

The University of the South

The School of Theology
Student Handbook
2011–2012



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THE SCHOOL OF THEOLOGY PERSONNEL

ADMINISTRATION

WILLIAM S. STAFFORD
B.A., M.A., M.Phil., Ph.D., D.D.
Dean

JAMES F. TURRELL
B.A., M.Div., M.A., Ph.D.
Associate Dean for Academic Affairs
Associate Professor of Liturgy and
Sub-dean of the Chapel of the Apostles

WALTER BROWNRIDGE
B.A., M.A., M.Div., J.D.
Associate Dean for Community Life

CONNIE P. ARRICK
Director of Operations

MARY STUART TURNER
Registrar/Coordinator of Academic Affairs

ROSLYN C. WEAVER
Admission Counselor

CHRISTOPHER BRYAN
M.A., Ph.D.
Editor, *Sewanee Theological Review*

MARY ANN PATTERSON
B.A.
Director of Communications and Church Relations

SUSAN C. BYERLY
B.A.
Church Development Officer

SARAH M. WELCHER
Conference Coordinator

SUPPORT STAFF

MARIE ARMSTRONG
Dean's Office Assistant

SANDRA BROCK
B.S.
Assistant to the Dean

CHRISTY HODGES
A.S.
Assistant to Director of Communications and Church
Relations and Church Development Officer

CHARLINE HOOKEY
Assistant to Associate Dean for Community Life

SHAWN HORTON
Assistant to the Associate Academic Dean and Director
of the Advanced Degrees Program

HEATHER BREWER
Assistant to the Conference Coordinator

JAMES DAVID JONES
B.A.
Managing Editor, *Sewanee Theological Review*

LIBRARY OF THE SCHOOL OF THEOLOGY

JAMES WARREN DUNKLY
B.A., Dp.Theol., M.A., Ph.D.
Librarian of The School of Theology

JOAN BLOCHER
B.A., M.A. in L.S., M.A.
Theology Learning and Access Librarian

FACULTY

THE REV. DR. WILLIAM F. BROSEND
Associate Professor of Homiletics

DR. CYNTHIA S.W. CRYSDALE
Professor of Christian Ethics and Theology

DR. JAMES WARREN DUNKLY
The School of Theology Librarian
Lecturer in New Testament

THE REV. DR. JULIA GATTA
Professor of Pastoral Theology

DR. PAUL A. HOLLOWAY
Associate Professor of New Testament

THE REV. DR. ROBERT D. HUGHES III
Professor of Systematic Theology

THE REV. DR. BENJAMIN J. KING
Assistant Professor of Church History and Director of
the Advanced Degrees Program

THE REV. THOMAS E. MACFIE JR.
University Chaplain
Dean of All Saints' Chapel

THE REV. DR. ROBERT C. MACSWAIN
Assistant Professor of Theology and Christian Ethics

THE VERY REV. DR. WILLIAM S. STAFFORD
Professor of Church History
Dean

THE REV. DR. JAMES F. TURRELL
Associate Professor of Liturgy
Associate Dean for Academic Affairs

THE REV. DR. REBECCA ABTS WRIGHT
Professor of Old Testament

CONTINGENT FACULTY

DR. EDWARD I. BOND
Visiting Assistant Professor
of Episcopal Church History

THE REV. DR. CHRISTOPHER BRYAN
Visiting Professor in New Testament

THE REV. CAROLYN COLEMAN
Visiting Lecturer in Christian Education & Formation

THE REV. JOHN P. GILBERT
Visiting Instructor in United Methodist Studies

MS. SUSAN KAY RUPERT
Instructor in Music

MR. JOHN SOLOMON
Visiting Instructor in Pastoral Spanish

MS. LINZIE TREADWAY
Visiting Instructor in Hebrew

UNIVERSITY CHAPEL STAFF

DR. JASON FARRIS
Assistant University Organist

THE REV. THOMAS E. MACFIE, JR.
University Chaplain
Dean of All Saints' Chapel

THE REV. ANNWN HAWKINS MYERS
Associate University Chaplain

EDUCATION FOR MINISTRY PROGRAM

WILLIAM S. STAFFORD
B.A., M.A., M.Phil., Ph.D., D.D.
Dean

KAREN M. MERIDITH
B.A., M.A.T.S.
Director of Education for Ministry

ELSA SWIFT BAKKUM
B.A., M.DIV.
Assistant Director for Training

CYNTHIA C. HARGIS
B.S., M.A.
Diocesan Relations and Online Coordinator

DAWN D. BAKER
B.S.
Accounting Coordinator and Materials Manager

DEBORAH K. SHRUM
Administrative Assistant and Sewanee Conference
Coordinator

BOBBIE J. MOON
EfM Registrar

TINA L. LINDSEY
Registration Coordinator

CHRISTY T. OWENS
A.S., B.S.
Database and Online Registration Assistant

THE SCHOOL OF THEOLOGY COMMITTEES, 2011–2012

The School of Theology Committees list will be distributed at a later date as an insert.

WHOM TO SEE FOR ASSISTANCE

The first step for virtually all student matters is to consult with your Advisor. She or he will be able to offer the needed advice and/or solution. In most cases, one should not go directly to the Dean.

Below are the people who will be the most help to you for particular problems. Normally, you would consult them in the order listed.

Academic Matters

- Degree requirements, appropriate courses to take, etc.
- your advisor
- Registrar
- Associate Dean for Academic Affairs

Problems in Class

- The professor of the class
- your advisor
- Associate Dean for Academic Affairs
- The Dean

Honor Code Violations

- The professor of the class
- Associate Dean for Academic Affairs
- The Dean

Registration and Graduation Requirements

- Registrar

Financial aid and other financial concerns

- Students with financial concerns, including emergencies, may consult with the Associate Dean for Community Life. Technical information about scholarships, loans, etc., may be obtained from the Financial Aid Office (ext. 1312). Your relationship with your Diocese, Commission on Ministry, Bishop
- The Associate Dean for Community Life

Housing Matters

- Melissa Burnette (ext. 1171)
- Walter Brownridge (ext. 1655)

Other Student Life Issues

- Associate Dean for Community Life

Student Organizations and Community Activities

- Class Representatives
 - Senior: Michael Koehler
 - Middler: Nathan Erdman
 - Junior:

Elections are not held for Junior Class Representatives until after the printing of this handbook. You may add the name here when elected.

- Student Body President: Stanford Adams
- Student Trustee: Peter Wong
- Single Student Representative: Mollie Roberts
- Special Student Representative: Brandon Mozingo

Worship

The Dean is the Ordinary of the Chapel and has final responsibility for all matters regarding the corporate worship of the School. Requests for services, use of the Chapel, and suggestions regarding worship should be submitted to the Worship Committee through the sub-dean of the Chapel. The Committee will make its recommendation to the Dean. Any service plans outside the norm of the School's worship must be cleared with the Dean.

Rota

—Steve White

Sacristans

—Michael Koehler
—Suzanne Cate
—Brooks Cato
—Candice Frazer
—Christopher Hackett
—Foster Mays
—Mollie Roberts

BUSINESS MATTERS

Reimbursement of Expenses

—Connie Arrick (ext. 1288)

Work Scholarship

—Connie Arrick (ext. 1288)

Calendar Items, Reservation of Rooms in Hamilton Hall or Hamilton Hall Annex, Wednesday Lunches, Thursday Dinners, and Building Keys, Mailbox Keys

—Sarah Welcher and Heather Brewer (exts. 1378 and 1105)

- There will be a \$25 charge for replacement of lost building and mailbox keys.
- Please check your mailboxes regularly, even if you don't receive your household mail at The School of Theology. Graded exams and papers are generally returned to you via your locked mailbox.

Programs Center Programs (EfM)

—Debbie Shrum (ext. 1775)

Study Center

—Michael Koehler

Package Deliveries, Copy Machines, Building Maintenance, Faxes

—Marie Armstrong (ext. 1578)

THE SCHOOL OF THEOLOGY COMMUNICATIONS

The office of communications at The School of Theology has lots of ways to keep you “in the know” about things happening on campus and around the world. Please stop by Room 224 if you have any questions or if you have news to share!

School of Theology Web Site

The School’s website is theology.sewanee.edu. There is a portal for current students that has:

- Directories
- Catalog
- Calendar of Events
- News & Events
- Policies and Regulations
- Class Schedules
- Housing
- Financial Aid

From the Mountain

The magazine is published twice a year, in the fall and in the spring, and will be delivered to your mailbox. In it you will find seminary news, alumni news, and features about relevant issues and current Church hot topics.

eNewsletters

Theology Weekly is the internal communications tool for The School of Theology. Each Friday it delivers current news and events to all students, faculty, spouses, and staff. Please use this newsletter for your announcements as opposed to sending group emails. You may email your news to the communications office one week prior to the newsletter distribution day.

Theology Monthly is the external communications tool for alumni/ae, friends of the School, Bishops, diocesan communicators, etc. It includes all newsworthy items from the School.

Facebook

There is a page for the School on Facebook — just type in “School of Theology at The University of the South” and join. You will get real time alerts to things that are happening in Sewanee and in the Church community at large. Feel free to join the conversation at any time!

Press Releases

Press releases distributed from the communications office will be sent to the tstudent@sewanee.edu email list. They will also be posted on the bulletin board outside Room 224 along with any current publicity that the School has received in the local and national media.

Contact

Mary Ann Patterson
Director of Communications and Church Relations
Hamilton Hall, Rm 224
Ext. 1577
mapatter@sewanee.edu

EMAIL LISTS

tstudent — all current students enrolled in the academic year, except Special Students. Please use this list for last minute announcements or emergencies as “Theology Weekly” is the primary communications channel for the School.

tstu — same as above, but students may opt-out; for non-official (i.e. social) business.

soft12 — M.Div. seniors

soft13 — M.Div. middlers and M.A. students who entered with this class.

soft14 — M.Div. juniors and M.A. students who entered with this class.

NOTE — M.A. students may ask to be moved to the senior list during the 2nd year of their program, since they will also be graduating.

tspouse — spouses who wish to be on a mailing list; spouses of the seminary are responsible for changes/additions; (you may be on tspouse with a non-Sewanee email address if you prefer).

Classifieds — an optional list to which you may subscribe by sending a message to majordomo@sewanee.edu with no subject line; “subscribe classifieds” without the quotes, in the body. Use “unsubscribe classifieds” to get off the list.

COPIERS

1. Use of the copier in room 203 is limited to those with authorization codes. Copying for class programs, electives, field education, and administration must be approved by the appropriate faculty member or staff person. Large copy jobs must be scheduled with the Dean’s office assistant.
2. Students should use the copier located in the Student Common Room. Notify the Dean’s Office Assistant (1578) if any problems occur with this machine.
3. The student copier in the student commons has been coded with your own ID. ***Your code is the LAST four digits of your student ID*** which is located on your student identification card.

When you make copies, you will be asked for your code. Punch in the last four digits of your ID number and press the ID button located on the keypad and you will then be able to make copies.

Please note that you are charged .05 per copy, and your student account will be billed at the end of each semester. Also, the copier in the administrative area is not coded with your student ID’s. It is for faculty and staff use only.

4. Copyright laws must be followed. For more information on copyright laws, please go to www2.sewanee.edu/copyright and click on either Guidelines for Compliance with the Copyright Law or Fair Use Guidelines for Classroom Copying. For any additional questions, you may contact Barbara Dykes, in duPont Library, at ext. 1486.

BULLETIN BOARDS

Office of Community Life and the St. Luke’s Community Life Boards are updated by the Office of Community Life and they contain job postings and other pertinent information for the St. Luke’s Community.

Student Bulletin Boards: The three student bulletin boards in the hall outside the student common room are for items of interest, and students may place notices to share with one another on this board. The second is a dry erase board on which students may write items of immediate interest. The third is a menu board with the Thursday community dinner menu.

Academic Bulletin Board: This board is located outside the Registrar’s office and contains items of academic interest.

Church Communications Board: This board is located outside the Director of Communications Office. The board contains news items concerning the Episcopal Church.

Missions Bulletin Board: This board contains items of interest from the Missions Committee. It is located outside of room 230.

Classroom Bulletin Board: Each of the large classrooms has a bulletin board for items of interest to that class. The music classroom also has a board.

Spouse Bulletin Board: This board is located near the student mailboxes and is for the use of the Spouses of the Seminary.

SPCK Bulletin Board: This board is located outside the SPCK office and contains items of interest concerning SPCK.

WORSHIP AT THE SCHOOL OF THEOLOGY

SCHOOL OF THEOLOGY PRAYERS

Prayer for Students, Faculty, and Administration

O God, whose blessed Son Jesus sat humbly in the midst of the doctors, both hearing them and asking them questions, grant us, Your servants, both aptness to teach and willingness to learn; that we may daily increase in wisdom and humility and be made obedient followers of Your Son, our Savior, Jesus Christ. Amen.

Prayer for Graduates and Alumni/ae

Eternal God, inspirer of the prophets and priests of old, we humbly beseech You to inspire those who go forth from this place to preach the Gospel of Your blessed Son. Open their eyes that they may see the wondrous things of Your law and grace; and deepen their faith that they may truly believe in the coming of Your kingdom; so that, seeing and believing, they may bring many to know and love Jesus Christ our Lord. Amen.

The University Prayer

Almighty God, the Father of our Lord Jesus Christ, we thy servants implore thy blessings upon this University. Give the spirit of Wisdom to all those to whom Thou has given the authority of teaching and of government. Let the students grow in grace day by day; enlighten their minds, purify their hearts, and sanctify their wills. Bless all who have contributed to this institution; and raise up to the University, we humbly pray thee, a never-failing succession of benefactors, through our Lord and Savior, Jesus Christ. Amen.

SCHOOL OF THEOLOGY CHAPEL

The Dean of The School of Theology is the Ordinary of the Chapel of the Apostles. Use of the chapel by any person should be cleared through the Dean's Office. This includes any visiting officiant who are asked to officiate at any occasional sacrament (e.g., Baptism, Holy Matrimony, etc.).

All worship services in the Chapel of the Apostles must have the permission of the Dean of The School of Theology or the sub-dean.

Ordained persons on the faculty will be asked if they wish to preside and/or preach at the community Eucharist on Wednesdays or other School of Theology Eucharists. Other preachers will be invited by the Dean of The School of Theology.

All who participate in the worship services at The School of Theology should consult the Customary, which is published and revised regularly. Comments and suggestions should be forwarded to the Dean or the Professor of Liturgics.

STUDENT PARTICIPATION IN WORSHIP

From Monday to Friday The School of Theology offers daily the Anglican liturgical round, Morning Prayer, the Eucharist, and Evening Prayer. While the faculty recognizes that it is not possible for every member of the community to be present at every service, nevertheless they take very seriously the participation of the entire community in this worship so far as possible, both as a matter of personal formation and discipline, and as a means by which we support other members of the community. Seminarians are therefore expected, in consultation with their faculty advisors, to formulate their own personal rule for attendance, and to keep it. The normal worship expectation of students is participation in at least one scheduled, community worship service per day, to include the 11 a.m. Eucharist on Wednesday. Students also fill particular roles as officiants in the Daily Office, readers, and servers, as well as participating in the planning of the Thursday Eucharist. Students are expected to fulfill their assigned duties in the chapel.

CHAPEL NORMS

1. Faculty and students worship regularly at scheduled chapel services.
2. The 1979 Book of Common Prayer and its authorized supplements in *Enriching Our Worship* are the normal use in the services of the Chapel. Proposed exceptions are submitted to the Dean for approval.
3. The Hymnal 1982 and its authorized supplements are the normal use in the services of the Chapel.
4. The printed service sheet contains the structure of a particular service.
5. We vary the ceremonial from time to time in the chapel service in order to prepare students to function effectively in most parish settings of the Episcopal Church.
6. We follow the calendar of the Christian Year as it falls within the academic year.
7. Morning Prayer is said in the Chapel Monday through Friday. Evening Prayer is said Monday, Tuesday, Wednesday, and Friday.
8. The Propers for a major feast falling within the week are normally used on the day appointed. Exceptions to this are noted in the published rota.
9. There is a celebration of the Eucharist for the academic body on Wednesdays at 11 a.m.
10. On Lesser Feasts and Fasts, the collect appointed for that saint is said at the regular service of daily Morning Prayer. Other norms are found in the published Customary, distributed to all students at the start of the advent term.
11. The Dean, as the Ordinary of the Chapel, invites the preachers for the Wednesday Eucharists. All full-time members of the faculty are given the opportunity to preach at least once during the school year at the Wednesday Eucharist.
12. Students who are in Anglican Holy Orders are assigned to the Chapel rota as is appropriate to their office.

There are occasions when the Seminary worships as part of the total University Community and other occasions when it worships as a Seminary. The former occasions are determined by the Dean and the University Chaplain, in consultation with the Liturgics Faculty.

The Seminary Choir is open to the students, spouses, faculty, and staff of the seminary community. Participation in this group involves one weekly rehearsal in preparation for the Wednesday Eucharist. Membership helps prepare students in basic vocal techniques, and familiarity with the repertoire and ongoing life of a typical church choir.

Attendance at the School's Holy Week Services is expected of seminary students. Those in field placements are released from obligations to their fieldwork parishes in order to participate fully in Holy Week at the School.

BAPTISMAL POLICY SCHOOL OF THEOLOGY/CHAPEL OF THE APOSTLES

Baptism is the central sacrament of the Christian community. It calls us into a new and indissoluble relationship with God through Christ. It is, in the words of the Book of Common Prayer (1979), "full initiation by water and the Holy Spirit into Christ's Body the Church."

As such, baptism is a matter of central importance to the life of the Christian community. At The School of Theology, we conform to the norms for baptism expressed in the Book of Common Prayer (1979). Baptisms that take place at the Chapel of the Apostles are governed by the policy hereinafter described, which is our effort to live into the norms of the prayer book.

Baptisms occur under the supervision of the Dean of The School of Theology, as Ordinary of the Chapel. Pastoral care of the parties involved is under the supervision of the Dean and the University Chaplain.

Those eligible for baptism at the Chapel of the Apostles are the children and dependents of the students, faculty, and staff of The School of Theology.

We observe two baptismal occasions in the year: the Easter Vigil and All Saints'. Baptisms take place in the context of the regularly scheduled worship of The School of Theology. Baptisms at times other than public worship are so radically in tension with the principles and rubrics of the Book of Common Prayer that we do not expect to entertain such requests. Emergency baptism, in grave circumstances, is of course always available.

The presiding minister at baptism is the normative minister at the public liturgy of the chapel. The minister scheduled for the day is drawn from the faculty and staff of The School of Theology and All Saints' Chapel. Other clergy may serve in assisting roles, at the invitation of the Dean.

The commitments made in baptism are of the utmost gravity. They are not to be made without sufficient preparation. Sponsors (or "godparents") must be capable of the vows they will make on behalf of a candidate. The baptismal candidates and/or their parents, and also their sponsors, are to undergo substantial and significant preparation with the presiding minister or the person the Dean may designate.

The commitments made in baptism are understood as being made with the congregation standing in solidarity with the whole communion of saints in heaven and on earth and, within that communion, in solidarity with other congregations: those from which students and their families come and those to which they will go.

5/19/05

ST. LUKE'S CROSSES

Anyone receiving a M.Div., M.A., S.T.M., D.Min, or D.D. from The School of Theology is qualified to receive the St. Luke's Cross, as well as those who have been enrolled in a residential program not leading to a degree for at least one academic year in length. (April 23-24, 1980, minutes of the Alumni/ae Council meeting.)

The list of persons eligible to receive the St. Luke's Cross shall be certified to the President of the Alumni/ae Council by the Dean at least three months prior to Commencement. Such a list may include not only members of the student body but any former student who may apply under the above terms.

St. Luke's Crosses will be presented by a designated representative of the Alumni/ae Council. The service of presentation will be designed by the Ordinary.

The smaller replica cross may be given by a recipient of the St. Luke's Cross to members of his/her family. If given at the time of the awarding of the St. Luke's Cross, it may be blessed during the service and presented in a manner determined by the Dean.

This policy of awarding the St. Luke's Cross may be amended only by the Alumni/ae Council.

ACADEMIC POLICIES

GRADES

Evaluation of Academic Proficiency

Satisfactory academic progress at The School of Theology is defined as eligibility to re-enroll in the specific degree program for the following semester. A 2.33 cumulative grade point average on the 4.0 scale is required for re-enrollment unless the student has been given provisional status. Letter grades are given on a 4.0 scale ranging from A to F.

A student's cumulative grade point average is computed at the end of each semester. Any student with a cumulative grade point average below 2.33, or who receives an F in a course, will be reported by the Registrar to the Dean and the Associate Dean for Academic Affairs. The Dean will inform the student's bishop. The Associate Dean for Academic Affairs will inform the student and will report such students to the faculty at the first faculty meeting of the following semester.

A student who receives an F in any semester is rated as provisional, and a student who receives more than one F in a semester is rated as inadequate. A student rated as inadequate is dismissed; if rated provisional the student may remain but must rise to the status of adequate by the end of the following semester in order to remain in school.

A student whose cumulative grade point average is under 2.33 is rated as provisional. Provisional students must raise their grade point average to 2.33 in the succeeding semester to be rated as adequate. Any student whose cumulative grade point average is less than 2.33 in two successive semesters will be rated inadequate and dismissed from The School of Theology on academic grounds.

Students must complete the degree program, where applicable, in a period of not more than eight semesters of enrollment. In some cases the decision of the faculty concerning the eligibility for re-enrollment supersedes the above. Note that each degree program has additional limits on time of completion; see the catalog.

In accordance with the regulations of the U.S. Department of Veterans Affairs, the University of the South does not certify, for VA benefit purposes, any student who fails to meet the minimum academic standard to be in good standing with the University.

Incompletes

The grade of "I" ("Incomplete") is given when a student fails to complete the work of a course for good reason (the instructor being the judge of what constitutes "good reason"). The instructor must record the grounds for assigning a grade of "I," specifying a deadline for the work's completion, and give a copy to the student, to the Registrar and the Associate Dean for Academic Affairs. In no case can the deadline for completion be later than the end of the midterm break of the following semester, without authorization by the faculty. The instructor's policy for work submitted late but before the end of term is to be stated in the course syllabus.

Unless a student has made prior arrangements with the instructor, a student who is late with work due during a course is dropped one grade point immediately (i.e. A to A-), and then a full letter grade for each week (five working days) that the work is late.

Grade Point Average (GPA)

A student must have a minimum cumulative grade point average of 2.33 to receive any degree.

Grading Guidelines

Syllabi for all graded courses at The School of Theology will state what percentage of the final course grade each assignment and test earns.

Grading Policy

All required courses in the core curriculum are given a letter grade, except when pass or fail grading is requested by the instructor and authorized for a particular course by action of the faculty.

All electives are given a letter grade, unless the instructor designates the course as pass/fail at the start of the term.

Individual students may request, at the beginning of a particular course, that a letter-graded elective be graded pass/fail. An instructor is free to deny the request. If permission is given, the registrar will change the grading type from letter to pass/fail. A pass/fail grade is not included in the GPA nor is it used to qualify for honors.

If pass/fail grading is selected by an instructor for a course as a whole, students may not request to be given a letter grade.

Grading Scale

4 PT SCALE	LETTER GRADE	NUMBER GRADE	EXPLANATION
4.0	A =	100-93	Exceptional Work
3.67	A- =	92-90	
3.33	B+ =	89-87	More than Adequate Work
3.0	B =	86-83	
2.67	B- =	82-80	
2.33	C+ =	79-77	Adequate Work*
2.0	C =	76-73	Less than Adequate Work
1.67	C- =	72-70	
1.33	D+ =	69-67	Deficient Work
1.0	D =	66-63	
.67	D- =	62-60	
0	F =	59-00	Failure to Accomplish Task

**This is the minimum GPA needed to graduate.*

STUDENT ADVISEMENT

Purpose and Objective of Student Advisement

The School of Theology provides student advisement in order to help each student achieve a coherent educational experience in light of his/her vocational needs. Final responsibility for the student's educational program ultimately rests with each student.

What the Advisor/Advisee Relationship Is and Is Not

The advisor will be the normal channel of communication between the faculty, acting as a body, and the student.

The advisor provides counsel on matters related to academic and professional preparation and evaluation. This includes assisting advisees in registering for courses, approving their registration, and monitoring their academic progress.

It is the Junior and Middler student's responsibility to meet at least twice a semester, at the student's initiative, with his or her advisor. Senior students may meet less frequently at the discretion of advisor and student.

The faculty advisor, in consultation with the Registrar, is responsible for notifying the Associate Dean for Academic Affairs of any advisee whose grade point average is in danger of falling below 2.33 prior to the final faculty meeting of any semester.

While advisors are expected to be attentive to the professional development of their advisees, and to see that their ad-

visees' needs in these areas are appropriately addressed, they are not therapists, tutors, or spiritual directors. Students may select any qualified member of the faculty or other person for these services. Advising assignments are made by the Associate Dean for Academic Affairs.

Master of Arts and Certificate of Theological Study will work out their program of studies with their advisor at the beginning of their studies at The School of Theology.

Accountability

During registration each new student will have his/her registration form signed by the advisor. This signature indicates that consultation has taken place, but does not necessarily indicate the advisor's approval of the student's choice of courses. Returning students meet with their advisors to receive an alternate PIN for registration.

STUDENT LOAD

It is assumed that the average student will need to spend at least two hours of study in order to be adequately prepared for each class hour. The student's time management is a matter of personal responsibility, but it is a responsibility for which he or she is held accountable.

Guidelines for Student Load

- Two hours of study for every hour in class.
- Up to 10 pages of written work per credit hour per course per semester or the equivalent in other forms of testing.

Course Overload

Ordinarily, a student may take no more than a three-hour overload in a given semester, except for transfer students who must make up a requirement. A normal course load is 12-14 hours per semester. A student may take more than 17 hours only with the written permission of the Associate Dean for Academic Affairs.

Beginning Time for Classes

Classes begin at 8:50 a.m., regardless of the length of Morning Prayer.

Class Attendance

Students may not miss more than six contact hours of any course that offers three hours of credit. Students who miss between six and 12 contact hours will lose (one letter grade (i.e., A to B) for every three hours missed in that course. Students who miss more than 12 contact hours of any course that offers three hours of credit cannot receive credit for that course. Courses with different numbers of hours of credit have proportionate standards for contact hours missed. Course instructors may publish stricter limits in the course syllabus; if so, the instructor's published limit supersedes this general policy. Students may in individual cases appeal this rule through their advisors to the faculty.

Deadline for Work

Unless a student has made prior arrangements with the instructor, a student who is late with work due during a course is dropped one grade point immediately (i.e. A to A-), and then a full letter grade for each week (five working days) that the work is late.

Drop/Add for Courses

The final day to drop or add a course is two weeks after classes begin (see School of Theology Calendar).

WITHDRAWAL AND DISMISSAL

Withdrawal

- A student may request to withdraw from The School of Theology by submitting the request in writing to the Dean of The School of Theology. The letter should describe in detail the reasons for the request. If medical conditions cause or contribute to the request, they must be documented by a professional in the field (physician, therapist, etc.) This documentation must be received by the last day of the semester for which the student seeks to withdraw. The documentation must state clearly the medical condition that has been diagnosed and that the condition renders the

student unable to complete the semester. Withdrawal is granted only by approval of the Dean. The Dean may impose conditions for readmission, and readmission is not guaranteed.

- A student in good standing who timely completes the requirements of an academic term may be granted a leave of absence starting with the next term for a maximum leave of two years. Students who wish to reenroll following a leave of absence may, in the Dean's discretion, be readmitted within two years without repeating the complete process of admission.
- If a withdrawal is granted to a student in good standing, normally the grades of W or WF will be assigned for each current course, depending on the student's work in that course up to the time of withdrawal. In the Dean's discretion, the student may be readmitted within one year without completing the full process of admission. A letter to the Dean explaining how the circumstances leading to the withdrawal have been resolved is always required for readmission, and the Dean may impose further conditions for readmission. In the case of a medical withdrawal, the student must submit a letter from a physician or a licensed therapist stating that the condition that necessitated the withdrawal has been resolved sufficiently to allow a return to full-time academic work.
- If a withdrawal is granted to a student who is not in good standing, normally the grades of W or WF will be assigned for each current course, depending on the student's work in that course up to the time of withdrawal. In the Dean's discretion, the student may be permitted to apply for readmission, but the whole process of application must be repeated.

Academic dismissal

See the section on Evaluation of Academic Proficiency (p. 12)

Disciplinary suspension or dismissal

In consultation with the faculty, the Dean may suspend or dismiss a student for any of the following reasons:

- Academic dishonesty. See the section on pp. 23-25.
- Failure of a student to be adequately responsible for academic and/or required co-curricular work.
- If the Dean and a majority of the faculty determine that they cannot reasonably be expected to recommend a student for ordination (M.Div. or D.A.S. or STM/Anglican Studies).
- Inappropriate behavior that the Dean and a majority of the faculty determine to be disruptive or destructive of the learning process and/or community life.
- Charged with a civil or criminal offense or a breach of morality, if in the judgment of the Dean, this precludes effective membership in the student body, causes disruption of the life of The School of Theology, or creates a reasonable doubt of the student's suitability for ministry in the church.

The decision of which sanctions to apply rests with the Dean in consultation with the faculty. Dismissal normally precludes readmission. In the case of suspension, the determination of the term and circumstances of suspension and conditions for readmission rests with the Dean in consultation with the faculty. If the Dean judges that action must be taken before there is adequate time to consult the faculty, the Dean may do so.

- For students preparing for ordination, a report of any such action will be made to the bishop or other judicatory.
- All such decisions may be appealed to the Vice-Chancellor.

Definition of "Good Standing"

A student is in good standing if his or her grade point average is 2.33 or higher, if no disciplinary action has been taken or is impending, and if the student is current on all financial obligations to the University.

Registration

Students must be in good standing with the University, including financial obligations, in order to register for classes and receive future financial aid.

Registration occurs in the middle of the fall semester for spring semester and in the middle of the spring semester for fall semester.

SPECIAL STUDENTS

Special students are those who take a class, but are not enrolled in a program of study at The School of Theology. These students complete a Special Student Application form and turn it in to the Associate Dean for Academic Affairs. Upon his approval, the person submits a registration form, signed by the instructor(s), to the Registrar. Payment for the class

is due upon registration. To take another class in the future, the person simply submits the signed registration form. Special students may take a maximum of nine credit hours. There is no limit to the number of hours a student may audit.

REGULAR ELECTIVES OFFERED AT THE SCHOOL OF THEOLOGY ARE GOVERNED BY THE FOLLOWING

New electives are proposed by their instructor to the faculty for adoption. The faculty considers new courses annually. If a course is approved as an elective, it need not be resubmitted in order to be taught in future years. A list of electives for the coming school year is published each spring. The roster of courses is subject to revision, and an updated list is typically circulated in late fall.

Advisors should keep themselves updated on elective policy and elective offerings.

NOTE: The only elective first-year students are allowed to take in the first semester is a language.

Withdrawal from electives

A two-week period is allowed in which a student may drop or change an elective course without penalty.

During that first week, a student can add or drop a class without their advisors' signature. During the second week a student must have their advisor and instructors' signature to drop or add a course. After that time, and before the end of the sixth week after the first day of that semester, a student may withdraw from an elective course and receive a grade of W or W/F on his/her transcript. Grades of W will not be figured into the cumulative GPA at The School of Theology. Grades of W/F figure in the GPA as an F. Students may withdraw from an elective course after the end of the sixth week after registration only for extreme circumstances and with the approval of the faculty.

With the approval of the Associate Dean for Academic Affairs, students may also take electives through upper level (300-400) courses taught in the College of Arts and Sciences at the University of the South, provided:

- the instructor upgrades the course to a level sufficient to allow graduate credit;
- the course can be demonstrated to meet an educational need of the student.

Students may also take electives through courses taught at other institutions accredited by Association of Theological Schools (ATS) or equivalent provided:

- it is with prior faculty approval;
- the instructor upgrades any undergraduate course to a level sufficient to allow graduate credit;
- the course can be demonstrated to meet an educational need of the student.

Students may also take electives through outside projects and/or directed reading courses according to the following guidelines:

Directed Reading Procedures

1. When a student, in consultation with his/her advisor, determines that an educational goal cannot be met through courses offered, the student may propose to meet this educational goal through an outside project or directed reading.
2. The student must identify a faculty member willing and qualified to direct the work. Working with the faculty member, the student develops a written proposal to submit to the faculty.
3. The proposal must conform to the ROSE model printed below. It is submitted by the student, through the proposed instructor, to the Dean's assistant for consideration by the faculty. It must be submitted no later than one week before the last, regularly scheduled faculty meeting of the semester prior to the one in which the student intends to pursue the directed reading or project.
4. Only regular members of The School of Theology faculty may supervise directed reading courses or outside projects.
5. The proposal for the outside project or directed reading must include: the title of the proposed course or project; a rationale explaining how the project meets the educational goal; learning objectives; strategy (including a substantial bibliography); a method for evaluation; and the name of the faculty person who will guide/evaluate the student.
6. Students who pursue directed reading or an outside project must be in good academic standing.
7. The Associate Dean for Academic Affairs will transmit the results of the faculty's consideration to the Registrar, who will register the student for the course or will communicate the faculty's rejection of the proposal to the student.

External Electives

An external elective is any elective credit requested for participation in a program outside the University of the South, which is not a credit course in an ATS — or equivalently accredited institution.

The policy of The School of Theology with respect to “External Electives” is as follows:

Submission to the Curriculum and Program Committee at least three months prior to the course and the following:

1. Complete description of the program and course of study
2. Complete ROSE model that includes:
 - a. Name of in-house faculty director
 - b. List of reading approved by the director
 - c. A schedule of meetings with the director for guidance and discussion.
 - d. An agreement to produce a written and formal paper of term length evaluated and graded by the director.

Policy on Taking Core Courses at Other Institutions Accredited By ATS or Equivalent

Core courses at The School of Theology are part of an integrated curricular design whose purpose is to cover the minimum body of knowledge the faculty believes to be desirable for the contemporary parish priest. In particular subject areas, a series of courses is likely to be a closely planned sequence in which later knowledge is built upon earlier work. For these reasons, core courses should be taken outside the School for good and serious reasons only (and in consultation with the Dean and the faculty.)

If, for such reasons, a student proposes to take a course at another institution as a substitute for a core course, the following requirements must be met:

- A ROSE model must be submitted to the Academic Dean no later than one month before the end of the semester preceding the one in which the student wishes to take the substitute course. The Academic Dean may extend this time over the summer, so long as the ROSE model is available for inspection two weeks prior to registration for fall semester.
- The ROSE model shall include:
 - Rationale for taking the course externally.
 - A demonstration that the proposed substitute meets the general learning objectives of the core course. This should include, wherever possible, the syllabi for the proposed substitute and the core course.
 - The Academic Dean shall consult the professor whose core course is at issue for his or her comments on the suitability of the substitution based on the learning objectives of the two courses, and shall convey any concerns to the student.
 - At the first available meeting of the Curriculum and Program Committee, the Academic Dean shall present the ROSE model for the student, together with any concerns of the professor, and the Committee shall make a recommendation to the faculty.
 - Appeal of any negative action on the part of the faculty shall be through the usual University procedures, beginning with the Dean of the School.
 - Students must be in good academic standing to elect such a substitution.
 - Students will not receive financial aid to enroll in such courses.
 - No more than one such course may be taken in any given semester, nor more than one in any one subject area over the whole degree.

Portfolio Review for Program Assessment

Beginning with students entering in 2009, each M.Div. student will maintain a portfolio, filed with the Office of the Registrar of The School of Theology. A completed portfolio is a degree requirement.

A complete portfolio includes the following (all tests and papers are to have been graded, with the instructor’s comments):

1. One Theology paper or exam (from THEO 511 or 521) or Ethics exam (from CEMT 511 or CEMT 522)
2. One written, exegetical assignment from Old Testament I or II, or New Testament I or II
3. One exam from Pastoral Theology I or II
4. One exam or paper from either Church History I or II
5. The final exam from Pastoral Liturgics*

6. One sermon text plus a DVD of the delivery of the sermon
7. The Field Education evaluations
8. The Middler Evaluation

*Not required of UMC students.

Original exams and papers should be submitted as hard copies to the Office of Academic Affairs. The portfolios will be scanned, to preserve faculty grades and comments, and they may be submitted at any time. The exams and papers will be returned to the student after scanning. DVDs will be placed in the student's permanent file.

Faculty reviewers will evaluate the portfolios, using a grid of learning objectives and curricular goals. Each learning objective will be flagged as "proficient," "borderline," and "not proficient" on the basis of the grade, content, and instructor's comments on graded assignments and on the basis of a review of the sermon and two evaluations. The coded grid will be placed in the student file, and the aggregate data from the coded grids will be collected and used by the Associate Dean for Academic Affairs and the Curriculum and Program Committee to identify curricular areas needing attention. The committee and the associate dean will bring recommendations to the faculty for curricular adjustment to ensure that stated goals are met.

School of Theology Policy on Transfer Credit

The School of Theology may accept credit for transfer to a degree program, advanced placement, and professional certificates after appropriate evaluation. Such evaluations are currently made by the Associate Dean for Academic Affairs. All transfer work is evaluated on a course-by-course basis using the following criteria:

- Only graduate (post-baccalaureate) credits will be considered for transfer.
- Credits are accepted only from institutions accredited by agencies recognized by the U. S. Secretary of Education.
- No credits are accepted with a grade less than "B."
- Normally credits are not accepted that were earned more than 10 years earlier.
- The Associate Dean assesses the relevance of the course(s) to The School of Theology curriculum, and may interview the student as part of that assessment.
- Transfer students must earn at least half of their credit hours at the University of the South in order to receive a degree.
- When deemed appropriate, final approval for transfer credit may be deferred until the student has completed further academic work at The School of Theology.
- The School of Theology does not award transfer credit for course work taken on a non-credit basis or for life experiences.

INCLUSIVE LANGUAGE

It is the policy of The School of Theology that the standard of written and spoken language used by students and faculty when referring to contemporary humanity shall be gender inclusive and that it shall avoid perpetuation of derogatory stereotypes concerning race, color, national or ethnic origin, sex, sexual orientation, age or disability. Efforts should be made to include the full range of biblical imagery when referring to God.

RELEASE OF STUDENT INFORMATION

The official and final repository of the permanent academic records relating to students are maintained in the University Registrar's Office. Information relating to courses and grades is kept there and is summarized on the students' transcripts.

Students may request transcripts of their academic records by contacting the Registrar of The School of Theology. Such transcripts are labeled "unofficial" and do not bear the seal of the University. Requests for "official" transcripts (bearing the seal of the University) must be submitted in writing to the University Registrar at Cleveland Annex. There is no charge for the official transcript. However, there is a fee for next day delivery.

In accordance with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records (providing they have not waived this right) within 45 days of the day the University receives a request for access.
 - a. Students should submit to the University Registrar or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure with consent.
 - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University; a person serving on financial aid committees, a person or company with whom the University has contracted, a person serving on the Board of Trustees or Board of Regents; or a student serving on an official committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. The University designates the following categories of personally identifiable student information as public or "Directory Information." The University may disclose or publish such information at its discretion: student's full name; current enrollment status; local address and telephone number; permanent address and telephone number; temporary address and telephone number; electronic mail addresses; parents' names, addresses, and telephone numbers; date and place of birth; dates of attendance; class standing (e.g. sophomore); schedule of classes; previous educational institution(s) attended; major and minor field(s) of study; awards and honors; degree(s) conferred (including dates of conferral); full-time or part-time status; photographic or videotaped images of the student; past and present participation in officially recognized sports and activities; and height and weight of student athletes.
 - c. Currently enrolled students may withhold disclosure of directory information by submitting written notification on an annual basis (usually prior to the beginning of the Advent semester) to the University Registrar's Office at: The University of the South, 735 University Avenue, Sewanee, Tennessee 37383-1000. Directory information will then be withheld until the student releases the hold on disclosure or until the end of the current academic year, whichever comes first. Students should understand that, by withholding directory information, some information considered important to students may not reach them.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of the South to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The FERPA Web site is <http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>. The University of the South's complete Education Records and FERPA Policy is available from the Office of the University Registrar.

To read The University of the South's complete Education Records and FERPA Policy go to <http://registrar.sewanee.edu/Policies/FERPA%20POLICY,%20April%202009.pdf>.

THE ROSE MODEL

The ROSE Model is a planning design for educational events aimed at describing and facilitating the clearest and most efficient planning and execution of courses of study and learning events. The term ROSE is an alliteration for rationale, objective(s), strategy(ies), and evaluation, the four steps in preparing a “ROSE” for a given study.

Efficiency is achieved by a mutually agreed upon statement in which the educational event to take place is described in such a way that at the completion of the experience learning may be measured in appropriate ways. A strategy is provided by which the instructor is guided in accomplishing the teaching. The ROSE gives the student a guide by which they may know what is intended to be taught, what strategies may be used, and what evaluation will take place. This measurement, or evaluation, customarily results in a grade given for the course of study to report the extent to which the objectives of the course have been accomplished by the student.

A carefully designed ROSE Model assures the student that the instructor has planned a course with a specific direction in mind and with the contents of the course fully disclosed from the beginning. The student is saved from a meandering course, which moves at the whim of the instructor. A carefully designed ROSE Model assures the instructor that the students are aware of the requirements of the course. The evaluation to be accomplished is determined in advance so that there are no complaints of unjustified surprise by the students at the completion of the study.

The ROSE Model for any given course of study should be stated as briefly as possible in clear and precise language. The following guidelines are aimed at helping accomplish this clarity and precision:

The **RATIONALE** indicates why the topic, course title, or lesson is important to the curriculum and the situation of the student at the moment. It may indicate why the learning event comes at the point at which it does in the total learning process of the curriculum.

The **OBJECTIVE** indicates the specific learning expectation for the student. It indicates what skills, knowledge, or expertise is sought under the general topic of the course or lesson. Where will the student be in their thinking at the end of the course, or what will they know that they did not know at the beginning of the study? Insofar as is possible, the objectives should be stated in behavioral terms. In courses of cognitive study, however, this is not always convenient or possible.

The **STRATEGY** is the manner in which the objective or objectives will be accomplished. Here is stated step by step what will take place in the teaching. At The School of Theology, the customary strategies include lectures and seminars, but other kinds of teaching and learning may be included. The reading of texts, interviews with knowledgeable persons, library research, and classroom presentations by the students are other strategies, which may be used.

The **EVALUATION** is the instrument or activity used to measure the extent to which the student has accomplished the objectives. This instrument or activity may include writing a paper, taking a test, or accomplishing the classroom presentation mentioned above. The evaluation may include classroom participation in discussions. Whatever evaluation is chosen to be accomplished should let the instructor know to what extent the objectives of the course have been achieved by the student. (Practically speaking, it is difficult for the evaluation to cover all elements of the objectives.)

A SAMPLE ROSE MODEL

Homiletics Course for One Year
Anglican Studies Students

MODEL	COMMENTARY
<p>RATIONALE: Students who have already earned a Master of Divinity degree at some other seminary and who may already be ordained in another denomination frequently come to The School of Theology for one year of preparation for ordination in the Episcopal Church. This year of study appropriately includes a course in homiletics. We have in the past asked these students to join a Middler preaching/ listening group, which means that they are in class with students who have preached for evaluation in class only twice. They are usually more advanced than the Middlers, but the Senior curriculum, which includes two sermons for evaluation in chapel and 14 hours of lecture is likewise inadequate to their needs. The School needs to offer an appropriate homiletics class, which takes into account the experience of these students and facilitates their becoming acquainted with homiletics in the Episcopal Church.</p>	<p>Here are described the assumptions regarding the students who will be asked to take the course. The recent policy is mentioned and the reasons for the new policy are set forth.</p> <p>The question, "Why is this course being offered?" is answered.</p>
<p>OBJECTIVE: The student will be able to state general principles of preaching in the Episcopal Church and will be able to demonstrate the use of these principles in his/her own preaching.</p>	<p>Here is indicated the specific expertise which is desired for the student. This objective is measurable with appropriate evaluation.</p>
STRATEGIES	
<p>1. The class will meet for one hour each week for two semesters for two credit hours. Credit will be given at the end of the second semester.</p>	<p>The strategy indicates step by step what will take place in the accomplishment of the OBJECTIVES.</p>
<p>2. The student will be frequent in attendance at Morning Prayer and other services where preaching takes place.</p>	<p>The instructor has set forth the plan for the course, and the student knows what to expect.</p>
<p>3. The student will preach once each semester in chapel for evaluation by the instructor and at least three times during the two semesters in class for evaluation by his/her peers and the instructor.</p>	
<p>4. The student will hear lecture presentations by the instructor on preparation of the sermon, on preaching from the lectionary, and on preaching in the Episcopal Church.</p>	
<p>5. The student will read assigned texts from a reading list.</p>	
EVALUATION	
<p>Sermons preached and evaluations given in class will be evaluated by the instructor for a pass/fail grade.</p>	<p>This will indicate to the student and to the instructor the degree to which the OBJECTIVES have been accomplished in the course.</p>

A Teacher/Student Planning Sheet (According to the ROSE Model)

This worksheet is provided to facilitate the writing of a ROSE Model for a given proposed course.

RATIONALE: Why is this topic or lesson important to the learner at this time in the curriculum? Or what does it have to do with the purpose and goals of The School of Theology? Or why does the student desire and think appropriate this proposed independent study?

OBJECTIVE(S): What expectations does the instructor have for the students? What knowledge, skills, or attitudes are desired as a result of the study? Or what does the student proposing independent study hope to accomplish through this proposed study?

STRATEGIES: What is the plan for the course? What will the instructor do or what will the student do to accomplish the objective(s)? In the case of an independent study, how frequently will the student meet with the instructor and for what purpose?

EVALUATION: How will it be determined that the objectives have been met and the degree to which they have been met? What procedure is determined for assessing how the objectives have been met?

CONTEXTUAL EDUCATION

The purpose of the Contextual Education program at Sewanee is to provide an avenue for dialogue between the heritage and disciplines of our faith and the congregations and people we serve. In the program, students are encouraged to apply classroom education and theory to a particular ministry context and then reflect on that experience in the classroom, in mentor-led peer groups, and onsite with a trained clergy supervisor. We believe that learning occurs most effectively within a systemically balanced program of study, action, and reflection.

The Contextual Education program at the University of the South includes the following opportunities:

Clinical Pastoral Education (CPE)

Completion of one unit of Clinical Pastoral Education is required for the M.Div. degree. M.Div. students receive supervised training in a program at an institution accredited by the Association for Clinical Pastoral Education (ACPE). Level I of the CPE program is most often completed during the summer following the junior year. Some students may complete this course after the middler year or before entering seminary. The Ministry Development office arranges for initial interviews in the fall of the junior year and works with students throughout the placement process. The placement may require the student to be separated from his or her family for the duration of the program. The School of Theology does not provide childcare during CPE.

Field Education

Field Education is one part of the Contextual Education requirement for M.Div. students. Students normatively fulfill their onsite education in a parish or mission. Other experiences that are more specialized are described in the Field Education handbook. Field Education is designed to expose the student to as many aspects of congregational life as possible under the supervision of a trained and experienced priest.

Students expecting to serve as institutional chaplains may make special arrangements for an internship in this area. Prior arrangements for these options must be made through the director of Field Education.

Time Line for Field Education

Junior Year

- Students periodically will visit area churches within a one to one-and-a-half hour drive of Sewanee to consider field education sites.
- A student may begin onsite field education in the second semester of Junior year.

Middler and Senior Years

To fulfill the M.Div. requirement for onsite Field Education:

- After consultation with the Field Education director, his or her diocese, and potential placement site, the student will be appointed to a site with a trained supervisor.
- Students will spend a minimum of 200 hours onsite in field education related activities (days, schedules, etc. will vary with each situation).
- Regardless of when students fulfill their onsite education, all M.Div. students are required to take both semesters of the Contextual Education course, meeting second semester Middler year and first semester Senior year.

Residential Internships

A student may choose to fulfill the onsite requirement by participating in a summer internship of six to 10 weeks in his or her home diocese or in another location approved by the director of Field Education, during the summer after the middler year.

In addition to the required field education, a student may have the notation of having participated in a cross-cultural experience added to his or her transcript. For this notation to be added, a student must spend time in an approved cross-cultural placement in the United States or in an over-seas mission field. One excellent program in rural and

small church ministry is provided by the Appalachian Ministries Educational Resource Center (AMERC) of which The School of Theology is a sponsoring institution. No credit or grade is given for this experience.

REQUIRED CANONICAL AND CO-CURRICULAR TRAINING

The canons of the Episcopal Church require ordinands to furnish evidence of training regarding:

1. Prevention of sexual misconduct. This training refers to issues relating to both conduct between adults, and conduct with children. This training is generally divided into two courses, one for adults and one for issues relating to children.
2. Civil requirements for reporting, and pastoral opportunities for responding to, evidence of abuse. This training addresses issues relating to both conduct between adults, and conduct with children. It is included with the respective training workshops on sexual abuse and misconduct.
3. The Constitution and Canons of the Episcopal Church, particularly Title IV.
4. Training regarding the Church's teaching on racism.

The School of Theology offers annual workshops that fulfill these canonical requirements.

All degree-seeking and full-time students must complete the workshops on preventing sexual misconduct and anti-racism. Students must complete them before CPE or Field Education.

Episcopal students seeking ordination must complete the workshop on the Constitution and Canons to meet requirements for ordination, but it is not a requirement for the M.Div. degree. They may be required to attend other workshops, as determined by the Dean and faculty to be necessary or beneficial to the formation of clergy.

For further information please consult Canon III. 8.5(h), Canons & Constitution of The Episcopal Church 2006, or contact the Associate Dean for Community Life, who is responsible for the coordination of these workshops.

All students are required to participate in a workshop on the methods of theological reflection employed in Education for Ministry, The School of Theology's international program in Christian education. Students are encouraged to complete the workshop in their first year. Those who have completed at least one year of EfM or who have completed EfM mentor training need not attend the workshop.

The Concept of Honor — One shall not lie, cheat, or steal

ACADEMIC DISHONESTY

The School expects and requires the highest standards of integrity in academic work as well as in personal and community relationships. Academic dishonesty undermines the very foundation of the enterprise in which we are engaged and threatens to deceive those who will eventually depend on the knowledge and integrity of the men and women who receive their preparation for ministry here. It therefore constitutes unacceptable behavior and conduct.

Definitions

Academic dishonesty includes, but is not limited to:

Cheating — the breach of (pre-established) ground rules for completion of assignments, including examinations, by use of resources other than those which have been indicated as permissible.

It is assumed that examinations which are designed to test recall of a body of information and the assimilation of that information by a student ("closed book examinations") do not permit the assistance of written material or assistance from other persons.

Plagiarism — the use of materials without proper acknowledgment of sources and the submission as one's own ideas, words, and writings of another.

Fabrication — the submission of material, which has, in fact, been produced by others or is the result of substantial assistance received from others but not noted as the product of such assistance, or making up false sources.

Duplication — the submission, without prior permission, of portions of the same academic work in fulfillment of requirements for more than one course.

Facilitating academic dishonesty — participation in support of the above named behaviors.

DISCIPLINE

Persons who are found to have engaged in any form of academic dishonesty will be subject to disciplinary action. If plagiarism, cheating, fabrication or duplication occurs, the student will automatically fail the course in which the incident occurred, and may be dismissed from the School or placed on academic probation. Facilitating the academic dishonesty of others will result in the same or similar consequences.

Open Book Exams

Standards for open book exams are the same as for papers. On closed book exams one reconstructs the best references possible.

Procedures

1. In order to preserve the integrity of the educational enterprise and to support the vast majority of students who maintain personal integrity in such matters, the faculty will report to the Associate Dean for Academic Affairs when dishonesty has occurred.
2. Because the health of any community is determined not only by the degree to which standards of integrity are maintained by those who hold positions of authority in that community, but also by the degree that all members of the community participate in the maintenance of its standards, it is the expectation that students and faculty who observe or know of an instance of academic dishonesty will report it to the Associate Dean for Academic Affairs, outlining its specific nature. Such responsibility should, of course, be exercised with due care and should avoid action based on hearsay or rumor.
3. When the Associate Dean for Academic Affairs has been presented with such a report, she or he shall make a judgment as to whether it gives sufficient cause to believe that a breach of academic honesty has occurred. If she or he so judges, the Associate Dean for Academic Affairs will notify the student that such an allegation has been made and apprise the student of its nature. The student will be given opportunity to present her/his own interpretation of events related to the allegation and any evidence and/or witnesses to support that interpretation.
 - a. In the event that the Associate Dean for Academic Affairs is the instructor bringing the report, the Dean will appoint a senior faculty member to serve in the role designated for the Associate Dean in procedures outlined in steps 3 through 4.
4. If, on the basis of such a presentation, it is the judgment of the Associate Dean for Academic Affairs there is a likelihood that the allegation is unfounded, the matter will be considered closed with no permanent record in the student's file. (Administrative records may be kept as necessary.)
 - a. If the Associate Dean for Academic Affairs judges that academic dishonesty has occurred, and the student does not wish to contest the allegation, the student will receive a failing grade for the course. The Associate Dean for Academic Affairs will inform the faculty of the incident of academic dishonesty and the resultant failing grade. Any further disciplinary action will be made by the faculty with counsel from the Associate Dean for Academic Affairs.
 - b. If the student does wish to contest the allegation, the Associate Dean for Academic Affairs will convene the Honor-Board, consisting of two members of the faculty who serve as advisors, normally including the student's own advisor, and two students elected by the student body. This Board will review the nature of the allegation and its basis. It will also afford the student opportunity to present his or her understanding of the events related to the allegation. If on the basis of that review, it is the opinion of the Board that there is a likelihood that the allegation is unfounded, the matter will be considered closed with no permanent record kept in the student's file. (Administrative records may be kept as necessary.) If on the contrary, the Board judges that there is sufficient warrant to believe that an instance of academic dishonesty has occurred, the student will receive a failing grade for the course. The Associate Dean for Academic Affairs will inform the faculty of this decision and bring any recommendation for further disciplinary action before the faculty.
5. The Student may appeal the judgment to the Dean of The School of Theology within 10 days of the decision. The Dean will report his decision to the faculty and the Appellant.
6. The student may, in the last resort, appeal the Dean's judgment to the Vice-Chancellor and President within 10 days of the Dean's decision.

FINANCIAL INFORMATION

Check The School of Theology web site for annual financial data updates.
http://theology.sewanee.edu/admission/financial_information.

EXPLANATION OF FEES

2011-12 Tuition and Fees for Degree Programs

Pre-registration deposit: \$50

Paid when applicant accepts admission; non-refundable but credited at registration to the tuition charge when the admitted applicant registers.

All regular students (full-time) and non-degree-seeking students (full-time)*

Tuition: \$18,474 One-half payable by due date each semester.

**A person taking 12 credit hours per semester is considered a full-time student and will be charged full tuition and fees.*

Academic Year Fees:

Activities fee:	\$256
Wednesday lunch fee:	\$270
Vehicle registration fee:	\$80

Medical insurance: The student must provide a copy of his or her health insurance card to the Registrar at registration.

Regular students (part-time): The tuition fee will be \$770 per credit hour taken. A person taking 12 credit hours per semester is considered a full-time student and will be charged full tuition and fees.

University housing: \$456–\$1,298 per month

Estimated cost for books: \$1,500 per year

Part-time students

Fee per credit hour at the seminary:	\$770
Fee per credit hour at the college:	\$1,162
AUDIT Fee per credit hour at the seminary:	\$175
AUDIT Fee per credit hour at the college:	\$210

Spouses of seminary students

Seminary student spouses may audit one course each semester, for no fee, at The School of Theology with permission of the instructor. They may also, with the approval of the Dean, take one course each semester for credit at The School of Theology for a fee of \$50. Spouses may also, with the approval of the Dean, audit one course per semester at the College of Arts and Sciences for a fee of \$100. Additional courses for audit or credit may be taken for the full appropriate tuition.

Tuition covers the following:

- All regular course work at The School of Theology
- Up to two courses any semester in the College of Arts and Sciences
- Services of the health and counseling offices while school is in session. (Health office services are available to students only.) Special costs such as emergency room treatment, hospitalization costs, surgery, medicine, and x-ray examinations are not included in this coverage. These special costs are covered to some degree by the university-sponsored medical insurance plan outlined below and recommended for all students who do not already have adequate health insurance.
- Use of the facilities of the student union (Bishop's Common).

Student Activity Fee Covers the Following:

Admission to the performing arts and film series, the *Sewanee Purple, Cap and Gown*, and *Sewanee Theological*

Review, a variety of student activities, SPO box rental, transcripts, counseling services, and athletic privileges, including free admission to intercollegiate events. (The fee does not cover use of the golf course. Annual golf course memberships cost \$75 or a greens fee of \$3.75 per day/\$7.50 on weekends.)

Vehicle registration fee is required and covers one or more cars belonging to the same owner.

Penalty fees may be charged for late or incomplete registration, re-examinations, make-up examinations, or for removal at the end of a grading period of a mark of "Incomplete."

In addition to general expenses, students will have other living expenses that will vary in accordance with their individual situations. Applicants who work out comprehensive budgets should communicate with the Office of Financial Aid in order to obtain detailed information on living costs in Sewanee. There also will be room and board expenses connected with the clinical pastoral education program in the summer following the junior year and summer immersion field education programs. An estimate of these expenses can be obtained from the director of field education.

Payment of Fees

Full-time, academic-year tuition is billed each semester as one-half of the total annual amount and is due in August and January 10 days before each semester starts. Part-time, academic-year tuition is billed in full for each semester and due in August and January 10 days before each semester starts. Academic-year fees are billed in full at the start of the first semester and due 10 days before the semester starts. Summer term tuition, fees, and expenses are billed in April and payable by June 1 each summer.

For many academic-year students with sufficient financial need, the actual amount of financial aid is more than the fees payable. The difference will be refunded to the student, subject to holdback for rental housing commitments or outstanding debt. Students who prefer to pay educational expenses in installments may want to consider one of the deferred payment plans offered by commercial lending organizations. Information about such plans is available from the Office of Financial Aid. The University accepts installment payments of semester charges only by means of one of these plans.

Any balance remaining on the student bill, after credit for financial aid, must be paid in full by the due date; the University accepts monthly payment only by means of the plans mentioned above. No student who has any past due balance on his or her account will be permitted to register for classes or obtain a transcript of grades.

Health Insurance

All students at The School of Theology must have adequate health insurance coverage for themselves and their families, and students are required to furnish evidence of such insurance prior to registration. Failure to provide evidence of insurance may preclude registration at the university's option. A student medical insurance plan is available for those students who do not already have insurance. Information about this plan is sent to new students before the beginning of the school year.

Campus Identification Card

A SEWANEECard is issued to all students as a means of identification.

- The card must be presented for cashing checks at the University Cashier's Office, using the library, entering McClurg Dining Hall, and using the Fowler Center.
- The card is not transferable; its loss should be reported immediately to the Telecommunications Office for replacement. Cash stored on the low-dollar CashStripe will be lost. There is a \$25 charge to replace a lost, stolen, damaged or misused card.
- The card becomes void upon interruption or termination of enrollment.
- For further information regarding the SEWANEECard, please go to <http://www2.sewanee.edu/ttis/sewaneeecard>

Students will have the options of using cash, check, commercial credit card or ATM card at many University facilities. A full-service automated teller machine (ATM) is located in front of the University Bookstore.

Other Charges

Students who have account balances will receive a statement. This statement is due within 30 days to avoid a late payment penalty. Statements will be sent to the student mailbox at the Seminary. If there is a credit shown on the

statement, please contact the Student Accounts office at ext. 1432 or 1347 to receive a refund. Please call a few days in advance of the date that you need the refund.

Policy on Financial Refunds for Withdrawal

- Refund of costs is made only for reasons of illness; withdrawal because of illness must be recommended by a physician and certified to the Dean.
- Refunds for a withdrawal because of illness are calculated by prorating fees for the period from the date of withdrawal to the end of the semester. The amounts to be prorated are one-half of the semester's total tuition and room charges, if any, and three-fourths of the board charge, if any. No refund is made for the activity fee or any other fees. Refunds are credited to financial aid accounts, to the extent of any financial aid; any balance is credited to the student's account.
- Any student who is a federal loan recipient will have his or her refund subject to the provisions of federal regulation (specifically, 34 CFR 668.22).
- Payment of a credit balance occasioned by a refund for withdrawal is made during the month following withdrawal by check payable to the student at the home address.

See Withdrawal and Dismissal policy in the Student Load section for more information pertaining to withdrawals per se.

Other Financial Matters

- Students should take precautions to protect personal belongings from theft, fire, water damage or other loss. University insurance does not cover personal losses.
- A student using a personal automobile for a class or field education trip or other university business should have vehicle liability insurance. The University insurance does not cover the vehicle, owner, driver, or passengers if an accident occurs.
- Checks may be cashed at the Cashier's Office, Room 118, Carnegie Hall.
- Special arrangements will be made available for a student who is unable by reason of physical handicap to go to the Cashier's Office.

POLICY ON FINANCIAL AID

The School of Theology of the University of the South can offer generous financial aid to supplement students' own resources and the financial support of the churches that send them. Financial aid is meant to serve the church's mission by opening the way to excellent theological education to those who otherwise could not afford it, and to minimize the burden of additional educational debt carried into parish ministry. Thanks to the gifts of many generations, Sewanee has substantial resources for these purposes, and is glad to be able to meet as much as possible of students' demonstrated financial need. Students' own responsibility for their education, however, together with the support of diocese and parish, remain the basic and first sources of funds. The University will supplement those primary sources with a scholarship of at least \$5,584 per year (for 2011-12) to each student enrolled full-time in the M.A., M.Div., DAS, CTS, and STM programs during the regular academic year. Substantial resources for additional financial aid beyond that basic award are available. To ensure that grant aid goes where it is needed most, applicants for additional financial aid are required to demonstrate financial need. These additional awards are calculated on the basis of income from all sources in relation to allowable expenses, up to a maximum grant level set annually. Guidelines and policies may be found at http://theology.sewanee.edu/admission/financial_policy_guidelines. To download the necessary financial aid application materials, click on the following links at that site:

- 2011-12 Application.pdf
- 2011-12 ParishForm.pdf
- 2011-12 DioceseForm.pdf

All necessary financial aid application materials are available from and should be returned to the Office of Financial Aid, The University of the South, 735 University Avenue, Sewanee, TN 37383-1000. Forms are also available online at the above links.

Returning students should file applications for aid no later than February 1. Applicants who have been admitted and made complete financial aid application by March 1 will receive notification of their aid awards in June. Entering students filing after March 1 will be notified of their aid awards in as timely a manner as possible.

GUIDELINES FOR FINANCIAL AID

Guidelines for financial aid (M.Div., M.A., DAS, STM/AS, CTS)

The following guidelines will govern the awarding of financial aid to students.

All full-time students applying for financial aid each year will receive at least an award for a substantial proportion of the cost of tuition, regardless of need. For 2011-12, that amount is \$5,584. Applicants who do not wish to apply for additional need-based financial aid should submit a request for that award; no further information is required.

The School of Theology annually awards a small number of Chancellor's Scholarships, grants above and beyond an applicant's demonstrated financial need, to some students of exceptional promise preparing for distinctive ministries in the Episcopal Church. Applicants who wish to be considered for a Chancellor's Scholarship should include a letter with their financial aid application, describing their plans for ministry and mission and indicating their qualifications. Recipients are selected prior to entering seminary, and the financial documentation described below must be provided by those students. Chancellor's Scholarship recipients will continue to receive their award for the normal period of the degree program if their performance is deemed adequate by the faculty.

University need-based financial aid is intended to supplement other resources. The financing of a seminary education must be considered the joint responsibility of the student, the student's family, the home parish, and, if applicable, the sponsoring diocese.

A full inventory of the applicant's financial resources, as well as letters from the sponsoring parish and the sponsoring diocese indicating all local sources of support, are required as part of the financial aid application.

Financial aid is available to full-time students for the normal period to complete a degree or program (three years for the M.Div., two years for the M.A., and one year for the Certificate in Anglican Studies). Part-time, degree-seeking students may apply for financial aid in the same manner as full-time students. If aid for a part-time student is approved, it will be on a pro-rated basis, according to the number of credit hours the student is taking in the semester in question. The maximum financial aid granted during the student's program cannot exceed the total of what would have been awarded if completed on a full-time basis. Part-time students who are not in a degree program are not eligible for financial aid. Financial need is calculated for a 12-month period except for the final year when it is calculated for a 10-month period.

Financial aid may not be used for study at other institutions. Students may apply for grants for cross-cultural study from other sources and from special funds at The School of Theology.

Application Instructions/Requirements

1. Need-based University grants are awarded after all sources of income and estimated expenses are identified. It is the responsibility of the student to provide the required information, including: financial aid application, Form 1040 federal income tax return from the last completed filing year, letters of diocesan and parish support, copies of applications for outside scholarships, documentation of student's income, documentation of spouse's current and anticipated net salary, documentation of child support, documentation of uninsured medical expenses, documentation of assets, and cost of health insurance. The current and anticipated income of a spouse must be included even if the spouse is not living in Sewanee. Each year, the University determines a maximum amount of need-based aid for applicants. The maximum amount takes into account the size of the household. Need-based awards will not exceed that amount.
2. Letters from the sponsoring parish and the sponsoring diocese, indicating all local sources of support, are required as part of the need-based financial aid application (except in the M.A. program, in which church sponsorship is not required.) A list of potential resources for outside scholarship assistance is provided under Other Sources of Grants, published in the Catalog and on the Web Site at <http://theology.sewanee.edu/admission/scholarship>. Many students find other potential resources on the Internet. (One commonly used free search engine is "www.fastweb.com") It is the responsibility of all applicants for need-based financial aid to show evidence of submitting applications for scholarships from at least three outside sources in addition to diocese and parish, before the University will award additional financial aid. To offer an additional incentive to seek outside scholarships, students who win outside scholarships, not including diocesan, parish, or family grants, will have only 50 percent of that additional

aid counted as income in calculating their financial need.

3. Information about all assets must be provided as part of the need-based financial aid application. A percentage of all assets held by the student and the student's spouse (if applicable) is considered as available annually to help meet the costs while in seminary. For 2011-12, that percentage is 10 percent for all assets. There are special provisions for retirement accounts to which the student does not have access without penalty. Twenty-five percent of such retirement accounts are exempt, and an additional 10 percent for students under 59.5 years of age. For students with dependents who are attending college full-time, the University will exempt up to \$10,000 per dependent college student. Debt and debt service cannot be considered as part of a student's financial need, although in some cases liabilities may be set against assets (e.g. house mortgages).
4. There is a minimum amount, annually set, which a student and (if applicable) a student's spouse must contribute toward their own support, irrespective of need or employment. For 2011-12, the contribution is \$1,500 for a student and \$2,000 for a spouse. That contribution is waived in the case of a spouse caring for children too young to be eligible for Sewanee childcare. To encourage spousal employment, the University will exclude one third of spouses' after-tax earnings from consideration as revenue.
5. The School of Theology Student Employment Program (work-study) is available to eligible seminary students and spouse through positions created in various departments of the University and The School of Theology. Students receiving need-based financial aid must have Student Employment Program or other jobs. A full-time seminary student typically works a maximum of 12 hours per week.
6. The financial aid application includes the student's estimate of reasonable expenses for the coming year, including tuition, housing, utilities, food, books and supplies, incidentals, transportation, clothing, telephone and internet access, medical insurance, life and renter's insurance, and uninsured medical/dental expenses. Estimates that exceed what the University judges as reasonable will be adjusted in the calculation of any award of additional financial aid.
7. Students receiving financial aid ordinarily live in University rental housing. If University housing is not available, the maximum amount that can be included as a housing expense will correspond to the average University rental for the size dwelling appropriate for the student's household. Students who purchase a house in the Sewanee area and apply for financial aid must declare the house as an asset, and may not include more than \$800 per month (2011-12) for the mortgage and other house-related expenses.
8. Normally, the University considers only the expense of one household for purposes of financial aid; the expense of a second household, away from Sewanee, is in general not included. In special cases, when a student can demonstrate the necessity of maintaining two households, a limited proportion of the extra household expense may be allowable.
9. If both spouses wish to enroll in seminary and seek financial aid at the same time, they must indicate this intention at the time of their applications. Financial aid will be awarded on the basis of the expenses of a combined household.
10. The University and St. Andrew's-Sewanee School provide significant assistance for seminary children attending St. Andrew's-Sewanee. The additional cost of St. Andrew's-Sewanee tuition is an allowable expense for financial aid. No further educational expenses for children are allowable except for daycare for pre-school children.

Extraordinary and Emergency Need

A Sanford Fund loan of \$1,000 is available to School of Theology students for extraordinary circumstances. Students may borrow no more than this amount from the Sanford Fund during their seminary years. No justification is required for a Sanford Loan, as long as the student meets the loan requirements.

In the event of emergency need, students should first request a loan from the Sanford Fund. If that fund has been used and the student presents evidence of need, the Dean may designate funding from other sources.

Reporting Changes

Students receiving financial aid must report significant changes that occur in their financial situation during the course of an academic year. In some cases the financial aid grant may be recalculated. Such recalculations will be made at the end of the semester, to apply to the following semester. It is the responsibility of students to assess their financial outlook at the end of each semester.

Termination of Financial Aid

A student whose performance is evaluated by the faculty of The School of Theology as "inadequate" is not eligible to receive financial aid for the following year. Reinstatement of aid is dependent upon reacceptance into the graduate program of The School of Theology and a letter from the student to the Dean requesting reinstatement of financial aid.

STUDENT EVALUATION PROCESS

INTRODUCTION

The School of Theology takes the student evaluation process very seriously. The Dean and faculty understand the weight of their responsibility — that they are required by the Canons of the Episcopal Church to evaluate all students who are postulants and candidates for ordination. Every diocese takes seriously the reports of the Dean and faculty. Ultimately, of course, the church, through the ministries of the Commission on Ministry, the Standing Committee, and the Bishop, make the final decisions on behalf of the diocese.

The middler evaluation begins during the Advent term and culminates with a written report to the diocese and the bishop near the middle of the Easter term. When required, the middler process also includes a vote of the Dean and faculty to recommend those who are postulants for candidacy. The middler evaluation is in most cases the only canonical written evaluation sent to the diocese and the bishop, other than one's grades. The faculty spends a very considerable amount of time in deliberation and writing and makes every attempt to send to the diocese and the bishop a thoughtful evaluation that will be of use to them in their decision-making process.

In the senior year, the evaluation process is completed when the Dean and faculty take the required canonical vote on whether or not to recommend a student for ordination. Normally, there is no written evaluation for seniors, but the Dean and faculty reserve the right to prepare one when, in their judgment, such a report is necessary. In most cases, a simple document indicating whether or not the Dean and faculty recommend one for ordination is all that the diocese and the bishop will receive during the senior year.

It is the intention of the Dean and faculty that this process be positive, supportive, and as low in stress as possible. At the same time, it is required on occasion to deliver information to a student and the student's diocese and bishop that are unpleasant and potentially hurtful. The Dean and faculty never approach this lightly, but always with lengthy, prayerful deliberation. It is the desire, in every case, to be positive advocates for students through the canonical process, but ultimate responsibility is to the Church and to the integrity of The School of Theology's role within it.

Students seeking ordination in other churches are normally included in this process, with appropriate adjustments.

THE EVALUATION PROCESS SCHEDULE 2011-2012

A. MIDDLE CLASS

11/02/11	Middlers receive self-evaluations forms from Mary Turner, Academic Affairs Office
11/30/11	Middlers turn self-evaluations in to Mary Turner, Academic Affairs Office
12/02/11	Mary Turner, Academic Affairs Office, distributes middler self-evaluations to faculty
1/17/12	General discussion of middlers
1/18–2/1/12	Faculty teams interview middlers and write first draft of evaluations
2/03/12	Faculty teams turn in first draft of middler evaluations to Mary Turner, Academic Affairs Office
2/06/12	Mary Turner, Academic Affairs Office, distributes faculty team evaluations of middlers to faculty
2/14/12	Discussion of middler evaluations (A-Z) at faculty meeting
2/20/12	Final middler evaluations due to Mary Turner, Academic Affairs Office
2/24/12	Mary Turner, Academic Affairs Office, mails middler evaluations to Bishops

B. SENIOR CLASS

2/28/12	Faculty Meeting; senior ordination vote
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GUIDELINES FOR STUDENT SELF-EVALUATION

- The student should write a narrative evaluation of his/her seminary progress thus far and their progress toward ordination.
 - They should consider their academic progress and pastoral formation, as well as reflection upon their relationships with faculty and peers.
 - Expectations for living under authority and to exercise authority as an Episcopal priest should be addressed.
 - The narrative should be 3-5 double-spaced pages.
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RECOMMENDATION FOR ORDINATION

PROCEDURE FOR VOTING

1. All full-time faculty members and administrators with faculty responsibilities are entitled to vote.
2. The Field Education Director shall report field education information about Seniors before the faculty meeting at which Seniors are discussed.
3. Faculty members who have not taught the student in the last two (2) years may refrain from voting.
4. Sabbatical replacements may refrain from voting.
5. Faculty members on sabbatical or leave of absence do not vote.
6. Abstentions will not count as a vote.

Faculty vote, whether or not to recommend for ordination only on candidates from dioceses and only on students in residence for two years. Students do not have to request the vote. The date on which voting for recommendation for ordination will occur will be published in the seminary calendar.

EARLY RECOMMENDATION

The schedule for canonical evaluation was created some years ago in agreement with representatives of the House of Bishops. Individual bishops occasionally request evaluation and recommendation on a different schedule. Students should inform their advisor and the Associate Dean for Community Life as soon as they learn that such a request is coming. The School of Theology keeps to the agreed schedule, but the Dean and faculty may issue a letter responding to the request as helpfully as possible.

AWARDS

WILLIAM A. GRIFFIN FELLOWSHIPS FOR STUDY IN THE HOLY LAND BY SEMINARIANS

Applications for consideration for Griffin fellowships are invited from current School of Theology Senior and Middler Year M.Div. students. We hope to award three Fellowships, which pay for tuition for a program study at St. George's College, Jerusalem (or another approved program) and make a contribution toward transportation and other expenses.

Applicants should:

- present (in no more than one typed page) reasons for their interest and its perceived influence on their preparation for ministry;
- must have a 3.0 grade point average and a 3.0 grade point average in Biblical studies;
- submit applications to the Academic Affairs Office.

Deadline: February 1

Priority will be given to students who have not been to the Holy Land before.

One must use the award in the year it is granted (unless conditions or personal reasons approved by the Dean prevent this timing.)

The Selection Committee will make recommendations to the Dean by February 12.

The William A. Griffin Fellowships are supported by the William A. Griffin Endowment Fund, established by the generosity of Anne and Shore Griffin and other donors, to celebrate the ministry of the former Professor of Old Testament at The School of Theology (1959-1988). Contributions to sustain and expand this Fellowship program are welcome from foundations, churches, alumni/ae, and other individuals.

THE PREACHING EXCELLENCE PROGRAM

The Episcopal Preaching Foundation, Inc. sponsors an annual conference, which brings together rising seniors from all 11 Episcopal seminaries for a one-week intensive seminar on preaching. Each seminary is asked to nominate its most promising student preachers. The event usually takes place during a week in early June at locations which change each year. A limited number of students are admitted from each seminary.

The purpose of the seminar is to encourage improvement of homiletical skills and to deepen commitment to the preaching of the gospel among those who are soon to be ordained. The staff of the conference includes noted professors of homiletics and parish priests.

The Foundation's special travel fund covers all expenses, including round trip airfare, for the students who attend. The School of Theology contributes to the travel fund annually, and the Foundation will request contributions from the diocesan bishop and the local parish of each attendee.

Appointing the Students to Attend from The School of Theology

Very soon after the beginning of the spring semester, the Episcopal Preaching Foundation informs the seminaries of the date by which names of attendees must be submitted. It is not necessarily the same every year. Two weeks in advance of this date, the professor of homiletics will nominate to the Dean for his approval four Middlers who demonstrate at that time the most promising ability and skill in preaching in the class. The Dean may either approve these nominees or request another nominee to replace any one of them.

The four persons approved will be contacted, informed of the dates of the conference, and requested to indicate whether they are willing to attend. The professor of homiletics will nominate to the Dean an additional person to replace any who decline. The names of the four persons finally approved by the Dean will be sent to the conference.

CONFERRING HONORS

The faculty reserves the right to confer honors on up to ten percent (10%) of the graduating class with honors based on grade point average, and the faculty's determination of each student's excellence. Credits transferred from other institutions are not counted.

STUDENT LIFE AND STUDENT SERVICES

PERSONAL AND FAMILY MATTERS

The Associate Dean for Community Life is the principal day-to-day pastor to School of Theology students, faculty, and staff. He/she tries always to be available for emergency, critical, and special situations. As with academic issues, however, he is not usually the first person to consult on less compelling problems. You may want to talk with your faculty advisor. Also, it should be understood that the Pastoral Care Team, as well as many members of the faculty, are prepared to exercise a pastoral role, and you should feel free to consult whichever person you think could assist you.

The University Chaplain's Office (ext. 1274) is an important resource often used by students and their families. The University Chaplains are chaplains and pastors to The School of Theology as well as the undergraduate College.

The Office of Community Life cooperates with University counseling services for mental health services for students and spouses by professional counselors. The services are confidential. The Office of Community Life maintains a list of counselors and therapists available for the seminary community, as well as the protocol for obtaining such services. To seek counseling or therapy, contact the Office of Community Life or University Counseling.

The Office of Community Life can provide information about "12-step programs" in Sewanee.

If you have an injury or accident on University grounds or in a University building, please notify the assistant to the Associate Dean for Community Life.

SPIRITUAL DIRECTION AND THE CHRISTIAN FORMATION FOR MINISTRY

Although spiritual direction for seminarians is not mandatory, many seminarians and spouses find it a helpful discipline, and those in formation for ministry are encouraged to avail themselves of this spiritual practice. The Office for Community Life is responsible for maintaining a list of Spiritual Directors and Confessors for seminarians and spouses. The seminary has contracted with these individuals to provide direction to the seminary community at no cost.

The word "formation" can sometimes conjure negative images. It can imply a rigidity of method about the way that those preparing for ministry (especially ordained ministry) must be trained. That image is a caricature, and is not the method at Sewanee. Preparing people for ministry is not like widgets on a production line. Nor is it similar to training that believes that when a novice or recruit comes into the organization, that they must be "de-formed or broken down" before they can be formed. Theological education that seeks to prepare Christians for ministry, however, is never mere education.

True formation builds on what God has already begun within each of us. It is about allowing the beauty that belongs to each of us to come to the surface — the beauty of the image of God our Creator. In that context some things about Christian life and ministry (lay and ordained) will remain constant. It will always require disciplined commitment, patience, attentive listening, and waiting quietly on God. Those who seek to lead and guide other Christians will need to adopt a rule of life that will keep the call of God before them and to continually discern the movement of God's spirit in their lives. At times the formation can be very uncomfortable, but pain is neither the "means or end" of Christian formation. Rather some degree of pain is a by-product of the spiritual life, in the same way that suffering is a part of human living. Spiritual formation, as C.S. Lewis describes it is as our "trans – formation," will require some work by us, the revelation of some painful truths about ourselves and the acceptance of God's hands to shape us in a way to bring forth our true nature as God intended.

Two or three years in seminary do not form us as priests or lay ministers, but it is a specially focused time to attend to the formative work of the Spirit who is constantly re-making us, so that the likeness of Christ may be seen in us. Being formed by the Holy Spirit is not always straightforward. Living in community never is simple. The order and structure of certain aspects of our communal life, however, especially corporate worship, our academic and co-curricular courses, combined with more unstructured aspects of life on the Mountain, and our service to and everyday living within the community can each be experienced as a means of growth and reassurance or as an occasion of friction and resistance. All these experiences can help us see how easy it is to impose our own will on ourselves and the world around us, which prevents us from being conformed by Christ's death and resurrection. We hope to come to learn that it is "in dying we live," so that we can live into our true freedom as children of God.

Few if any of us can do this on our own. Thus the best formation is done in community. However, it is especially helpful to have individual guidance. Every seminarian is strongly encouraged to develop a relationship with a local spiritual director. We have a significant number of qualified directors available to serve as "soul friends" or spiritual companions with whom seminarians can confidentially talk about their life, their prayer, their hopes, their fears, and where they discern God moving within them.

ST. LUKE'S PARENTS' MORNING OUT

The Parents' Morning Out (P.M.O.) program is offered to the staff, faculty, and students of The School of Theology as a branch of the St. Luke's Community. This is one of the many services of the School designed to help members of our community adjust to life on the Mountain more easily. The P.M.O. is located on the first floor of Hamilton Hall, in The School of Theology. When space is available, enrollment is offered to the larger community of Sewanee and surrounding areas. The St. Luke's Parents' Morning Out strives to create a Christian learning environment in which children can grow.

Children are accepted from the age of six weeks through four years. A nursery is offered for infants and toddlers up to two years of age, and two preschool groups are available for children ages two through four. The P.M.O. is open Tuesdays and Thursdays from 8 a.m. until 12:15 p.m. If you have any questions regarding P.M.O., please call 598-3239.

SCHOOL OF THEOLOGY ASSISTANCE FOR THE DISABLED

Assistance for Psychological Distress

The University provides a time-limited professional counseling service for students seeking assistance with concerns of all kinds — academic, social, emotional, or interpersonal. At The School of Theology, the Associate Dean for Community Life helps students and their family members make contact with appropriate services. Discussions between students or family members and their mental health providers are confidential and information cannot be disclosed except in rare situations required by law, or at the student's request. This includes not disclosing mental health information to University officials or dioceses. Inquiries should be directed to the Office of Community Life, located in Hamilton Hall, 598-1655, or to the University Counseling Center at 1310 University Avenue, next to Emerald Hodgson Hospital, 598-1325.

Assistance for the Learning Disabled

The University of the South is committed to fostering respect for the diversity of The School of Theology community and the individual rights of each member of that community. In this spirit, and in accordance with the provisions of Sections 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), the University seeks to provide disabled students with the reasonable accommodations needed to ensure equal access to the programs and activities of The School of Theology. While The School of Theology provides a number of services to support the academic work of all its students, additional accommodations can be made specifically for students with learning disabilities. The University Counselor certifies students as learning disabled or as having Attention Deficit Hyperactivity Disorder based on professional documentation. A staff psychologist talks with individual students to determine specific needs and to identify appropriate accommodations and resources, and is also available to consult with faculty members regarding learning disabilities and recommended modifications. The office is located at 1310 University Avenue, next to Emerald Hodgson Hospital; the phone number is 598-1325.

All incoming students with previously diagnosed learning disabilities are encouraged to make an appointment at the University Counseling Service as early as possible in their seminary career. A student who requests accommoda-

tion on the basis of a learning disability is required to submit the evaluation and diagnostic report and educational recommendations of a professional in the field of learning disabilities. The University also reserves the right to request an additional evaluation to be completed by an appropriate health care provider who may be recommended by the University Counselor. This information is reviewed by the University Counselor who then meets with the student to discuss necessary support services. Students with documented learning disabilities may receive support in a variety of ways, depending on the specific nature of the disability, and what constitutes a reasonable accommodation for a learning disabled student is a highly individualized matter. Students are expected to discuss arrangements that might be necessary with their professors at the beginning of each semester.

Any student who suspects he or she may have an undiagnosed learning disability, or is uncertain about a previous diagnosis, is welcome to talk to a psychologist at the University Counseling Service about possible referrals for assessment with a professional approved or recommended by the University Counselor.

Assistance for the Medically Disabled

Students seeking assistance based upon a medical disability must submit appropriate diagnostic documentation related to the disability and meet with the University Health Service staff. After review of submitted materials, decisions will be made about accommodations, if appropriate, in consultation with the Associate Dean for Community Life.

Assistance for the Physically Disabled

The location of some campus facilities may be inaccessible to some disabled students. These students should check with the Office of Community Life to obtain help in dealing with specific needs related to those facilities.

ST. LUKE'S CHARTER

THE CHARTER OF THE ST. LUKE'S COMMUNITY OF THE SCHOOL OF THEOLOGY, THE UNIVERSITY OF THE SOUTH, SEWANEE, TENNESSEE

Preamble

The seminary community of The School of Theology of the University of the South defines itself as an intentional Christian community which plays an essential role in the lives and formation of all those who live, work, study, worship, play, and serve within this seminary community.

Article I — Name

The official name of the organization of this community shall be the St. Luke's Community of The School of Theology, and shall be referred to by its official name or as "The St. Luke's Community."

Article II — Purpose

The St. Luke's Community of The School of Theology constitutes the plenary consultative and governing body of the seminary community at The School of Theology of the University of the South. Through its Executive Committee, the St. Luke's Community provides for representation of all students who live, work, study, worship, play, and serve within this seminary community. The purpose of this organization is to promote the well-being of its constituent members, their immediate families, and the community at large. The organization of this community is intended to be of wide scope, inclusive, and to facilitate Christian love and respect for all persons as well as freedom of operation and participation in activities within the community. Programs for the seminary community and outreach programs by the seminary community for the larger community are to be planned, coordinated, and executed by the Executive Committee.

Article III — Membership

Membership in the St. Luke's Community is composed of all who live, work, study, worship, play, and serve within this seminary community including specifically but not limited to The School of Theology students, faculty, staff, and administration, their spouses and immediate families, further defined as follows:

1. Administration, Faculty and Staff — This group will consist of employees of the University of the South specifically assigned to The School of Theology;
2. Student Body — This group will consist of only officially registered students of The School of Theology;
3. Special Students — This group will consist of members of the Student Body, that is officially registered students of The School of Theology, who are not officially enrolled as candidates for the M.Div. degree, but instead are enrolled as full-time or part-time students pursuing M.A., D.Min, S.T.M. or other degrees which may be awarded by The School of Theology;
4. The Spouses of the Seminary — This group will consist of spouses of seminarians, faculty, staff, and administration as per the Charter of the Spouses of the Seminary.

Article IV — Government

Section 1. The Executive Committee.

1. The activities of the St. Luke's Community of The School of Theology shall be organized, planned, coordinated, governed, and executed by or under the direction of the Executive Committee of the St. Luke's Community of The School of Theology.
2. The purpose of the Executive Committee is to promote the welfare of the community through activities including but not limited to:
 - a. Providing a plenary consultative and governing body for all constituent members;
 - b. Securing and administering all monies provided for use within the St. Luke's Community of The School of Theology;
 - c. Developing and overseeing a budget in consultation with members of the community;
 - d. Providing a forum where issues can be brought by members of the community for hearing and discussion.

Section 2. Membership of The Executive Committee.

1. The Executive Committee shall consist of the following representatives and individuals. The following shall be members of the Executive Committee having seat, voice, and vote:
 - a. The President of the Student Body;
 - b. The President of the Spouses of the Seminary;
 - c. One elected representative of the Junior Class;
 - d. One elected representative of the Middler Class;
 - e. One elected representative of the Senior Class;
 - f. One elected representative of the "Special Students" as that term is defined in this charter;
 - g. One elected representative of the single students of The School of Theology;
 - h. A representative of the Missions Committee elected or appointed by that committee.
 - i. A representative of the Committee for a New Day.
2. The following shall be members ex officio of the Executive Committee and shall have seat and voice but no vote:
 - a. The Dean of The School of Theology or the Dean's appointed representative;
 - b. A representative of the faculty, elected or appointed by the faculty;
 - c. A representative of the staff of the residential and extension programs, appointed by the Dean;
 - d. The elected student representative from The School of Theology to the University Board of Trustees;
 - e. The School of Theology representative to the Executive Board of the Order of Gownsmen, who shall be appointed by the President of the Student Body and the Executive Committee with the approval of the Dean;
 - f. The Director of Operations of The School of Theology;
 - g. A representative of the Parents' Morning Out (P.M.O.) Program, elected or appointed by the P.M.O. Board;
 - h. The Chaplain with designated responsibility for The School of Theology;
 - i. A representative of the Pastoral Care Committee, elected or appointed by that committee;
 - j. The School of Theology representative to the University Student Life Committee;
 - k. The retiring President of the Student Body.
3. Every voting member of the Executive Committee shall have one vote in the affairs of the Committee except the presiding officer who shall vote only in the case of a tie vote.

Section 3. Executive Committee Meetings.

1. The time and place of meetings of the Executive Committee shall be publicized in advance.
2. The Executive Committee shall be convened by the President of the Student Body for its budgetary and general organizational meeting during the first week of May in each year.
3. Meetings of the Executive Committee generally shall be held monthly during the Advent and Easter terms of the seminary, or otherwise as called by the President of the Student Body.
4. Any three members of the Executive Committee may call for a meeting of the Executive Committee, after giving due notice of the time, place, and reason for the meeting to all members of the Committee and to the St. Luke's Community at large.
5. A quorum for the conduct of business shall consist of a minimum of five voting members of the Executive Committee.
6. Meetings of the Executive Committee shall be open to all members of the St. Luke's Community, except on those limited occasions when, in the judgment of the Committee, the nature of the business before the committee requires that the Committee be specially called into executive session meeting as a committee of the whole, but reserving to the action of the Executive Committee duly recorded in the minutes all official votes and actions.

Section 4. Duties of Officers.

1. The duly elected President of the Student Body shall serve as President of the St. Luke's Community of The School of Theology and of the Executive Committee. The duties of the President shall be:
 - a. To preside at all meetings of the Executive Committee, at Forums called for the discussion of issues, and at all meetings of the St. Luke's Community of The School of Theology;
 - b. To appoint committees, with the consent of the Executive Committee, said committees to consist of members of the St. Luke's Community of The School of Theology and to be appointed for such terms, purposes, and durations as may be deemed necessary, appropriate or advisable;
 - c. To represent the St. Luke's Community of The School of Theology in the University and larger communities;
 - d. To perform any and all such other duties as may be prescribed or allowed by this Charter.

2. The Vice President of the St. Luke's Community of The School of Theology and of the Executive Committee shall be the duly elected Senior Class Representative. The duties of the Vice President shall be:
 - a. To assume the duties of the President in the absence of the President;
 - b. To perform any and all such other duties as may be prescribed or allowed by this Charter.
3. The Treasurer of the St. Luke's Community of The School of Theology shall be the duly elected Middler Class Representative, or, with the advice and consent of the Middler Class Representative, the Senior Class Representative, the Junior Class Representative, and the Dean, the Student Body President may appoint some other member of the Student Body to serve in the capacity of Treasurer, that person so appointed having seat and voice but no vote in the Executive Committee. The duties of the Treasurer shall include:
 - a. Responsibility for accounting for all financial matters of the St. Luke's Community;
 - b. Overseeing the written account of all monies received by and expended by the St. Luke's Community and by all committees, entities or organizations organized or existing under the St. Luke's Community;
 - c. Reporting to the Office of the Treasurer of the University each year the name of the Treasurer and/or alternate person responsible for financial matters of the St. Luke's Community during the school year and during vacation periods;
 - d. Preparing with the assistance of the President and other members of the Executive Committee a budget to be presented for review and approval by the Executive Committee;
 - e. Requiring that all checks or other disbursements from accounts controlled by the Executive Committee bear two signatures and that all checks or other disbursements from Executive Committee accounts be signed by the Treasurer and either the Student Body President or one of the elected class representatives;
 - f. Ascertaining that all funding to any branch, entity, organization or committee of the St. Luke's Community be disbursed only after the approval of the President, or, in the President's absence, after approval by the Vice President;
 - g. Preparing an annual inventory of all assets and maintaining a record of said inventory;
 - h. Ascertaining that each committee, group, entity or organization under the ambit of the St. Luke's Community which receives AFC funds from the Office of the Treasurer of the University gives an account of those funds to the Treasurer of the University before requesting or receiving funds in the following semester;
 - i. Attending all meetings of the Executive Committee and giving monthly reports of the state of finances.
4. The Secretary of the St. Luke's Community of The School of Theology and of the Executive Committee shall be the duly elected Junior Class representative. The duties of the Secretary shall be:
 - a. To record minutes of all Executive Committee meetings;
 - b. To record minutes of all open meetings of the St. Luke's Community of The School of Theology;
 - c. To see that all approved minutes are posted or otherwise made available to all members of the St. Luke's Community;
 - d. To maintain within the archives of The School of Theology the official minutes of all meetings;
 - e. To assist with all official communications to or with the St. Luke's Community and the Executive Committee and its officers, including written notification of all meetings.

Article V — Election Procedures

Section 1. Entitlement to Vote.

Each officially registered student of The School of Theology shall be a voting member of the St. Luke's Community and shall be entitled to cast one vote in elections called on matters pending before the Community.

Section 2. The Elections Committee.

1. An Elections Committee consisting of three officially registered students of The School of Theology shall be appointed by the President of the Student Body no later than the first week of classes during the Advent Semester of each academic year.
2. The members of the Elections Committee shall serve until the conclusion of classes in the following Easter Semester, or, until their successors are duly appointed and qualified.
3. The duties and responsibilities of the Elections Committee shall be to conduct and oversee all elections called on matters pending before the Community, and to see that all elections are conducted fairly and properly in accord with the standards, procedures, and requirements set forth in this Charter.

Section 3. Standards and Procedures for Conducting Elections.

1. Notice of Elections — Every election and the procedures governing each election shall be announced and communicated by the Elections Committee and/or the Executive Committee to the members of the St. Luke's Community

not less than seven (7) days prior to said election, or otherwise as provided in The School of Theology Student Handbook.

2. Nominations — Nominations for elected office in the St. Luke's Community shall be in writing, in the form prescribed by the Elections Committee, and shall indicate thereon the consent of the person nominated.
3. Ballots — The Elections Committee shall prepare an election ballot or ballots on which the positions to be filled or issues to be decided by election are clearly defined, together with the names of the persons duly nominated and qualified to stand for election.
4. Date and Time of Elections — The Elections Committee and the President of the Student Body shall determine, and the President of the Student Body shall approve, in accordance with the Charter, the date and time of each election and each election shall be scheduled and held so as to afford opportunity for maximum participation by voting members of the Community.
5. Election Procedures — Each person voting in the subject election shall sign an official election roll maintained by the Election Committee or its designees. Immediately after the election, the Election Committee shall count the ballots, tabulate the votes received by each candidate, compare the number of votes cast with the numbers of signatures on the election roll and shall confirm and report the satisfactory completion of the election, the election results, any and all irregularities if any, and related matters concerning the election to the President of the Student Body and to the Executive Committee, and shall otherwise maintain the confidentiality of the election results and vote totals.
6. Run-Off Elections — If no candidate for office shall receive a simple majority of the votes cast (greater than fifty (50%) percent of the number of votes cast), the Elections Committee shall call, schedule, and hold as soon as practicable a runoff election between the two candidates receiving the most votes, with the date and times of the election being communicated to the President of the Student Body, to the Executive Committee, and by them to the Community.
7. Validation of Election Results — The Executive Committee or the President of the Student Body as its designee shall validate the results of each election after receiving the report of the Elections Committee. The President of the Student Body then shall notify the candidates of the results of the election(s) and thereafter shall promptly announce and publicize the result of the election to the Community. If for reason of irregularities or other appropriate reason, the Executive Committee refuses to validate the election results, a new election with respect to said office will be called, announced, and scheduled to take place at a date and time specified by the Executive Committee.
8. Absentee voting — Absentee voting on any election may be permitted at such times and in such manner as may be prescribed in advance by the Elections Committee and approved in advance by the Executive Committee, provided that all other standards, procedures, and voting requirements of this Charter be met.

Article VI — Election of Members of the Executive Committee

Section 1. Election.

1. The President of the Student Body shall be nominated from the Middler Class and shall be elected by the voting members of the Community no later than the first week in December of each academic year. The President of the Student Body shall assume full authority as President of the Student Body at the completion of the Advent Semester during which the election to office is held and shall serve until the end of the following Advent Semester. The retiring President of the Student Body shall be recognized as an ex officio member of the Executive Committee, having seat and voice but no vote, to render assistance, guidance, and support to the newly elected President as may be deemed mutually necessary and acceptable.
2. The elections of the Senior Class Representative, the Middler Class Representative, and the Single Student Representative shall be held during the month of April in each year.
3. The elections of the Junior Class Representative and the Special Student Representative shall be held during the first four weeks of classes during the Advent Semester of each academic year.
4. The election of the Student Trustee to the Board of Trustees shall be held no later than the first week of December in every other academic year, said term of office being two years in accordance with the governing provisions of the Board of Trustees.
5. The Senior Class Representative shall be nominated from and elected by a majority of the officially registered students in the Rising Senior class and voting at the time of the election.
6. The Middler Class Representative shall be nominated from and elected by a majority of the officially registered students of The School of Theology assigned to the Rising Middler class and voting at the time of the election.
7. The Junior Class Representative shall be nominated from and elected by a majority of the officially registered students of The School of Theology assigned to the Junior Class and voting at the time of the election.

8. The Single Student Representative shall be nominated from and elected by a majority of the officially registered students of The School of Theology who are designated as single for purposes of official school records.
9. The Special Student Representative shall be nominated from and elected by a majority of the Special Students, as that term is defined in this Charter.
10. The Student Trustee to the Board of Trustees shall be nominated from and elected by a majority of the officially registered students of The School of Theology voting at the time the election is held.
11. President of the Spouses shall be a member of the Executive Committee by virtue of office.
12. The Representative to the Governing Board of the Order of Gownsmen shall be appointed as set forth in Article IV, Section 2(2)(e) in this Charter.

Section 2. Terms of Office.

1. The terms of office of the Senior, Middler, and Single Student Representatives, and of the Representative to the Governing Board of the Order of Gownsmen shall be from May 1 until April 30.
2. The term of the Junior Class Representative and Special Student Representative shall be from election until April 30.
3. The terms of office of those serving by virtue of office shall be the term of office which makes them eligible for a seat on the Committee.
4. No voting member may serve more than three consecutive terms on the Executive Committee.
5. Any person who has served three consecutive terms on the Executive Committee shall be ineligible for election for 12 months from the date of expiration of the last term served.

Section 3.

Elections shall be by simple majority, that is greater than fifty (50%) percent of the number of votes properly cast in the election.

Article VII — Amendments

This charter may be amended by a majority vote of the members of the Seminary Community entitled to vote as provided in Article V, Section 1 of this Charter. Notice of proposed amendments shall be presented to all members at least two weeks preceding the vote on the amendments.

SCHOOL OF THEOLOGY FACILITIES

SCHOOL OF THEOLOGY BUILDING USAGE POLICY FOR HAMILTON HALL AND HAMILTON HALL ANNEX

Suites

There are two suites in Hamilton Hall which share one bathroom. Each suite has three twin beds (two twins and one twin rollaway). There is also a telephone, microwave, small refrigerator, coffeemaker with condiments, television, and VCR in each suite. The shared bathroom has a combination tub/shower and is handicapped accessible.

1. Reservations are not available for more than six months in advance.
2. Reservations are made on a first-come, first-served basis and are available depending on the following order of priorities:
 - a. Guests of the Seminary
 - b. Seminary Faculty and Staff
 - c. Alumni of the Seminary
 - d. Seminarian Students
 - e. College Faculty and Staff
 - f. College Students — no one under the age of 21 can stay in the suites without adult supervision.
3. Payment is due within five days after reservation to secure it. Visa and MasterCard are accepted.
4. Refunds less \$5 processing fee are given to cancellations made 48 hours prior to reserved date(s).
5. Maximum occupancy is three adults per suite.
6. No one under the age of 21 can stay in the suites without adult supervision.
7. Alcohol age policy is in effect. No one under the age of 21 is permitted to consume alcoholic beverages on premises.
8. Possession or distribution of illegal substances results in automatic eviction.
9. 10 p.m. is quiet time. Guests must respect their neighbors.
10. No pets are allowed except for assistance animals.
11. Guests are responsible for removing sheets and linens and putting them outside their suite door.
12. Check in time is at 2 p.m.
13. Check out time is at 10 a.m.
14. Guests are liable for personal property and valuables. Please keep doors and windows locked.

Hamilton Hall and Hamilton Hall Annex

1. Hamilton Hall and Hamilton Hall Annex usage requests must be made in writing on the Building Usage Application Form at least two months in advance of the event.
2. Each request is evaluated based upon its purpose and suitability to the goals, purpose, and policies of The School of Theology.
3. The applicant is physically and personally responsible for all logistics unless the event is Seminary or College-sponsored. Logistics include physical setup, promotion, media, registration process, beverages, food, and snacks.
4. If alcohol is served, an equal set up of nonalcoholic beverages must also be provided.
5. Possession or distribution of illegal substances results in automatic eviction.
6. The applicant is responsible for any costs incurred for damage to and/or loss of property and furnishings owned by the University of the South.
7. The furniture in rooms *must not be moved*.

Chapel of the Apostles

Use of the chapel is on a priority system. First priority is the regularly scheduled worship of The School of Theology, as well as occasional liturgies for holy days.

Chapel of the Apostle Building Use Fee — Use of the chapel for weddings is subject to a \$300 fee, as noted in the University Wedding Guideline. This covers both the liturgy itself and the rehearsal.

Use of the chapel for all other events is subject to a \$200 fee. This fee is waived for any University function or recog-

nized, approved student organization. The dean may, at his discretion, waive this fee for an outside group, although such a waiver is rarely granted. The dean may delegate this discretion to the sub-dean of the chapel.

All uses of the chapel, regardless of whether a building use fee is collected, require the services of a sacristan. For University functions and recognized, approved student organizations, the sacristan is compensated at the usual hourly rate, and the event sponsors must reimburse The School of Theology for the amount of the sacristan's pay. For other uses of the space, the sacristan is to be paid a flat \$100 fee directly by the sponsors of the event.

Weddings — Guidelines have been established specifically for weddings held in the Chapel of the Apostles, in cooperation with All Saints' Chapel. Please contact the wedding coordinator at ext. 1879 for information on policy, fees, eligibility, and the ceremony itself.

Baptisms — Guidelines have been established specifically for baptisms held in the Chapel of the Apostles. Please see page 10 of this Handbook.

Other uses of the chapel are scheduled by Sarah Welcher (x1378, swelcher@sewanee.edu) or Heather Brewer (x1105, hebrewer@sewanee.edu). Subject to availability, the following may take place in the chapel:

- Pastoral liturgies, including funerals, conducted by the University Chaplain or his assignees, should the use of COTA be desired or necessary
- Weddings, which are governed by their own policy guidelines
- School of Theology liturgics classes
- Seminary choir rehearsals
- Speakers or events sponsored by the Dean's office
- Rehearsals by School of Theology students or staff (e.g., liturgics class practicum groups, organists, etc.)
- Other uses approved by the Dean, or on his behalf by the sub-dean for the chapel or the liturgics faculty.* This includes all worship services other than the regularly scheduled liturgies of The School of Theology Community.

*Students or outside groups requesting the use of the chapel for lectures, musical performances, or displays of artwork need the approval of the Dean, or on his behalf by the sub-dean for the chapel or the liturgics faculty. These uses should meet the following criteria (though meeting the criteria does not in itself guarantee approval or scheduling):

- The use is consistent with the religious and/or educational purposes of The School of Theology.
- The use is in keeping with the chapel's nature as sacred space.
- The use will not render the chapel unavailable for use at its full capacity for regularly scheduled worship.

Additionally, all users should note that any alterations, additions, or subtractions to the building's decoration or furniture arrangement must be of a temporary nature and must be approved by the sub-dean or the liturgics faculty. The chapel must be returned to its normal arrangement at the conclusion of the event, at the cost of the group using the space.

School of Theology Van

Please see the Motor Pool Policies and Procedures (page 44).

Seminary or College-Sponsored Events

Once the seminary or college-sponsored event is approved, the Conference Coordinator's office handles the logistics for the event.

SCHOOL OF THEOLOGY MASTER CALENDAR AND FACILITY

Reservation Request Form *Please read carefully.*

The following steps are required to schedule anything on The School of Theology Master Calendar:

Step I — Call Sarah Welcher's office to reserve space in School of Theology facilities (ext. 1378 or 1105).

Step II — E-mail completed form to Sarah Welcher (swelcher@sewanee.edu) or call Sarah to have her complete the form for you. Sarah will then confirm the reservations as soon as possible.

**Note that this is a request and the facilities that you requested may not be available. Please contact Sarah Welcher if you have questions regarding this form and/or School of Theology facilities.*

Today's Date: _____

Date(s) of Event _____

Arrival Date/Time: _____ Departure Date/Time: _____

Title of Event: _____

Purpose: _____

Event Coordinator Name: _____

Daytime phone number: _____ Alternate phone number: _____

Address: _____

Projected Attendance Number: _____

Indicate Room(s) Requested: _____

MEALS

Are you planning to have Aramark cater your event: Yes No

Or, will: another caterer handle your event or you handle it yourself.

Indicate set-up needs: (audio visual equipment, tables, chairs, etc.) _____

This section for office use only

Permission: From Dean's Office? Who gave permission? _____

Date? _____

Date reservation is added to the S of T Master Calendar: _____

Date event is added to the University's Master Calendar: _____

Confirmed: Date: _____ Person who confirmed: _____

THE UNIVERSITY OF THE SOUTH MOTOR POOL POLICIES AND PROCEDURES

In order to safely, effectively, and efficiently serve the transportation needs of its faculty and staff, The University of the South, through its Motor Pool, owns and maintains a fleet of motor vehicles for use by such persons on official business subject to the following rules.

Vehicle Use Policy

1. Vehicle shall be used only for University business in accordance with Motor Pool policies and procedures. Personal use of Motor Pool vehicles is not authorized.
2. Motor Pool vehicles may not be driven to and from an employee's home except as specifically authorized by Motor Pool policies outlined herein.
3. A current driver qualification form must be on file for all persons requesting the use of a Motor Pool vehicle. This form will be retained on file by the Motor Pool and updated by the driver when requested by the Sewanee Police Department (SPD).
4. The operator is responsible for the protection and safe operation of the vehicle. The operator must observe all traffic laws and rules for safe driving. The operator is responsible for traffic violations and fines including parking violations. Fines and related costs may be deducted from an employee's wages if the University pays the fine.
5. The operators of Motor Pool vehicles are required to report any mechanical problems as soon as possible in order that they can be corrected before the vehicle is dispatched for another trip.
6. Student drivers are limited to a 100-mile radius of the SPD if not accompanied by a University faculty or staff member.
7. All operators are required to report any damage to the vehicle immediately upon return to the Motor Pool. Failure to do so will result in withdrawal of driving privileges.
8. Use of Motor Pool vehicles by International Students is allowed on a limited basis. Driver must be 20 years of age and have a valid license. If driving a 12-passenger van the driver must have an "F" (or equivalent) endorsement. The use of the vehicle must be cleared through the international student coordinator and will be paid for through the International Student Office (ISO) Budget. The activity must conform to the specific use authorized by the ISO. Vehicles cannot be turned over to a second driver without approval of the ISO.
9. The following incidents will result in the loss of driving privileges for at least one year:
 - a. Operating a vehicle without a valid driver's license.
 - b. Failure to report the suspension or revocation of a driver's license.
 - c. Failure to obey University and other traffic regulations.
 - d. Operating a vehicle in an unsafe manner.
 - e. Failure to report an accident involving a Motor Pool vehicle.
 - f. Operating a Motor Pool vehicle while under the influence of alcohol or drugs.
 - g. Violation of Tennessee law or University policies governing alcoholic beverages or drugs.

General Procedures for Use

1. Vehicles are reserved on a "first-come, first-served basis." Academic related requests will take priority. Vehicles should be reserved as far in advance as possible by emailing police@sewanee.edu with the name, dates, destination, account number to be charged and contact information. Department heads must encourage the use of personal vehicles when Motor Pool vehicles are to be used for transportation to the airport and left in long/short term parking.
2. Personal use is not allowed.
3. The conditions under which a Motor Pool vehicle may be retained overnight are as follows:
 - a. The employee's home is located some distance from the University and such retention would result in substantial savings in time and distance traveled.
 - b. If an employee is required, by reason of University duties, to return from a trip after working hours, he/she may retain the vehicle at home overnight, and the vehicle must be returned to the University Motor Pool immediately the following day.
4. Vehicles are not delivered. They must be picked up and returned to the Sewanee Police Department by the assigned driver. You must be on the list of approved drivers to pick up keys for motor pool vehicles. Tennessee Law requires a driver to be in possession of a valid driver's license. The driver should be prepared to show a valid driver's license upon request from the Dispatcher.
5. Vehicles should be returned on schedule so trips will not be interrupted. When reservations must be cancelled the dispatcher should be notified as soon as possible.

6. When requested for extended trips, a gasoline credit card is issued for gas, oil, and repair charges. Charges for any other items are not permitted.
7. Tennessee Law prohibits open containers of alcohol beverages in motor vehicles. The vehicle operator is responsible for ensuring that alcoholic beverages are not permitted or consumed in a Motor Pool vehicle.

Cell Phone Safety While Driving

As a driver, your first responsibility is to pay attention to the road. When a driving on University business, or driving while conducting business on behalf of the University of the South, the following applies:

If a phone call must be made while driving, follow these basic dos and don'ts:

- Never initiate or accept a call while driving.
- Allow voicemail to handle your calls and return them when safe.
- If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.

Driver's License

All employees of the University must have a valid driver's license (Class D) prior to the operation of any University vehicle as required by the Tennessee Department of Safety. An "F" (For Hire) endorsement is sometimes required when transporting personnel in 12-passenger vans. Student drivers, although not required to have a Tennessee driver's license, must have a valid license from their home state. If a 12-passenger van is involved and the situation requires an "F" endorsement, the home state license must have an endorsement equivalent to the Tennessee "F" endorsement.

Motor Vehicle Records

No one may drive a Motor Pool vehicle until the SPD completes a Motor Vehicle Records (MVR) review covering the last three years. Such reviews will be conducted at least annually and prior to approving new driver applicants. Those with unacceptable driving records will not be allowed to drive University vehicles or personal vehicles on University business.

Unacceptable driving records include the following violations:

- Conviction for an alcohol and/or drug related driving offense
- Refusal to submit to a Blood Alcohol Content (BAC) test
- Conviction for reckless driving
- Any combination of three or more moving violations, "At Fault Accidents" or "Preventable Accidents" within the most recent three years
- Suspension, revocation or administrative restriction within the last three years
- Leaving the scene of an accident as defined by Tennessee state laws
- At fault in a fatal accident
- Felony committed involving a vehicle
- Two or more "University Vehicle" physical damage claims in any 12-month period

Passenger Vans

For safety reasons van capacity is limited to 12 persons including the driver. All drivers must attend a defensive driver training course approved by the SPD prior to driving a passenger van. Trips in passenger vans should be no longer than 10 driving hours without relieving the driver for five hours. The use of cargo racks are prohibited on top of University Motor Pool vans.

Accidents

Drivers of vehicles involved in an accident must notify local law enforcement officials of any accident involving death, injury or property damage over \$50. **STOP IMMEDIATELY** at the scene. Notify the local police immediately and remain at the scene. Registration papers and insurance cards are in the pocket of every vehicle. Follow the instructions on the back of the insurance cards. In addition, certain accidents called, "reportable accidents" must be reported to the Tennessee Department of Safety within 20 days. "Reportable accidents" are defined as any accident within the state of Tennessee in which any person is killed or injured, or in which damage to the property of any one person, including oneself, is in excess of \$ 400. **DO NOT MAKE ANY STATEMENT OF FAULT OR RESPONSIBILITY.**

Vehicle Trouble

If you have vehicle trouble, call the Sewanee Police Department at (931) 598-1111. Help will be sent or appropriate instructions given.

Vehicle Charges

1. The charge is \$.46 per mile for cars. Passenger vans are \$.50 per mile. You must give a charge account number when requesting vehicle reservations.
2. There is a \$50 charge for vehicles returned that require cleaning. This does not include normal road dirt. Considering each vehicle must be serviced and inspected after each use it is important that vehicles and keys are returned on time to the correct location. There will be a \$50 charge for vehicles not returned to their designated parking area after the reserved time of use. There will be a \$50 charge for motor pool keys not returned to the dispatcher after the reserved time of use.
3. Incidents of vehicle abuse will be reported to the department head or person who reserved the vehicle. A written reply from the responsible person will be required outlining action taken to prevent further abuse. The SPD reserves the right to assess repair and labor cost to the using department in cases of abuse.

Use of Seat Belts

Tennessee Code 55-9-603 (a) (1) states: "No person shall operate a passenger motor vehicle in this state unless such person and all passengers four (4) years of age or older are restrained by a safety belt at all times the vehicle is in forward motion." It is the responsibility of the driver to ensure that everyone uses seat belts.

Revised July 2010

UNIVERSITY POLICIES AND PROCEDURES

HARASSMENT POLICY AND PROCEDURES OF THE UNIVERSITY OF THE SOUTH

The University of the South stands firmly for the principle that its students, faculty, and staff members have a right to be free from harassment based on race, color, sex, religion, national origin, age, disability, sexual orientation, or protected activity under anti-discrimination statutes by any other member of the University community, and the University will not tolerate any form of harassment.

Conduct prohibited by this policy does not include simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, conduct that rises to the level of harassment must be so offensive as to alter the conditions of employment or the educational environment. If the harassment culminates in a tangible employment or education action or is sufficiently severe or pervasive so that a hostile work or education environment is created, then the conduct is prohibited. Examples of tangible employment actions include hiring and firing; promotion and failure to promote; demotion; and significant change in benefits. Examples of tangible education actions include lowering or raising a grade and passing or refusing to pass a student in any course. A hostile environment may result from actions between students or between employees and students. Conduct that may create a hostile environment includes offensive statements and comments, unwelcome touching, and displays of offensive pictures or other materials.

Employees and students are strongly encouraged to report all incidents of harassment, including those that may not amount to a violation of law because they are not sufficiently severe or are isolated events. All supervisors must report incidents of harassment to their division head. Employees and students who make complaints of harassment or provide information related to such complaints will be protected against retaliation. No one will be reprimanded or discriminated against in any way for initiating an inquiry or complaint in good faith. The University will also endeavor to protect the rights of any person against whom a complaint is lodged. Once an inquiry or complaint is made, every effort will be made to resolve the problem within a reasonable time. All complaints must be reported to the University's legal counsel who advises the University about the implementation of this policy and keeps a written record of every complaint received and any subsequent action taken.

Confidentiality of complaints will be protected to the extent possible, but complete confidentiality is not possible since the University cannot conduct an effective investigation without revealing certain information to the alleged harasser and potential witnesses. However, information will be disclosed only to those who need to know about it.

The following procedures describe the options available to any person who believes that he or she has been harassed by a student, employee, or other person at the University of the South (such as contractors, vendors, or other campus visitors). Anyone who wishes clarification or further information about any of these procedures is encouraged to speak with the Director of Human Resources or a dean.

Counseling, Advice, and Informal Resolution

In many instances, informal discussion, and mediation can be helpful in resolving perceived instances of harassment. Problems are sometimes easier to resolve when an informal atmosphere encourages people to identify the problem, talk about it, and agree on how to deal with it.

Whom to Contact

Problems, questions, and complaints may be discussed with a senior administrative officer. These individuals may be helpful in advising and aiding a person's own efforts to resolve a problem. Such help may involve coaching the individual in preparation for a conversation with the person causing the problem; assisting the individual in writing a letter to that person describing the offending behavior and requesting that it stop; or offering to meet with the person causing the problem.

Formal Complaint Procedures

Anyone who believes himself or herself to be the object of harassment involving a member of the faculty, staff, or student body or other member of the University community may choose, either initially or after having sought an informal resolution, to bring a complaint through the University's formal procedures. Merely discussing a complaint does not commit one to making a formal charge.

1. When to File a Complaint
Prompt reporting of an incident is strongly urged, since it is often difficult to determine the facts of an incident long after they have occurred.
2. How to File a Complaint
 - a. Any dean and the Director of Human Resources are authorized to receive formal complaints.
 - b. The individual making the complaint may wish to have another member of the University community present at discussions of the complaint.
 - c. After discussion with a person authorized to receive a formal complaint, the individual may file a signed, written statement describing the complaint and requesting a formal investigation. This statement will be shown to the accused person.
 - d. The authorized recipient of the complaint will notify the Provost of the complaint, and the Provost will appoint an investigative officer.
 - e. Use of these internal procedures does not foreclose subsequent legal action. Individuals may wish to obtain legal advice as they consider the courses of action open to them. However, the proceedings described here are not those of a court of law and the presence of legal counsel is not permitted during these discussions.
3. Protection of the Complainant and Respondent
Throughout the complaint process, every effort will be made to protect the individual bringing the complaint (hereinafter referred to as “complainant”) from reprisals and to protect the accused (hereinafter referred to as the “respondent”) from irresponsible complaints.
4. The Complaint Process
 - a. The timetable set forth below is approximate. The investigative officer may, at his or her discretion, allow additional time for any of the steps noted.
 - b. Within 10 days of receiving the written complaint, the investigative officer will consult with the complainant and with the respondent, and others if appropriate, in order to ascertain the facts and views of both the parties. Either party may have another member of the University community present.
 - c. The investigative officer will prepare a report, summarizing the relevant evidence, within 30 days of receiving the written complaint. A draft of the report will be shown to the complainant and the respondent in order to permit them the opportunity to respond before a final report is made.
 - d. The final report, presenting the findings in summary, will be sent to a) the Dean of Students in the College for complaints about undergraduate students, b) the Dean of the College for complaints about faculty in the College, c) the Dean of The School of Theology for complaints about faculty or students in The School of Theology and d) the Treasurer for complaints about staff members or others.
 - e. The final report will be shown to the complainant and the respondent. Within five days thereafter, the complainant and the respondent may each submit a statement to the appropriate Dean or Treasurer concerning the report.
 - f. Within five days after the submission of any final statements from the complainant and the respondent, the appropriate Dean or Treasurer will decide to:
 - i. dismiss a complaint if it is found to lack sufficient evidence or to otherwise be without merit; or
 - ii. take whatever action he or she believes is warranted by the evidence; or
 - iii. ask the investigative officer to consider the matter further and submit a supplementary report.The complainant and respondent will be notified of the action taken.
 - g. Following the disposition of a case, any party who is dissatisfied with the decision may appeal by submitting a written statement to the Provost within five days, stating with specificity the reasons for his or her dissatisfaction. The Provost, within 10 days of submission of such a request, may decide whether reconsideration is appropriate or, at his or her discretion, submit the matter for further investigation. The decision of the Provost is final.
 - h. In certain cases, it may be appropriate for the University to modify the procedures set forth above in light of the nature of the charges, the parties or witnesses involved, the procedures for discipline of faculty as set forth in the Faculty Personnel Procedures, the procedures for discipline of staff members as set forth in the Staff Handbook, or other reasonable cause.
5. Penalties
The penalties for harassment depend on the nature of the offense. Sanctions may range from reprimand to dismissal. Any person who intentionally makes a false accusation is also subject to disciplinary action.

6. What Happens Following the Disposition of a Case
 - a. The facts about individual cases and their dispositions are confidential. The appropriate Dean, Treasurer, or Provost will, however, inform the complainant, respondent, and others with a need to know of his or her conclusions in the case.
 - b. The investigative office
 - c. A permanent, written record of the formal complaint process and its outcome is ordinarily retained by the University. If the complaint did not result in any disciplinary action, the accused person may request the removal of the record from his or her personnel or student file after a reasonable period of time. The University will then determine whether removal is appropriate.

The University of the South's policy against harassment is consistent with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and 34 CFR Part 106. In addition to contacting the designated persons specified in these procedures, persons with inquiries regarding the application of Title IX and 34 CFR Part 106 may contact the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region IV, 101 Marietta Tower 27th Floor, P.O. Box 1705, Atlanta, Georgia 30301.

October 2004

GRIEVANCE PROCEDURE FOR DISCRIMINATION ON THE BASIS OF SEX OR DISABILITY

The University of the South prohibits discrimination in employment, admission of students, and administration of its education programs or activities on the basis of, among other things, sex and disability.

Any student, employee, or applicant for admission or employment may initiate a grievance for sex discrimination which is prohibited by Title IX of the Education Amendments of 1972, as amended.

Any student or employee may initiate a grievance for disability discrimination, which is prohibited by the Rehabilitation Act of 1973 (section 504), as amended.

The Compliance Coordinator will provide assistance to those desiring to file a grievance. A grievance for alleged discrimination must be filed with the Compliance Coordinator within 30 working days of the occurrence of the alleged discrimination. The complaint must be in writing and contain the name of the person making the grievance, the nature and the date of the alleged discrimination, names of any witnesses to the alleged discrimination, names of those injured by the alleged discrimination, and the names of those employees, students or other persons claimed to be responsible for the alleged discrimination.

At the request of the party initiating the grievance (hereinafter the "grievant"), and at the discretion of the Compliance Coordinator, an attempt will be made to resolve the complaint without recourse to a formal written grievance through informal meetings with appropriate persons.

If a formal grievance is filed, the Compliance Coordinator shall notify the person(s) who must respond to the grievance (hereinafter the "respondent"), and the notification shall include a copy of the grievance and a request that the response be submitted in writing within 10 working days to the Compliance Coordinator. The person(s) required to respond will be the person(s) alleged to be involved in the discrimination or the person with supervisory responsibility for the activity or area which is the subject of the grievance.

If a written response to the grievance has not been received within 10 working days, the Compliance Coordinator shall send a notice of non-response to the designated respondent, the respondent's immediate supervisor, and the grievant. Within five working days of receipt of the response or the sending of the non-response notice, the Compliance Coordinator shall refer the grievance to the appropriate investigative officer. That officer will normally be an administrator with responsibility in the area under investigation.

Within 20 working days of receipt of the written grievance and response or notice of non-response, the investigative officer shall consult with the grievant and the respondent, and others if appropriate, in order to ascertain the facts and views of both of the parties. The University Legal Counsel may also be consulted. The investigative officer will then notify the grievant, respondent, and the Compliance Coordinator of his or her findings and recommendations. If the grievant or respondent does not accept the investigative officer's decision, he or she must notify the Compliance

Coordinator in writing within five working days of receipt of the decision. If no request for review of the investigative officer's decision is timely received, the recommended action, if any, shall be taken and the grievance will be considered closed.

If review of the investigative officer's decision is sought, that review will be conducted by the Provost, Dean or Vice President responsible for the employees or students involved in the grievance unless the Provost, Dean, or Vice President was the grievant, respondent, or investigative officer. In such a case, the Compliance Officer will select an appropriate University official. The appropriate Dean or Vice President will decide whether to accept the investigative officer's recommendation or to ask the investigative officer to consider the matter further and submit a supplementary report. Alternatively, the Provost, Dean or Vice President may appoint a three-person panel to conduct a further investigation and submit a recommendation to the Provost, Dean or Vice President. The Provost, Dean or Vice President will notify the grievant, respondent, and Compliance Coordinator of his or her decision, which shall be final.

In certain cases, it may be appropriate for the Dean or Vice President to modify the procedures set forth above depending upon the nature of the charges and the procedures for discipline of faculty in cases involving grave misconduct or neglect of duty as set forth in the Faculty Personnel Procedures or the procedures of discipline of staff members as set forth in the Staff Handbook.

The facts about individual grievances and their dispositions are confidential except where it may be necessary to reveal information in order to comply with the applicable law.

October 2004

DRUG-FREE CAMPUS STATEMENT FOR THE UNIVERSITY OF THE SOUTH

This statement is provided in compliance with the provisions of The Drug-Free Workplace Act of 1988 (41 U.S.C. Sec. 701, et. seq.) and The Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. Sec. 3171, et. seq.) to all University of the South employees and students. The University of the South is committed to achieving a drug free campus and will both support those who voluntarily take steps to rid themselves of illicit drug use and alcohol abuse and rigorously enforce applicable laws and policies.

Policy

The unlawful possession, use, distribution, sale or manufacture of illicit drugs and alcohol on the University of the South Campus, on property owned or controlled by the University of the South, or as part of any activity of the University of the South is strictly prohibited. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action as set forth in the Student Handbook, the Faculty Handbook, the Staff Handbook and as defined by any other existing University policies, ordinances, rules, and regulations.

Legal Sanctions

Various federal, state, and local statutes make it unlawful to possess, use, distribute, sell or manufacture controlled substances. The penalty imposed depends upon various factors, including the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance and whether any other crimes were committed in connection with the use of the controlled substance.

Possible maximum penalties for a first time violation of federal criminal drug laws include imprisonment for any period of time up to a term of life imprisonment, substantial fines, supervised release, or any combination of the above. These sanctions are doubled when the offense involves either: 1) distribution or possession at or near a school or college campus or 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law (21 U.S.C. Sec. 801, et. seq.).

Under state law, the offenses of distribution, possession or casual exchange of controlled substances are punishable as a Class A misdemeanor for a first offense (unless the possession is authorized by a valid prescription). If there is an exchange between a minor and an adult at least two years the minor's senior and the adult knew that the person was a minor, the offense is classified as a felony. See T.C.A. §§ 39-17-417, 418. It is also a Class A misdemeanor to possess with

intent to use drug paraphernalia. T.C.A. § 57-3-412 and 57-5-301. Class A misdemeanors are punishable by imprisonment of up to one year and fines up to \$2,500.

It is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of his or her employment) or consume alcoholic beverages, wine or beer. T.C.A. § 1-3-113. Further, it is an offense (1) to provide alcoholic beverages to any person under the age of 21, including purchasing alcoholic beverage for or at the request of a person under 21 years of age, (2) for a person under 21 to attempt to purchase alcohol, and (3) to use false identification to purchase alcohol. T.C.A. § 57-3-412 and 57-3-301. Such offenses are generally classified as misdemeanors punishable by prison sentences of less than a year and fines ranging from \$50 to \$2,500. Repeat offenders may be subject to harsher penalties.

The University of the South Sanctions

The University of the South will impose appropriate sanction(s), consistent with local, state, and federal law, on any employee or student who fails to comply with the terms of this policy.

Employees

As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify his or her department head or supervisor of any criminal drug statute conviction for violation involving the workplace no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any federal or state judicial body. In the event any such conviction involves an employee working on a federal contract or grant, the University will contact the granting or contracting federal agency within 10 days of receiving notice of a conviction. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following:

1. termination;
2. suspension;
3. mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
4. recommendation for professional counseling;
5. referral for prosecution;
6. letter of warning;
7. probation.

Students

Possible disciplinary sanctions for failure to comply with the terms of this policy, including failure to notify of conviction, may include one or more of the following:

- expulsion;
- suspension;
- mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- referral for prosecution;
- probation;
- fines;
- community service;
- reprimand.

For those cases warranting consideration of readmission for students or reinstatement for employees, any such consideration will only be given following appropriate counseling and rehabilitation.

Health Risks Associated With the Use of Illicit Drugs and the Abuse of Alcohol

Many health risks are associated with the use of illicit drugs and the abuse of alcohol, including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. In addition, the illicit use of drugs can increase the risks of contracting hepatitis, AIDS, and other infections. If used excessively, alcohol or drugs taken singly or in certain combinations may cause death. Additional information on the risks associated with illicit drug use and abuse of alcohol is available at the University Counseling Service.

Available Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs

The University urges students and employees engaged in the illicit use of drugs and/or the abuse of alcohol to seek professional advice and treatment. The University's health insurance plan for employees and their dependents and many other health insurance plans provide coverage for substance abuse treatment.

Preliminary evaluations, case assessment, and referral for University students and employees are provided by the resident staff of the university counseling service and Mark William Peterson, M.D., consulting addictionologist. Information about various drug and alcohol counseling, treatment and/or rehabilitation programs in Sewanee, Winchester, Tracy City, Tullahoma, Chattanooga, Nashville, and elsewhere in the country is also available from the University Counseling Service, the Office of Dean of Students, and the Office of Human Resources. All inquiries will be treated confidentially to the extent possible.

Resolving Concerns

The Harassment Policy and Procedures, the Grievance Policy for Discrimination on the Basis of Sex or Disability, and the Drug Free Campus Statement, published in this handbook, are designed to resolve student, faculty, and staff concerns. Other concerns should be addressed to the Dean of the College, the Dean of The School of Theology, or the Director of Human Resources.

SMOKING POLICY

Smoking is prohibited in all enclosed University property, including vehicles, and is also prohibited within 50 feet of the entrance to any facility.

WEAPONS POLICY

In accordance with Tennessee Code 39-17-1309, the University of the South prohibits firearms and other weapons on University property (except for law enforcement officers in the discharge of their official duties or when used solely for instructional or school-sanctioned ceremonial purposes). Weapons prohibited by statute include, but are not limited to, any firearm, explosive, bowie knife, hawk bill knife, dagger, switchblade knife, slingshot, blackjack, knuckles, or any other weapon of like kind. The University also prohibits BB guns, pellet guns, and paintball guns.

Violation of University policies governing the use of possession of firearms, ammunition, and weapons results in a minimum fine of \$200, 30 hours of assigned community service, loss of the privilege to participate in fraternity or sorority rush, parental notification, and social probation. Cases may also be referred to the Faculty Discipline Committee if the violation warrants possible suspension or expulsion. Students may also be subject to prosecution by civil authorities for violation of state laws governing firearms and weapons.

APPROPRIATE USE OF INFORMATION TECHNOLOGY

The following policy applies to the entire University community. The policy addresses the responsible use of information and technology resources, violation of policy, and guidelines for effective use of the University's technology resources, including, but not limited to, hardware, data, and the network. Individuals are also subject to federal, state and local laws governing interactions that occur on the Internet. The University reserves the right to terminate service to any user who does not use our information technology resources responsibly. This policy and guidelines are subject to change at the discretion of the University.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right of privacy, and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. The EDUCOM code.

The Sewanee Responsible Use Policy is to serve as a guideline by which faculty, staff, and students can review the requirements of ethical and legal behavior within the University community when using a computer, computer system,

network or the Internet. Everyone within the University community who uses University computing and network facilities has the responsibility to use them in an ethical, professional, and legal manner.

Access to and use of computing and networking resources at Sewanee are privileges extended to members of the Sewanee community. The use of University computing resources, like any other University-related activity, is subject to the normal requirements of legal and ethical behavior within the University community. Members of the University community may use these resources for purposes related to their studies, their responsibilities for providing instruction, their duties as employees, their official business with the University, and other University-sanctioned or authorized activities.

The University acknowledges that occasionally faculty, staff, and students use University resources assigned to them or to which they are granted access for noncommercial, personal use. Such occasional noncommercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff, and students, do not interfere with the efficient operation of the University or its computing resources, and not otherwise prohibited by this policy or any other University policy or directive.

Because computing systems have such great power, activities that might at first seem to be merely mischievous can harm an entire University community and beyond. Any unauthorized access or interference with system functionality is unacceptable. University wide guidelines such as the Student Handbook, Sexual Harassment Policy, and Copyright Policy apply to the use of computing resources as do community standards of consideration for others, and the mission of University. Federal, state, and local laws and regulations also apply.

The University's computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purposes that is illegal, immoral, unethical, dishonest, damaging to the reputation of the University, inconsistent with the mission of the University or likely to subject the University to liability. Impermissible uses (some of which may constitute illegal uses), but are not limited to the following:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Destruction of or damage to equipment, software, or data belonging to the University or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copy or transmission of copyright protected material
- Use of the University's trademarks, logo, insignia, or copyrights without prior approval
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords) or network identification numbers (including e-mail addresses) assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others
- Use of computer communications facilities in ways that unnecessarily impede the computing progress of others
- Develop or use of unapproved mailing list
- Use of computer facilities for private business purposes unrelated to the mission of the University or to University life
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Violation of privacy
- Viewing, posting or sending obscene, pornographic, sexually explicit, or offensive material
- Posting or sending material that is contrary to the mission and values of the University
- Intentional or negligent distribution of computer viruses

Responsibilities of Users

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

- Computer accounts, passwords, and other types for authorization are not be shared with others
- Understand the level of protection the computer systems automatically apply to files
- Be aware of computer viruses and other destructive computer programs, and take steps to avoid them of the use's privacy or loss of data
- Respect the privacy of others
- Be sure to comply with all federal, state and other applicable laws as well as University policies and regulations

Security

The University will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that electronic mail is generally not secured and is extremely vulnerable to unauthorized access and modification. The Office of ITS will make available to interested persons information concerning reasonable methods for attempting to protect information on central computing systems from loss, tampering, unauthorized search, or other access.

Privacy and Confidentiality

The University reserves the right to inspect and examine any University-owned or operated communications system, computing resource, and/or files or information contained therein at any time, as well as personally owned computers linked to University servers or data network.

Authorized access to data or information entails both privilege and responsibility, not only for the user, but also for the system administrator. There is no expectation of privacy or confidentiality for documents and messages stored on University-owned equipment. Additionally, email and data stored on the University's network of computers may be accessed by the University for the following purposes:

- Troubleshooting hardware or software problems
- Preventing unauthorized access and system misuse
- Retrieving business related information*
- Investigating reports of violation of University policy or local, state or federal law*
- Complying with legal requests for information*
- Rerouting or disposing of undeliverable mail

**The system administrator will need specific approval from the Office of Human Resources or the appropriate designee to access these items. The extent of the access will be limited to what is essentially necessary to acquire the information.*

Reporting violations

All users should report any discovered unauthorized access attempts or other improper usage of University-owned computers, networks, or other information processing equipment. If you observe, or have reported to you, a security or abuse problem, with any University computer or network facilities, including violation of this policy, you should notify the Chief Technology Officer, the Office of Human Resources or other appropriate administrator.

Violations of this policy may be treated as violation of University policy and/or violations of civil or criminal law. The Office of ITS in conjunction with the Office of Human Resources will investigate apparent or alleged violations of these guidelines. The University reserves the right to immediately suspend user privileges pending investigation. Such action will be taken to protect the security and integrity of the computer system and will take precedence over its impact on the individual's work.

When appropriate, at the discretion of the Chief Technology Officer, cases of apparent abuse will be reported to the Deans of Students (student cases), the Deans of the College and School of Theology (faculty cases), or the Director of Human Resources (staff cases). These offices are responsible for determining any further disciplinary action. Upon a finding of a violation, disciplinary measures may include warnings, suspension of user privileges (temporary or permanent), disciplinary action up to and including termination of employment. The University may also pursue civil and/or criminal charges if it deems appropriate.

THE UNIVERSITY OF THE SOUTH OFFICIAL SEAL

The University seal is a legally registered trademark that may be used only by permission of the University of the South. This policy statement for use of the seal is intended to

- prevent unauthorized use;
- establish standards for size, reproduction formats, and placement; and
- provide a general list of permissible uses.

Use of the University seal is limited to official administrative publications from the office of the Vice-Chancellor, the Trustees, and Regents; diplomas, commencement, convocation and other official publications of the University; and official signage of the University.

The Office of Marketing and Communications shall consult with the University's Legal Counsel, University Relations, and the Vice-Chancellor's office in order to make a determination about appropriate use of the seal on any new publications not anticipated above.

The minimum print reproduction size is 7/8" in height. It shall always be used in a vertical orientation. The seal may be reproduced in print format as well as blind or embossed art combined with offset inks or foils.

The seal may also be used for certain types of merchandise (see below) for promotional purposes only by University officials and offices, as well as alumni in officially sanctioned University events, including but not limited to Homecoming, Reunions, and Sewanee Club events.

Other permissible uses

The seal may be used only as an official expression of the University on the highest quality items, which may include:

- Captain's Chairs
- Official school rings
- Select engraved crystal, gold, silver, brass, pewter, leather, and wooden items (jewelry, blazer buttons, pens, etc.)

The Office of Marketing and Communications shall consult with the University's Legal Counsel, University Relations, and the Vice-Chancellor's office in order to make a determination about appropriate use and depiction of the seal.

Revision to Graphic Identity Standards Manual October 19, 2010

THE UNIVERSITY OF THE SOUTH MEDIA RELATIONS POLICY FOR FACULTY AND STAFF

Objectives

- to ensure consistency in communications with news media from across the University;
- to help maintain the high level of credibility the University enjoys in its dealings with the media; and
- to protect the reputation of the University, its students and employees.

Rationale

Stories about people and projects in the news media can illuminate the University's educational mission, advancing communications strategies designed to raise awareness by the public of the intellectual and cultural resources on campus and of opportunities to be engaged in the life of the University. The news media also are important conduits of news and information during crisis and emergencies. The University values its relationships with the news media and recognizes the value of engaging reporters, editors, broadcasters, and internet content providers in communicating about the University to mass audiences.

The Office of Marketing and Communications is the chief point of contact between the University and the news media, and may be reached at ext. 1734. Through its media relations services, the Office seeks to serve the University's purpose statement by providing honest, timely, and useful information to all its internal and external stakeholders and audiences, and by helping the University understand, anticipate, and manage its environment.

Implementation

The Office of Marketing and Communications assists journalists with inquiries about the University and provides counsel to faculty, staff, and students in managing and working with the news media. All inquiries from the media should as a matter of course be directed or reported to Marketing and Communications. In most cases, the Office will recommend a spokesperson to speak on behalf of specific issues or news. For example, subject to their availability and interest, faculty members may be asked to serve as expert sources for news stories relating to the faculty member's academic area of expertise.

In some cases, typically crises and other sensitive issues, the Executive Director of Marketing and Communications, or his/her designee, serves as the University spokesperson and is responsible for speaking on behalf of the University.

Likewise, all outreach to the news media in the form of press releases, press advisories, pitch letters, and other vehicles shall be managed by the Office of Marketing and Communications.

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USE OF UNIVERSITY RESOURCES FOR POLITICAL ACTIVITIES

Engagement in politics is a hallmark of responsible citizenship, but as a tax-exempt organization, IRS rules prohibit the University from engaging in and using its resources (such as email) for certain political activities. One kind of prohibited political activity is attempting to influence legislation, commonly known as lobbying.

IRS rules prohibit the use of University resources for contacting, or urging the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or advocating the adoption or rejection of legislation.

The IRS allows University resources to be used to conduct educational meetings, prepare and distribute educational materials, or otherwise consider public policy issues in an educational manner without jeopardizing our tax-exempt status.

While we encourage everyone's individual participation in the political process, we ask that you be mindful of the limitations on using University resources, including the classifieds email list, to do so.