/ADD FORM

Student's Name

Semester

Year

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DROP COURSE(S)

Course No.	Course Title

ADD COURSE(S)

Course No.	Course Title

Electronic Signatures

Date

Student

Advisor

Dir. of Student
Recs.

INCOMPLETE REQUEST

TO BE COMPLETED BY STUDENT

Name: _____ ID # _____

Course ID: _____ Course Title: _____

Semester/Year: _____

Special Circumstance(s) prompting Incomplete Request: _____

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

Student Signature: _____ Date: _____

TO BE COMPLETED BY COURSE INSTRUCTOR

Instructor Name: _____

Approved: _____ Rejected: _____

Signature: _____ Date: _____

V.P. of Academic and Student Affairs: _____ Date: _____

Director of Student Records: _____ Date: _____

REQUEST FOR ACCOMMODATIONS

Request for accommodations because of learning disorder or disability includes:

1. Initiation of request to the Director of Enrollment Management and Student Services (by the deadline); and
2. Evaluation of request and clinical documentation.

The evaluation of the request for accommodations may be shared with the Vice President of Academic and Student Affairs, the Director of Student Records, and the Vice President of Finance and Administration as deemed appropriate. When accommodations are authorized, the student will work with the Director of Enrollment Management and Student Services and the Vice President of Academic and Student Affairs to determine appropriate and reasonable accommodations.

First name: _____ Last name: _____

Student ID #: _____

Preferred Phone #: () _____ - _____

Nature of learning disorder and/or disability:

Accommodation you will require at Meadville Lombard Theological School:

Attach recent clinical documentation (no older than one year) regarding disability to this form.

Signature: _____

Director for Enrollment Management & Student Services

Date: _____

REASONABLE ACCOMMODATION DESIGN

In addition to the request for ADA accommodations, we ask that students complete this secondary document which is a specific design document. Its purpose is to help the student work with individual professors to identify accommodations appropriate to the course(s). While the ADA form alerts the school of desired ADA status, we cannot by law then take the info students provide us and share with your professors. We need your consent and faculty very often need to be informed of specific accommodations related to a particular class. This *design form* is the resource we hope you will find helpful to those conversations. Because accommodation needs may shift with each class and/or by the next year or semester, this process of consent between student and faculty should happen even informally (that is, without needing to prepare another form for the same faculty) across the time in the degree program.

This form does not share the student's health information. It simply states the student/you have been approved to receive reasonable accommodations and what that accommodation will be.

Directions:

1. Students who have an approved Request for ADA accommodations should contact each of the faculty members, with whom they are taking classes, to discuss what accommodation would be appropriate for their course.
2. During the discussion, the faculty member should fill out this form. Both the student and the faculty must sign this form.
3. The faculty member will then forward the signed form to the Senior Director of Enrollment Management and Student Affairs.
4. The Senior Director of Enrollment Management then obtains the initials of the Director of Contextual Ministry, and the Registrar.

Student Name: _____

Course: _____ Term: _____

Faculty: _____

The above named student has been approved to receive reasonable accommodation(s) in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA).



Reasonable Accommodation Design (cont.)

Meadville Lombard strives to be supportive of the academic needs of all its students. Reasonable accommodations are modifications and/or changes that enable equal access to degree programs for students with a disability without impeding an essential function of the course/degree program. All academic modifications or adjustments are not predetermined but, instead, are individualized and appropriate for each course. Thus, accommodations are designed by conversation between student and faculty.

Please complete this form and return to the **Director of Enrollment Management and Student Affairs**.

Accommodation(s) requested and approved:

Faculty

Date

Student

Date

Director of Enrollment Management & Student Affairs

Date

Director of Contextual Ministry

Registrar

PROGRAM CHANGE REQUEST

Student ID# _____

Name: _____
First Middle Last (Please Print Clearly)

Current Program to be ended:

Program Desired/Added:

Reason for requesting change/addition:

Please consult with your Academic Advisor first. Your advisor will submit your request to the V.P. of Academic and Student Affairs. The V.P. of Academic and Student Affairs will provide the Dir. Of Student Records/Registrar with a copy of the paperwork and the V.P. of Academic and Student Affairs will notify the student of the final decision. Changing programs may jeopardize financial aid eligibility. Please check with the Financial Aid Office, VA Representative, and/or SEVIS Administrator.

The submission of this form **does not** mean automatic acceptance in the program of your choice. Additional admissions requirements and/or information may be requested for acceptance into the new program.

Notification will be sent to your Meadville Lombard Theological School (MLTS) student's

E-mail if additional requirements must be met. The V.P. of Academic and Student Affairs or an Academic Administrator will also notify you via your MLTS email of the decision.

Student Signature

Date _____

For Office Use Only

VP for Academic and Student Affairs: _____ Date: ____/____/____

WITHDRAWAL FORM

****BEFORE WITHDRAWING CONSULT WITH YOUR ADVISOR****

Student's Name: _____ **Student ID#** _____

Reason for Withdrawal:

Medical

Personal

Military

Academic

Semester of Withdrawal: _____ Fall _____ Spring _____ Summer / Current Year: _____

I am _____ voluntarily _____ involuntarily (ability to provide explanation below) withdrawing from the _____ MDIV, _____ MALS, _____ MAR program at Meadville Lombard Theological School. I understand that withdrawing might have a financial impact on my financial aid benefits. I am also aware that I may have a financial obligation to Meadville Lombard Theological School based on the refund schedule deadlines for withdrawing as posted.

Documentation for medical, military, and personal withdrawals may be requested at the discretion of Meadville Lombard Theological School.

Reason for withdrawal/explanation.

*Declaration: By signing this form I am withdrawing from my current graduate program in which I am registered. Once I withdraw, I understand that I cannot re-enter the graduate program except through a new admissions application, which would be in competition with other applications. I understand that re-admission to a graduate program is not automatic or guaranteed in any way.

Student's Signature: _____ **Date:** _____

Advisor's Signature: _____ **Date:** _____

V.P. of Academics and Student Affairs: _____ **Date:** _____

Dir. Of Student Records/Registrar: _____ **Date:** _____



LEAVE OF ABSENCE REQUEST FORM

Date: _____

First Name: _____ Last Name: _____ Student ID# _____

Address: _____ City: _____ State: _____

Email Address: _____ Phone: () _____ - _____

Students planning any leave should consult with their **Academic Advisor** and arrange for an interview with Director of Student Services. For full tuition refund, a leave of absence must be arranged either at the end of the semester prior to the leave or by the Drop/Add deadline of the requested semester. For the refund schedule and additional dates, visit the MLTS Academic Calendar.

A leave of absence will usually fall into one of the below categories:

1. a leave of absence while in good standing;
2. a leave of absence while on warning or probation;
3. a leave of absence for medical reasons; and
4. an involuntary leave of absence.

I request a leave of absence for the following period of time. Check all that apply:

Fall Semester

Spring Semester

Summer Semester



LEAVE OF ABSENCE FORM CONT...

Reason for Leave:

Academic Year _____ Last Date of Attendance: _____ / _____ / _____

Director of Student Records/Registrar Signature: _____

Business Office Signature: _____

V.P. of Academic and Student Affairs Signature: _____

TUITION REDUCTION REQUEST*

Student Information:

Full (Legal) name: _____

Date of Birth: _____ / _____ / _____ Last four digits of social security #: _____

Degree Program:

- Master of Divinity
- Master of Arts in Religion
- Master of Arts in Leadership Studies

Planned Credits: Please enter the number of MLTS units of credit that you expect to take each semester on an annual basis.

Summer: _____

Fall: _____

Spring: _____

Student Certification: I certify that all information on this form is true and complete to the best of my knowledge.

Student's Signature: _____ **Date:** _____

Send completed application to the Director of Student Services:

Manny Dotel
610 S. Michigan Avenue, Chicago IL, 60605 Or
e-mail: mdotel@meadville.edu

*This is not an application for Federal Student Aid. However, students seeking Meadville Aid are required to complete a **Free Application for Student Aid (FAFSA)** as part of this application process. The Meadville Lombard Theological School Federal School Code is **G01723**.

APPLICATION FOR PERMISSION TO TRANSFER CREDITS

REGISTRAR'S OFFICE

I.D.#: _____

NAME) _____

(ADDRESS) _____

street/box office _____

city / province / postal code _____

INSTITUTION ATTENDED: _____

DATES ATTENDED: _____

COURSES COMPLETED/TO BE COMPLETED

PLEASE LEAVE BLANK – OFFICE USE ONLY				
COURSE CODE, NUMBER AND TITLE	CREDIT WEIGHT	GRADE OBTAINED	RECOMMENDED ACAD EQUIVALENT	PROGRAM APPROVAL
1				
2				
3				
4				
5				
6				



NOTE TO STUDENT: NOTE TO STUDENT:

MLTS will consider for transfer credit for applicable courses completed at a recognized post-secondary institution with a grade of "B" or better and taken within the last 10 years. Only those religious studies courses completed at the university or university transfer level, as determined by the Registrar Office, will be considered. It is the student's responsibility to provide the Registrar's Office with an official, sealed transcript indicating the final grades for the above noted course(s) along with a detailed course description for each course from the catalog of the institution attended. Hand written copies are not acceptable.

STUDENT SIGNATURE: _____ DATE: _____

AUTHORIZATION

FACULTY ADVISOR: _____ DATE: _____

REGISTRAR'S OFFICE: _____ DATE: _____

COMMENTS: _____ DATE: _____

OFFICE USE ONLY

Date issued:		Date transcript received:	
Date credits entered:			



EMERGENCY LOAN REQUEST

I, _____ request an emergency loan in the amount of \$ _____ for the following reason:

I understand that this loan will be charged to my student account and is due to be repaid as follows:

Due Date	Payment Amount	Balance

Student's account must be current before transcripts will be issued or the final degree conferred.

Name – Printed

Signature

Date

Approved _____ Denied _____

Vice President, Academic and Student Affairs

Date

Vice President, Finance and Administration

Date

APPENDIX

Appendix 1: MALS Project Requirements

Appendix 2: Thesis/Project Submission Guidelines

Appendix 3: Degree Completion Worksheets

- 3 year MDIV Course Plan
- MDIV Degree Completion Worksheet
- MALS Degree Completion Worksheet
- MAR Degree Completion Worksheet

- I. **General Overview of the MALS Project:** The Project requirement for the MALS includes the Academic Research and Public Theological Writing course (3 credits) and the Project itself (3 credits). Since the MALS is a practical degree, only under certain circumstances will the faculty consider allowing students to complete a traditional research thesis instead of the Project. If approved, the thesis must follow the *Thesis Submission Guidelines* outlined in Appendix 2 of this Handbook.
- II. The Project requirement includes two phases:
 - a. Students will register for and participate in the 3-credit “Academic Research and Public Theological Writing” during the semester prior to initiating their Projects.
 - i. Academic Research and Public Theological Writing is designed to support students in developing their Project Proposals. The Academic Research and Public Theological Writing instructor will help the student to know whether or not their Project will require them to submit a proposal to Meadville’s [Internal Review Board](#) (IRB). If the hyperlink above does not work, follow this link: <http://www.meadville.edu/uploads/files/IRB-Policy-and-Consent-Form-346.pdf>.
 - ii. Students must complete Academic Research and Public Theological Writing prior to initiating their Projects. At the end of Academic Research and Public Theological Writing, students will submit their Proposals to their Academic Advisor. The Academic Advisor will approve (or reject) the proposal. If approved, the Vice President of Academic and Student Affairs will assign a Project Advisor. The Project Advisor will be someone on or affiliated with the MLTS faculty who has expertise in the student’s Project area.
 - b. Students will register for the 3-credit Project course during the anticipated final semester of their degree program. During this time, students will research and implement the Project.
 - i. At the mid-point of the semester, students will meet via phone or Zoom with their Project Advisor to discuss progress. Note: the student is responsible for initiating this meeting.
 - ii. Students will submit final drafts of their Project summaries (10-15 pages) to their Project Advisor no later than April 15 of the spring semester of their anticipated graduation (this is approximately 2 weeks before grades are due for graduating students). Failure to submit by this date will delay graduation. On occasion, and as necessary, the Project Advisor may call upon an additional faculty member to serve as a second reader.
- III. **The Project Proposal**
 - a. Elements of the proposal include: a **thesis statement**, **summary**, **outline**, **calendar**, and a supporting **bibliography**. The proposal is an “abridged” version of the Project final summary. The proposal will be 5-7 pages in length and must be approved by the faculty (see above) before the student may begin implementing their Project.
 - b. The **thesis statement** should concisely articulate “**why**” the Project is relevant to the student’s development as a leader, why it supports their professional or vocational aims, and why (or how) it expresses their theological commitments. The thesis statement articulates a hypothesis about how a given Project will resolve a question, address a problem, or meet a need that is important to the student in their development as a faith leader. The thesis statement should consist of 1 – 3 sentences.
 - c. The **summary** should articulate “**what**” the Project entails. Students should address the type of Project they are proposing (for example, multifaith, religious education, prophetic social justice, or, if approved, a research project), the particular focus of the Project (for example, a climate justice

mobilization, a curriculum, a sequence of multifaith actions or trainings), and the specific aims of the Project (for example, to increase multifaith literacy, to raise local climate justice awareness, to build sustainable racial justice coalitions).

- d. The **outline** should explain “**how**” the student will implement the Project. This outline should include logistical as well as substantive steps.
- e. The **calendar** describes “**when**” the student will execute the different stages or elements of the Project as explained in the outline.
- f. The **bibliography** should include resources the student will consult during the research for their Project, including books, articles, curricula, and films. If the student intends as part of their research to interview experts or practitioners in the Project area, this should be indicated here, and provisions should be made to submit a proposal to the Internal Review Board (see above for links).

IV. Project Research, Implementation, and Submission

- a. Research and implementation entails following through on the elements of the Proposal. The details of research and implementation will vary depending on the kind, nature and aims of the student’s Project. The student should keep a research and project journal to record observations, insights, and learnings. The student will use this journal as a resource for their summary paper.
- b. **Writing the Project Summary** entails filling out the elements of the Project Proposal with detailed observations, insights, learnings, and outcomes. The Summary should be approximately 10-15 pages (double-spaced, 11 or 12 pt. font). The Summary will include an *introduction* that expands upon and contextualizes the thesis statement from the Proposal. The *body* of the Summary will describe the stages of project implementation and articulate what the student learned. The *conclusion* of the Summary will discuss how the student will continue to integrate their learning and build upon it in their ongoing leadership development. The Summary will include footnotes and works cited. For style and formatting requirements, see the “[Thesis Submission Guide](http://www.meadville.edu/uploads/files/Thesis-Submission-Guide-307.pdf)” available through the library (<http://www.meadville.edu/uploads/files/Thesis-Submission-Guide-307.pdf>). The submission process includes a fee for library binding; one copy will be provided to the student, the other will be archived with the library.

V. Project Advising: Although Project Advising follows the same general principles, values, and expectations as specified in the Academic Advising section of the Student Handbook (2.5), it is distinct from general Academic Advising in several respects.

- a. **Mid-point Review:** Project Advisors will meet with students to discuss student progress at the mid-point of the project (as specified in consultation with the Project Advisor). Students are expected to initiate this meeting and schedule it at a time that is mutually agreeable.
- b. Project Advisors will be available through Email, Zoom, and/or Phone to advise or consult with their advisees as appropriate and necessary during the project in which the student is working on their Project. These occasional meetings will be initiated by the student and will be scheduled at a time that is mutually agreeable.

I. Formatting and Pricing

- A. All theses submitted for binding must be delivered to the Library electronically as a PDF/A document, sent to the Librarian at slevine@meadville.edu. See directions for creating a PDF/A in section III.
- B. Page layout should have a 1.5-inch left hand margin.
- C. The \$75 Thesis Binding Fee covers binding of two copies, one copy for the library and one copy for the student's personal use. The fee will be billed upon submission of the thesis to the library and is due and payable when billed.
- D. Final thesis copies are due to the Library by April 1.
- E. All financial obligations must be paid in full on or before April 30 [approximately three weeks prior to Commencement].

II. Style

- Theses should be written with constant reference to the most recent edition of *The Chicago Manual of Style* (hereafter CMS). Some students will find Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* (hereafter Turabian) also helpful. Page references below are to the 15th Edition of the CMS, published in 2003, and the 7th Edition of Turabian, published in 2007.
- Some required and commonly included elements include:
 1. Title Page. cf. CMS p. 6; Turabian p. 379.
 2. Acknowledgements/Dedication. cf. CMS p. 20-21.
 3. Table of Contents. cf. CMS p. 16-17; Turabian p. 380.
 4. List of Tables and/or Illustrations (if appropriate). cf. CMS p. 18-19; Turabian p. 382/383.
 5. (Optional) Prologue/Introduction. cf. CMS p. 20-21.
 6. Body of paper. cf. Turabian p. 392 for first page of a chapter, and p. 393 for a sample page from the midst of a thesis/dissertation.
 7. Bibliography or Works Cited. Cf. Turabian p. 401 for sample Bibliography page.
- Below are samples of a Title Page, Acknowledgements, Table of Contents, and Bibliography. Italicized notes in brackets [*like this*] are notes for this guide, and do not indicate that any text given in that place should be bracketed and italicized.

MEADVILLE LOMBARD THEOLOGICAL SCHOOL

[Title:] MA THESIS SUBMISSION GUIDELINES

A THESIS SUBMITTED FOR THE DEGREE:
MASTER OF ARTS (RELIGION) [*or relevant degree*]

BY AUTHOR'S
NAME

CHICAGO, ILLINOIS MARCH
2017

ACKNOWLEDGEMENTS/DEDICATION

[Optional:] To [whomever]

[Optional: a paragraph giving special thanks to those who made the thesis possible, often certain faculty members, family, partners, friends, and/or a religious community]

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BIBLIOGRAPHY

Brown, Jason. "What Is Consciousness?" *Process Studies* 40:1 (Spring/Summer 2012): 21-41.

Owen-Towle, Tom. *Unwrapping the Inner Gifts of Christmas*. San Diego, CA: Flaming Chalice Press, 2013.

Przywara, Erich. *Analogia Entis: Metaphysics: Original Structure and Universal Rhythm*. Grand Rapids, MI: Eerdmans, 2014.

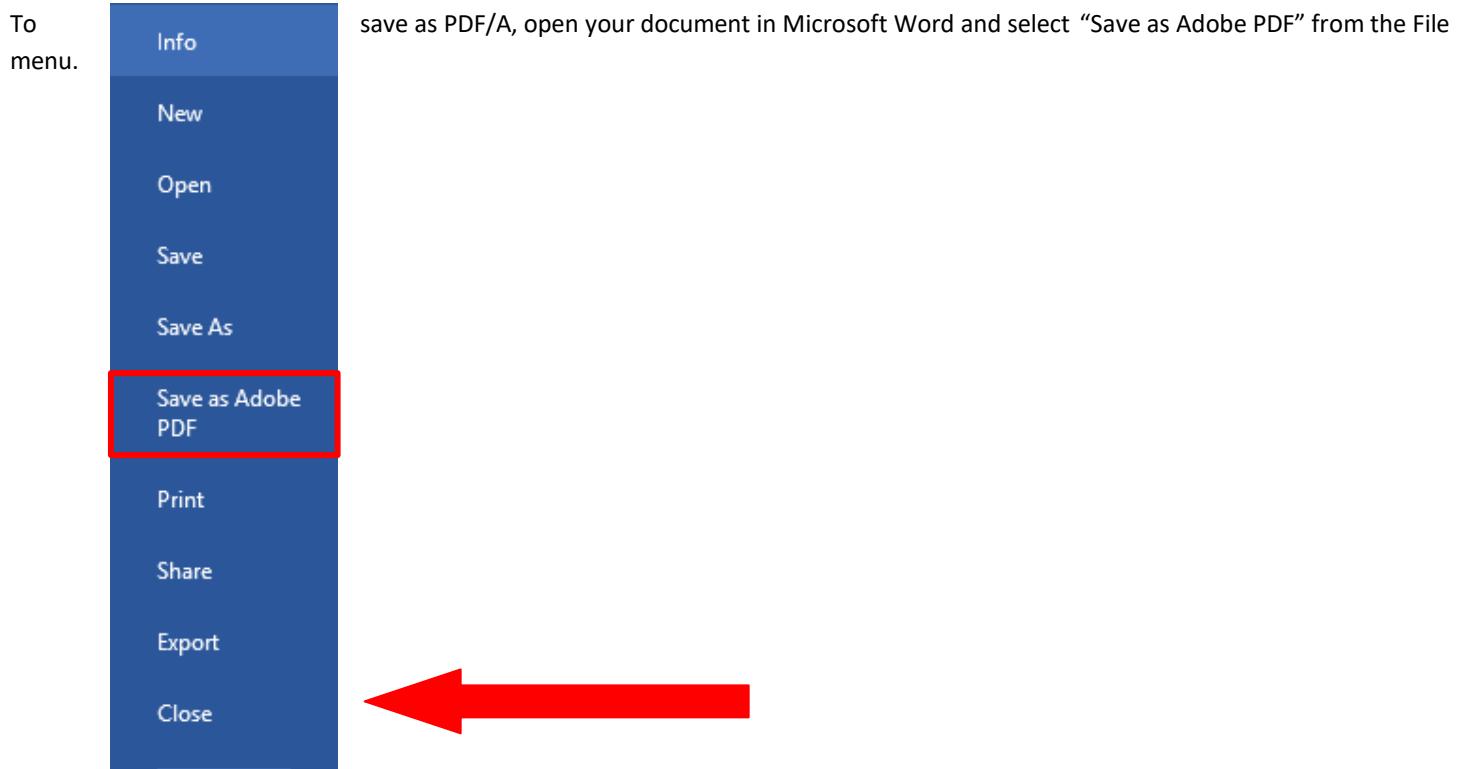
Tucker, Cynthia Grant. *Prophetic Sisterhood: Liberal Women Ministers on the Frontier, 1880-1930*. Lincoln, NE: Authors Choice Press, 2000.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. Chicago: The University of Chicago Press, 2007.

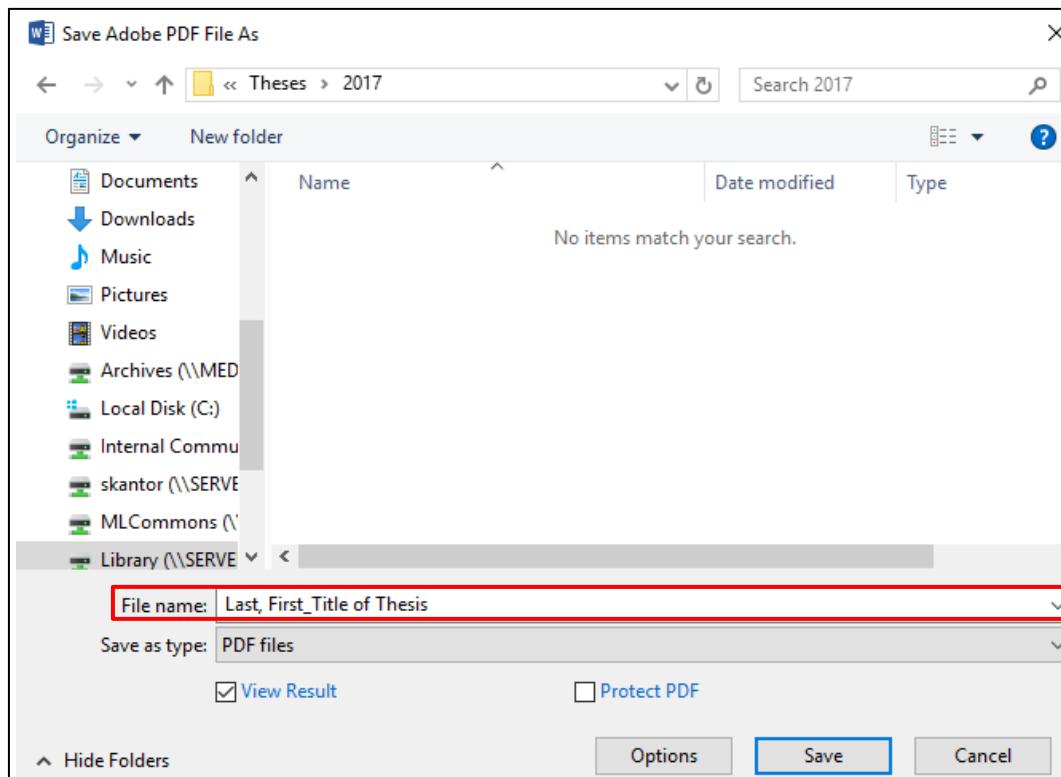
And so on, in alphabetical order by author.

[NB: Above example includes citations of an article from an academic journal (Brown) and several books. See Turabian or the *Chicago Manual of Style* for further guidelines on citing sources, and rules for citing further kinds of sources.]

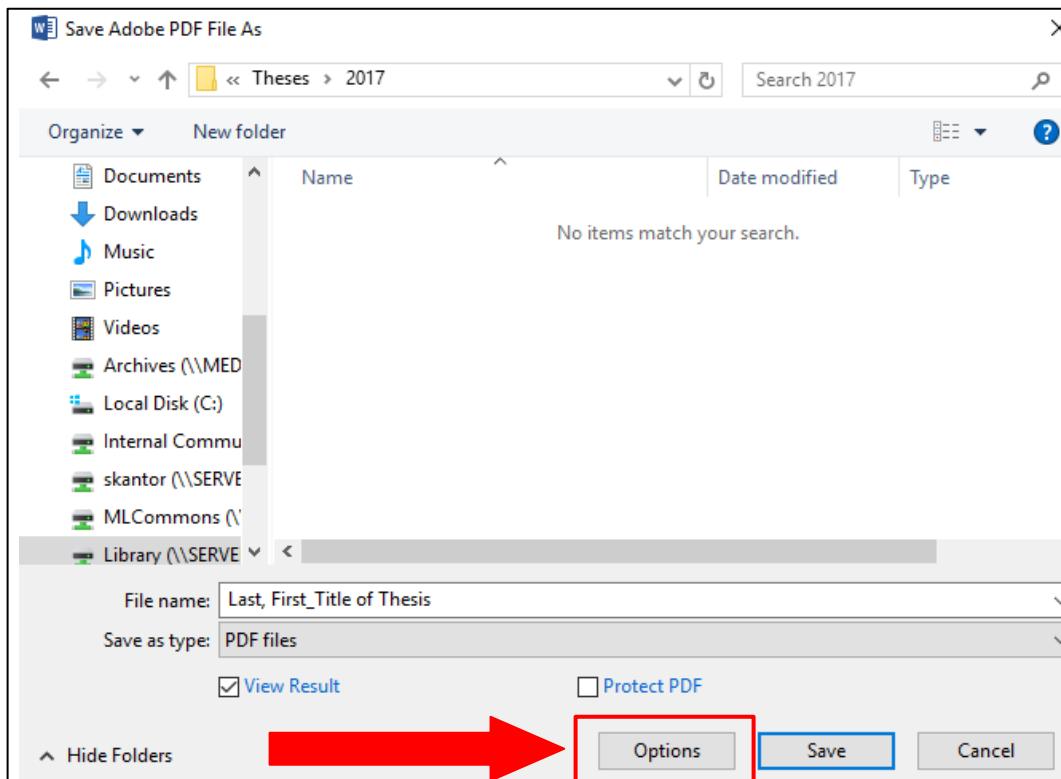
III. Saving as PDF/A



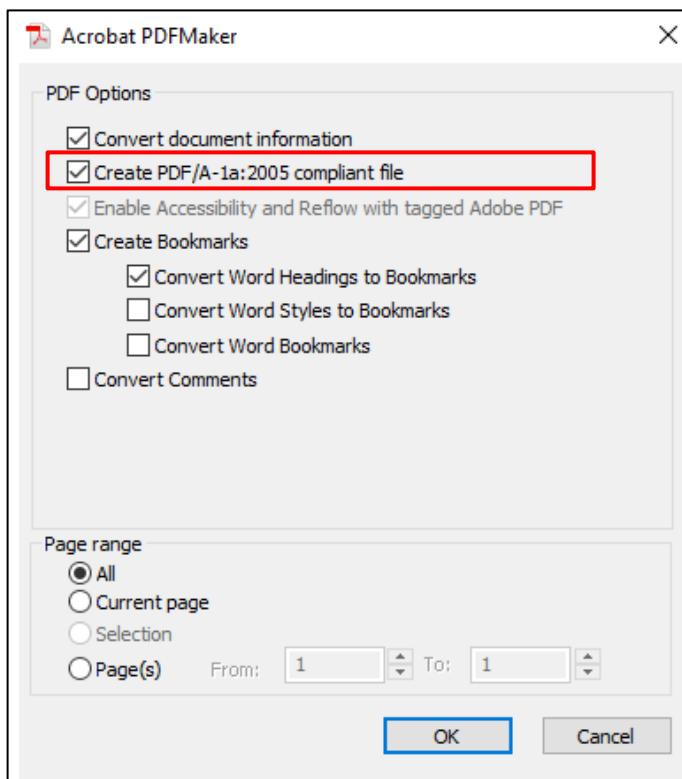
Enter a file name following this pattern: “Last Name, First Name_Title of Thesis”



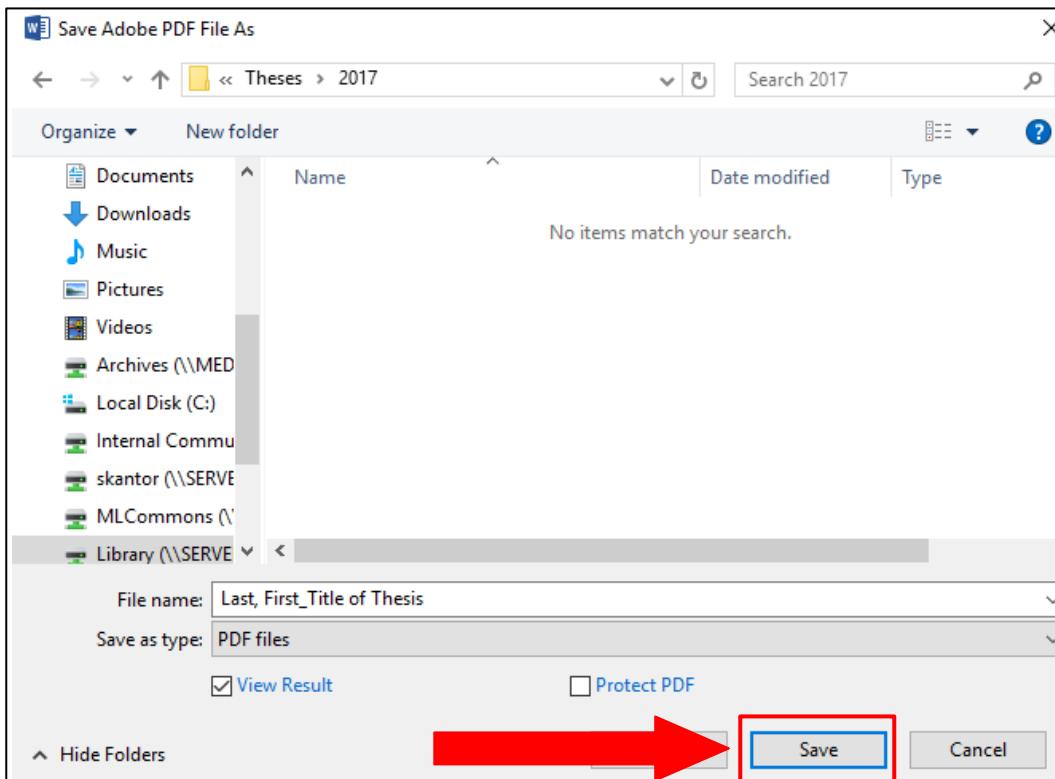
Before hitting “Save,” select “Options”



A new dialog box will appear. Check the box for “Create PDF/A -1a:2005 compliant file” and hit “OK”



The dialog box will close. Select “Save” as usual.



Before submitting the document, make sure that the fonts used are embedded – this is an option available in most PDF-producing programs. To check if your fonts are embedded:

1. Open the PDF/A in Adobe Reader or Adobe Acrobat
2. Click on “Document Properties”
3. Click on “Fonts Tab”
4. Each font listed should have “(Embedded)” or “(Embedded Subset)” next to the font
5. If font does not have one of these next to it, font is NOT embedded

APPENDIX 3: DEGREE COMPLETION WORKSHEETS

Using the worksheets, on the following pages, students will be able to track their progress as they work through their respective degree programs. When saved electronically, the sheets will automatically tally the number of credits obtain toward degree completion. Using this sheet in consultation with your Academic Advisor is highly recommended.

- 3 Year MDIV Course Plan
- MDIV Degree Completion Worksheet
- MALS Degree Completion Worksheet
- MAR Degree Completion Worksheet

3 Year MDIV Course Plan

First Year

Fall

Course #	Course Title	Credits	Discipline/Area
MLCOM300	Community Studies I	4.5	Signature
MLTE	Liberal Theology	3	Theology & Ethics
MLAM	Designing Sensory Rich Worship for Changing Times	3	Arts & Ministry
MLRE	RE for a Changing World	3	Religious Education
MLAM	Religious Leadership in a Post Denominational Age	0.75	Elective/(Optional)
MLRE/a	Communication Tools for Cross-Cultural Ministry (formerly Walking the Talk)	0.75	Elective/(Optional)

Spring

Course #	Course Title	Credits	Discipline/Area
MLCOM301	Community Studies II	4.5	Signature
MLH	History of Global Christianity	3	History
MLPM	Intro to Pastoral Ministry	3	Pastoral Ministry
MLST	Biblical Narratives	3	Sacred Texts
MLAM	Religious Leadership in a Post Denominational Age	0.75	Elective/(Optional)
MLRE	Unleashing Your Multicultural Ministry	1.5	Elective/(Optional)
MLRE/b	Communication Tools for Cross-Cultural Ministry (formerly Walking the Talk)	0.75	

Summer

Summer			
Course #	Course Title	Credits	Discipline/Area
MLPM	Clinical Pastoral Education	9	Pastoral Ministry

Second Year

Fall

Course #	Course Title	Credits	Discipline/Area
MLCON300	Congregational Studies	6	Signature
MLH	UU History and Polity	3	History
MLAM	Preaching as if You Mean It	3	Arts & Ministry
MLRE/a	Communication Tools for Cross-Cultural Ministry (formerly Walking the Talk)	.75	Religious Education Elective/(Optional)
OR			
MLRE	Multi-Racial Congregations (Tulsa)	3	Religious Education Elective/(Optional)

Spring

Course #	Course Title	Credits	Discipline/Area
MLCON301	Congregational Studies	6	Signature
MLTE	Cosmos and Ethos	3	Theology & Ethics
MLRE/a	Communication Tools for Cross-Cultural Ministry (formerly Walking the Talk)	.75	Religious Education Elective/(Optional)
OR			
MLRE	Method is the Message	3	Religious Education Recommended
MLPM	Tools for Parish and Nonprofit Administration	1.5	Pastoral Ministry Elective/(Optional)
MLIN	Nonprofit Fundraising	3	Interdisciplinary Elective/(Optional)

3 Year MDIV Course Plan

Summer			
Course #	Course Title	Credits	Discipline/Area
MLH	Multicultural American Religious History	3	History
MLAM	Creative Encounters	3	Arts and Ministry
MLTE	Problems in Public Ethics	3	Theology and Ethics
MLE	Elective (not yet named)	3	Elective

Third Year			
Fall			Spring
Course #	Course Title	Credits	Discipline/Area
MLLEA300	Leadership Studies I	6	Signature
MLH	History (not yet named)	3	History
MLST	Sacred Texts (not yet named)	3	Sacred Texts
MLE	Elective (not yet named)	3	Elective
MLE	Elective (not yet named)	3	Elective