Student & Community Life Handbook

(SCLH)

2026-2027

Wartburg Theological Seminary

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Welcome

Welcome to Wartburg Theological Seminary!

This Student & Community Life Handbook is for all Wartburg students in all programs via all pathways; the Handbook exists to provide guidance for our life together, rooting us in common language and clear expectations.

The foundation for our life together is the redeeming, unifying love of God made alive for us in Christ Jesus through the Holy Spirit. This foundation guides us in our study, work, and play together.

Therefore, while the community of Wartburg Theological Seminary, on the Dubuque campus and beyond, is involved in the pursuit of excellence in theological education, attention is also given to other aspects of life together. Our life together both reflects the holy fellowship we experience in being part of the Body of Christ, and impacts us as servant leaders in God's church. Together, we are both co-creators and stewards of the Wartburg community, committed to a culture that has opportunities for celebration, confession & forgiveness, and inclusion for all.

May God bless your participation in this life together. May we all become more faithful, wise, adaptive, and grounded by our life together in the Wartburg community.

The primary source of academic information about Wartburg Theological Seminary is the biennial catalog. Material on courses, the purpose and history of the seminary, etc. is found in the biennial catalog. The Student and Community Life Handbook should be used as a supplement to the current catalog. Information printed in the catalog is generally not repeated here . The biennial catalog and annual student and community life handbook are located on our website and topics can be searched easily by keyword.

Wartburg Theological Seminary reserves the right, in its sole discretion, to modify, add to, or delete any of the procedures, practices and policies referred to in this handbook at any time with or without notice to students. The seminary will try to inform you of any changes as they occur, but the most recent handbook is always the authority.

Though reasonable efforts have been made, not all policies and guidelines that affect and guide student life at Wartburg are contained in this handbook. Individual offices distribute information needed to complete the general policies included here.

Additions and corrections to this handbook for the upcoming academic year should be submitted to the Vice President for Leadership Formation by early April.

Who to Contact for Specific Needs

IF YOU NEED HELP CONCERNING	CONTACT
Absences from class	Professor
Adding/Dropping a class	Registrar
Chapel	Dean of the Chapel or Sacristans
Clinical Pastoral Education	Office of Contextual Education
Internship	Office of Contextual Education
Counseling/Spiritual Direction Services	Administrative Coordinator for the Department of Vocation and Formation (DVF)
Disability Accommodations	Academic Dean
Employment for Students	Vice President for Finance, Operations, and Human Resources
Financial Aid	Director for Financial Aid and Reporting
Graduation Requirements	Registrar
Incoming Mail/Packages	Mailroom/Business Office
International Students	Director of Community Life and Candidacy
Life Together Magazine and Marketing	Director for Communications
Lost & Found	Administrative Coordinator for the DVF
Master Calendar	Administrative Coordinator for the DVF
Privacy Information	Director of Community Life and Candidacy
Payroll	Payroll Coordinator
Room Reservations	Administrative Coordinator for the DVF
Schedule of Classes	Registrar
Student Academic Records	Registrar
Student Candidacy Records	Director of Community Life and Candidacy
Tuition/Campus Housing Payments	Director of Housing and Community Accounts
Transcripts or Grade Reports	Registrar
Academic matters related to courses, concerns, or withdrawal from class	Professor or Academic Advisor
Leave of Absence	Academic Advisor and Director of Community Life and Candidacy
Withdrawal from Seminary	Director of Community Life and Candidacy and Academic Advisor
Help with academic issues upon referral of your faculty advisor	Academic Dean
Issues related to student life, grievances, discipline, community concerns	Director of Community Life and Candidacy
Information Technology	Technology Director

1 About Wartburg

Mission Statement

Wartburg Theological Seminary serves Christ's church through the Evangelical Lutheran Church in America by being a worship-centered community of critical theological reflection where learning leads to mission and mission informs learning. The community embodies God's mission by stewarding resources for engaging, equipping, and sending collaborative leaders who interpret, proclaim and live the gospel of Jesus Christ for a world created for communion with God and in need of personal and social healing.

Reconciling in Christ

You are welcome here. As a Reconciling in Christ seminary, Wartburg Theological Seminary seeks to offer hospitality and welcome to all who enter our academic programs. Following Jesus Christ, whose reconciling love bridged barriers and made strangers friends, we seek to welcome and learn from one another's particularity-including but not limited to one another's race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, physical ability, social status and theological diversity.

Land Acknowledgement Statement

We at Wartburg Theological Seminary acknowledge our campus occupies ancestral lands stolen by the U.S. Government and white colonizers from the Sauk, Meskwaki, Miami, Ho-Chunk, Potawatomi, Očhéthi Šakówiŋ (Oh-chey-tee shah-koh-ween), and Kickapoo peoples. The Wartburg Seminary diaspora community continues to occupy these and other stolen lands first given to Native nations by the Creator.

Twelve Pastoral-Diaconal Practices

Wartburg Theological Seminary's Mission Statement guides and directs our life as a seminary, including the implementation of a theological curriculum. By "curriculum" we include both the courses offered in the classroom through the degree programs and the entire program of formation, including worship and community life.

The Wartburg faculty has adopted these twelve pastoral-diaconal practices as a further elaboration of its mission statement which articulates intended curriculum outcomes, a description of what we hope to see in Wartburg graduates based on our mission. These practices are intended to be inclusive of candidates for all rosters and graduates of all degrees. By

"practices" we do not mean mere actions that are performed; rather, these pastoral-diaconal practices are understood to be incarnated and embodied in being as well as doing. They intend coherence between one's disposition and one's practice of ministry. Ministers thus formed are able to give reasons why they act in a particular way. Effective formation has instilled a fundamental attitude out of which one then does.

The purpose of our setting forth these criteria is for the Wartburg faculty to invite reflection on the effectiveness

of our curriculum. We seek excellence in our educational programs and invite you into conversation about these pastoral-diaconal practices as a way of assessing and revising our curriculum.

The central question is: To what degree has the educational and formational process of the Wartburg Seminary curriculum accomplished its mission objectives?

WARTBURG THEOLOGICAL SEMINARY STUDENTS WILL EMBODY THE…

1. ***Practice of Being Rooted in the Gospel*:** Articulates the Gospel in a way that is heard as Gospel. Is publicly Lutheran and Gospel-centered.
2. ***Practice of Mission Dei in Word and Sacrament**:* Is grounded in Word and Sacrament as the means by which God creates faith in Christ and a community (koinonia) for God's mission (martyria and diakonia) in the world. Pastors exercise faithful worship preparation, evangelical preaching, and sacramental leadership. Diaconal ministers and deaconesses serve as a strategic bridge between church and world. All the baptized are sent by the Spirit to employ their gifts in God's mission for the life of the world.
3. ***Practice of Biblical and Theological Wisdom*:** Interprets reality theologically and biblically as a habit. Has a core set of theological concepts that are interpreted with flexibility in different contexts.
4. ***Practice of Ecclesial Partnership*:** Displays a healthy sense of connectedness with the whole church. Fosters partnership with the ELCA and ecumenical openness.
5. ***Practice of Complex Analysis*:** Demonstrates capacity to carefully examine complex social, economic, scientific, and religious issues without oversimplification. Sees relationships from a systems perspective, remaining spiritually centered in the face of ambiguity.
6. ***Practice of Curiosity*:** Is fundamentally curious, employing creativity in the use of language. Is open to grow beyond current perspectives and eager to pursue learning with intellectual depth.
7. ***Practice of Pastoral Concern*:** Loves God's people with the compassion of Christ, demonstrating a generous spirit in relating to others, teaching and modeling stewardship. Maintains a clear sense of ministerial identity and desire for excellence in ministry.
8. ***Practice of Personal Faith and Integrity**:* Lives as person of faith, grounded in a life of prayer and study. Is self-aware in seeing the larger picture, proclaiming hope, leading courageously, and setting healthy boundaries.
9. ***Practice of Collegiality*:** Leads in a way that is responsive to the situation and promotes team building. Creates collegial groups within and beyond the church for promoting many forms of ministry.
10. ***Practice of Evangelical Listening and Speaking the Faith to Others***: Listens in a way that leads people to deeper faith questions. Engages in thoughtful witness to the Christian message, especially to youth and those outside the faith.
11. ***Practice of Immersion in the Context*:** Shows awareness of the context through listening to, dialogue with and involvement in the local community.
12. ***Practice of Engagement with Cross-Cultural and Global Dimensions*:** Engages multicultural issues

and religious pluralism in the context of globalization. Understands the inclusive character of the Christian Gospel.

Spiritual Life Statement

Authentic Christian spirituality is a lifelong journey that requires attention and intention. We seek to both model and teach practices that promote healthy spirituality.

Grounding

As Lutherans, our spirituality is centered on God's unconditional love, embodied in the Word and Sacraments. God meets us in the cross of Jesus, compassionate to the hurts and needs of others. Through the resurrection of Jesus Christ, God empowers us to live in hope. The Spirit creates faith in Jesus Christ, binds the community together in love, and is the source of hope for new life in Christ.

In a world that invites us into a variety of types of "spirituality," we remember that a community empowered by the Holy Spirit witnesses to Christ, the Word of God, proclaimed in the Holy Scriptures. The Spirit of God sets us free "to do justice, love kindness, and walk humbly with our God" (Micah 6:8).

Diverse and Holistic

We respect and celebrate the rich diversity of expressions, learn from one another, and thereby grow in our devotion to God. Spirituality is holistic and involves the care of the entire person--physical, mental, emotional, social, vocational, financial, as well as spiritual. Each member of this community is on a unique spiritual journey and brings gifts in joining this community.

Corporate Practices

Gathering together for worship, both in local congregations and through participation in daily chapel, centers our life together. In our academic life, reading, study, and theological conversation contribute to spiritual growth. Daily chapel is the centerpiece of our life together as a seminary community.

Our Spiritual Practices course, which involves the entire Wartburg Seminary teaching and learning community, is another resource for experiencing spirituality in community. Students and faculty across programs and learning tracks are encouraged to engage the scripture readings, textbook readings, and resources offered not simply as course requirements, but as avenues and windows for enhancing and deepening their spiritual life.

In our life together, we also meet Christ in prayer groups, Zoom chats, fellowship in the refectory, informal gatherings, and in our mutual conversation and care for one another. The spiritual life also means developing healthy relationships--in families, at work, and at play. It is a spiritual matter how we speak with and about each other, and we seek to be faithful to the Eighth Commandment and Martin Luther's explanation of it: "*We are to fear and love God so that we do not lie about our neighbors, betray or slander them, or destroy their reputations. Instead, we are to come to their defense, speak well of them, and interpret everything they do in the best possible light.*"

Personal Practices

We encourage members of the community as individuals to continue to deepen their relationship with God through classical spiritual disciplines—confession and absolution, prayer, devotions, Scripture reading, contemplation, meditation, fasting, and spiritual direction. We also encourage individuals to experience spiritual enrichment through a variety of other means, such as enjoying the beauty of creation, the arts, hobbies, athletics, interactive technology, and media.

Commitment

Church professionals often struggle to maintain healthy spiritual lives. The work of preparing sermons or classes often means our Bible reading becomes task-oriented. Some leaders, especially seminarians, find that leading worship can make it difficult for them to engage in worship themselves. Lists of things to do can make attending to one's spiritual life feel like one more task to accomplish. Within the Wartburg Seminary community, we commit ourselves to help one another on this journey.

Non-Discrimination Policy

In compliance with Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et. seq., and federal regulations, 34 C.F.R. Part 106, it is the policy of Wartburg Seminary to consider candidates for academic admission, for financial assistance, and for employment, without regard to race, color, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, veteran status, disabled veteran, or other trait that is protected under local, state or federal law. As an organization of the church, however, the seminary may consider religious factors, including policies of the church and decisions of synod candidacy committees.

The Vice President for Leadership Formation is the designated Title IX Coordinator. Students or employees may address complaints and grievances related to Title IX to the Title IX coordinator. Reports may be made in person, via email or phone, or via the Incident Reportinggr Form (IRF).

The coordinator will then coordinate an immediate and thorough investigation of student and employee complaints and grievances which will provide a prompt and equitable resolution.

Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the Office for Civil Rights, United States Department of Education, John C. Kluczynski Federal Building, 230 S Dearborn St, 37th Flr, Chicago, IL 60604 or by email at OCR.Chicago@ed.gov.

Inclusive Language

It is expected that all Wartburg Theological Seminary graduates will enter ministry with an awareness of the personal, cultural, moral, and theological issues involved in the worldwide effort to move toward inclusiveness in church life, as well as facility with the use of expansive language for humankind and for God. It is, therefore, expected that all Wartburg Theological Seminary students will intentionally develop the linguistic and pastoral-

diaconal skills that will prepare them to lead their communities into a tradition of inclusivity that exhibits integrity, avoids awkwardness, and welcomes all into the kingdom of God.

Accordingly, it is Wartburg Seminary policy for faculty, staff, and students, that during corporate worship, convocations, and class discussions, as well as in all written assignments (tests as well as papers), seminary publications, and scholarly works, a high standard of inclusiveness will be maintained. For example, some professors will, as standard procedure, return any essay that does not aim at the inclusive use of language and will ask the student to consider how it might be revised. It is appropriate for all members of the Wartburg community—students, staff, and faculty alike—to remind each other of our commitment to the use of inclusive language. Visit this document, created by the WTS community during a fall 2021 convocation, to learn more about how and when to prioritize the use of inclusive language.

Seminary Courtesy

Our life works best when consideration for the rights, feelings, and preferences of others is honored. Examples of how courtesy can be shown include:

- Acknowledging and respecting the many and various ways that we prepare for lives in ministry.
- Informing faculty beforehand, if possible, when you will be absent from class. Faculty will inform you of the same.
- Being punctual for appointments and classes both in person and online.
- Securing permission from faculty when you have a visitor who wishes to attend class.
- Respecting the workload of staff and allowing reasonable time for them to fulfill your requests.
- Observing maintenance regulations and common sense in the interest of keeping seminary property safe, orderly, and in good repair.
- Respecting WTS and private personal property, asking permission to use it and returning it promptly and in good condition.
- Taking care of seminary business during office hours and limiting phone calls to members of faculty and staff at home, realizing that they need their own time away from seminary responsibilities.
- Making use of opportunities established by WAS (Wartburg Associated Students) for expressing concerns and issues and beginning discussion with face-to-face (physical or virtual) conversation or arranging a meeting time.
- Celebrating different points of view, avoiding labels that categorize or attack, and always seeking to listen to and respect each other.

2 Worship, Formation, and Well-being

Worship at Wartburg

Daily Chapel

Every weekday morning during the academic year, the Wartburg community gathers for worship in Loehe Chapel, to hear the Word of God and to pray.

Following the pattern of the Revised Common Lectionary Expanded Daily Readings Proposed by the Consultation on Common Texts (Augsburg Fortress, 2024), the chapel week runs Thursday through Wednesday. The services include a variety of forms for daily prayer and preaching and a weekly celebration of Holy Communion each Wednesday. The observance of the liturgical seasons and the particular rhythms of life in the seminary community shape the practice of worship through the course of the year. Chapel services are open to the wider Wartburg community through Zoom; we ask community members not to share the Zoom link.

Additional services, such as Evening Prayer, Compline, or other gatherings for prayer are occasionally scheduled. These worship opportunities will be publicized accordingly.

Weekly Planning and Coordination

For each chapel week, members of the faculty or staff serve as the "weekly coordinators." Students are assigned to one week of chapel planning group per semester. The weekly coordinators work with chapel staff members to provide leadership and guidance to students who serve on the planning group for a given week. Weekly coordinators normally preach on Thursday at the beginning of the chapel week and at Holy Communion on the Wednesday that concludes the week. Chapel planning groups normally gather for two meetings prior to their week to assign leadership responsibilities and discuss the details of planning each service.

Student Participation

In chapel worship, students can expect to both encounter God and be formed as leaders of worship-centered communities. Students participate in chapel by their preparation, attendance, and leadership. Residential and Distributed learning students participate by serving in a chapel planning group at least once per semester. Collaborative learning students who would like to experience worship planning with a group are welcome to volunteer to participate as well. DL students whose work schedules make their participation difficult should talk with the Dean of the Chapel.

Guided by the weekly coordinators, students help plan and lead the daily worship services. Students also serve in a variety of ministries as readers, cantors, leaders of prayer, communion servers, ushers, and musicians.

The chapel is served by students in several significant staff roles, including sacristan, digital sacristan, chapel musician, and sexton, who together with the Dean of the Chapel and the cantor make up the chapel staff. In addition, a chapel choir is open to all on-campus members of the Wartburg community. The choir rehearses and

gathers occasionally for special services. Final year students are invited to preach on Mondays during the year. These sermons are gifts to the community.

Instruction is provided for reading, chanting, the preparation of prayers, and the leadership of worship in classroom instruction, chapel walk-throughs, and in worship bulletin information. Such instruction provides opportunities to become familiar with the practice of worship at Wartburg and in the evangelical Lutheran tradition.

Other Worship Opportunities

The Dubuque faith community offers numerous worship opportunities in which WTS community members may participate. The numerous religious communities in the Dubuque area are a rich resource for the spiritual life of the seminary community. Students are expected to worship in their home congregations, internship, and ministry sites as well.

It is particularly appropriate to look for pastoral care from the pastor of the local congregation with which you worship. Visit www.elca.org to search for ELCA congregations.

Advisee Groups

Students from each class and program are assigned to a faculty advisor. Meetings of the advisee groups occur during the school year, with advisee groups meeting during each prolog week and at other times as determined by the advisor.

Candidacy for ELCA Rosters

Students who enroll in the M.Div. or M.A. programs as preparation for rostered ministry in the Evangelical Lutheran Church in America must also enter the Candidacy Process of the ELCA. Candidacy in the ELCA is governed by the policies stated in the Candidacy Manual. They are administered and applied by the synods working through their staff and candidacy committees. Normally a prospective student must be granted entrance into candidacy prior to or within the first semester of seminary. Collaborative Learning students must be entranced prior to placement in a CL start (by August 1 for a fall start and by December 1 for a spring start). For detailed information about the candidacy process, you should always consult the current ELCA Candidacy Manual. Contact your synod office for interpretation and to assure timely attention to steps in candidacy.

All candidacy documentation (Entrance, Endorsement, and Approval decisions, as well as FERPA forms, Candidate Plans, and notes from Theological Review Panels and Competency Assessment Panels) must be sent to candidacy@wartburgseminary.edu. The seminary requires up-to-date candidacy documentation from all students pursuing rostering in the ELCA following graduation.

Well-Being at Wartburg

The Wholeness Wheel

From the ELCA comes the Wholeness Wheel, a visualization of what it means to live fully.

Spiritual Well-Being

Living a centered life focused on God affects each aspect of our well-being. Jesus came that we might have abundant life (John 10:10), which flows from the promise we receive in baptism that Christ makes us a new creation (2 Cor. 5:17). Explore who you are and know whose you are as you nurture your spiritual well-being through prayer, devotions, worship, nature, art, and music.

Social Well-Being

We are created by God to be connected beings, living in community and instructed to help and love each other. We maintain social well-being through interaction, play, and forgiveness. Take time to nurture your relationships with family, friends, congregation, and coworkers.

Emotional Well-Being

Being emotionally well means feeling the full range of human emotions and expressing them appropriately. Self-awareness is the first step. Recognizing and honoring your own feelings and those of others — stress, contentment, anger, love, sadness, joy, resentment — will help you live life with resilience.

Physical Well-Being

While we are not all born perfectly healthy or able to live life without injury or illness, we can live physically well by tending and nurturing our body as a gift from God. Give thanks for what it is able to do for you, and care for it as you feed it healthy foods, keep it hydrated, build physical endurance through regular exercise, and respect

your body's need for rest.

Financial Well-Being

Being financially well involves making decisions based on our values, as reflected in the way we save, spend, and share. Tending to one's financial well-being in this way requires us to be intentional, generous, and focused on sustainability.

Vocational Well-Being

We all have a calling — a vocation — to follow Christ's example by living a life of meaning, purpose, and service to our neighbor. Our vocations make up our life's work and passions — they are the everyday roles through which God calls us to help make this world a better place. Those who are vocationally well are faithful stewards of their talents and abilities, and find opportunities to build and use them.

Intellectual Well-Being

Using our minds keeps us alert and active. Bolster your intellectual well-being as you stay curious, ask questions, and seek answers. Explore new responsibilities, experience new things, and keep an open mind. And remember, knowing when and how to let your mind rest is as important as keeping it active.

Whole-Person Well-Being

Notice how the different spaces are centered in our spiritual identity and that all elements contribute to whole-person well-being. Like a wheel on a wagon, each part is interconnected and vital: hub, spokes, outer circle.

FLOURISH

Grounded in John 4:14, FLOURISH names that abundant life comes from the eternal water of the living Triune God. An initiative of Wartburg Theological Seminary offering funded and intentionally-integrated opportunities for holistic well-being, FLOURISH recognizes the need for communities and individuals to be connected to sustaining practices that orient them to the Triune God's presence and movement in their life.

Opportunities include

- **Coaching** with ELCA coaches
- Counseling with licensed therapists
- **Movement** and **mindfulness** videos, available on-demand
- Employee **spiritual formation** time
- **Formation events**
- On-campus **food pantry**
- Daily **worship**
- **Spiritual Practices** course
- **Contemplative** practices
- **Spiritual Direction** stipends

Students, faculty, & staff: explore more on Castle Commons, via the FLOURISH section in My Courses. Direct questions to flourish@wartburgseminary.edu.

Pastoral Resources for Students and Families

You may find yourself seeking out ways to nurture your own gifts, spiritual life, worship life, and/or spiritual dialogue. Are you discovering that the more you dig into your studies, the more questions surface about who you are, who God is, and who God created you to be? Are you realizing or being encouraged to seek personal or family counseling? Are you wondering where to turn to make some of these connections for yourself, for a member of your family, or to encourage a friend?

Some students find that they are spiritually fed and sustained in their present worshiping community, in their spiritual relationships, in nurturing spiritual practices, and in current rhythm of personal daily prayer and reflection. Some students find themselves spiritually challenged, stretched, empty, and in need of spiritual care. There is much more to the seminary journey than academic preparation.

Wartburg Theological Seminary partners with colleagues and providers in the ministry of prayer, presence, pastoral care, worship, spiritual direction, and counseling. Please see section 2.6 if you are interested in more information about spiritual direction or counseling.

Faculty and Staff Responsibilities

Many members of the Wartburg faculty and staff are pastors or deacons. They take confidentiality seriously and the need to keep separate their professorial evaluative role from their pastoral role. Students may look to their academic advisor, lay or clergy, or another pastor or deacon on campus for pastoral care, counseling referrals, or even for individual confession and forgiveness. These caring and gifted professionals will use their professional judgment to meet your needs or to refer you to another for good care.

Regarding specific matters of concern, the following individuals and offices can be sought out for assistance:

- The director of community life and candidacy is available for help when there are issues of relationships between the student and the church at large, such as relationships to synods or regions, placement concerns, and issues relating to the Candidacy process.
- The academic dean is available to help with academic issues, upon referral from your academic advisor.
- The director of community life and candidacy is available for coaching around difficult topics, personal and communal well-being, leadership development, or other needs
- Academic advisors are available for course-related conversations, academic planning, conversations around difficult topics, or other personal needs

Counseling and Spiritual Direction

Please call or text 988 to receive immediate mental health support. This is a 24-hour suicide crisis line with support available in both Spanish and English.

All community members are encouraged to engage with personal support through sessions with a counselor, spiritual director, or coach. Counseling services in particular can be important for in-depth personal matters and/or for working on issues that impact candidacy and professional leadership in the church. Fully-funded counseling is available to all students, faculty, and staff through the UWill network. Visit the FLOURISH course section on Castle Commons to access this resource.

Wartburg Seminary provides a counseling and/or spiritual direction subsidy for degree seeking students who wish to access counseling services from outside of the UWill network.

- The counseling and spiritual direction subsidy provides $15.00 per session for up to 15 sessions per academic year.
- The academic year runs from July 1-June 30. The Wartburg subsidy is only available within a current academic year; counseling/spiritual direction subsidies cannot be paid for historic sessions, nor for future sessions.
- The student or student insurance covers the remaining cost per session.
- All providers are expected to maintain confidentiality and do not release information to the seminary without a student's expressed permission.
- For purposes of recordkeeping, the seminary requests an invoice directly from the provider indicating the student's name and the number of sessions in the designated billing period be submitted to the administrative assistant for the department of vocation and formation.
- Please check on counseling services available under your insurance plan to make the most of that potential resource.
- Students can choose to work with providers listed below or may select a counselor or spiritual director that meet their specific needs. Students must work out payment details with the provider and provide official billing documentation (outlined in the paragraph above)

Please Note: Wartburg Seminary as an institution does not endorse, research, vet or recommend anyone.

Curious about the differences between spiritual direction and counseling?
Chart below from https://www.restory.life/blog/spiritual-direction-or-therapy

	Therapy	Spiritual Direction
What does a therapist or spiritual director do?	• Attunes to your words and emotions to help you find understanding, relief and connection • Occasionally offers insightful answers and/or education to help you move forward • Pays attention to your story and helps you see how your past informs your present circumstances • Keeps your goals and objectives in mind • Is trained in therapeutic frameworks and techniques, mental health and interpersonal communication	• Attunes to the Holy Spirit as well as your words, emotions and desires • Has no agenda or goals, does not "fix" problems but helps you see God within your problems • Invites you to pause, reflect and pray • Helps you learn or engage in certain types of prayer or spiritual practices while in session • Is trained in spiritual formation, theology, faith journeying and interpersonal communication
What is the session like?	• Safe, quiet atmosphere of trust and connection • Questions, conversation, attending to emotions and thoughts that arise • May or may not include prayer or God in the session • May include grounding practices to help you regulate uncomfortable emotions • Sessions are usually weekly or bi-weekly	• Safe, quiet atmosphere of trust and connection • Questions, conversation, attending to thoughts, emotions and God • Includes contemplative space for silence, reflection and prayer • May include Scripture and engaging in different spiritual practices • Sessions are usually monthly
What are some goals and benefits?	• Resolve discomfort or problems • Focus on goals, growth and desired outcomes • Address how past trauma impacts the present • Improve emotions, relationships & life circumstances • Wholeness, deeper understanding of your self and story	• Explore faith, self and God • Seek God's presence and notice His movements • Understand faith journey and spiritual formation • Discover intimacy with God • Learn new practices for connecting with God

Keep in mind that each discipline is not mutually exclusive and you can participate in spiritual direction along with therapy, counseling or coaching.

Counseling

Iowa Help Line – crisis support 855.800.1239 www.IowaHelpLine.org

Open Path Collective
Virtual

Mental health professionals from different practices opt in to take on sliding scale patients through this program. You can search within your area for in-person or within your state, etc. Many also offer virtual services. There is an initial membership fee of $50. Once you pay that, you can stop using the program and you will not have to pay the membership fee again when you return. Sliding scale is often $30-$60 per session, which you set with your therapist upon an agreement to services.

Body and Soul
Dubuque, IA 563.556.9642, bodyandsoul@relaxlivewell.com
Catholic Charities
Dubuque, IA 563.588.0558 www.catholiccharitiesdubuque.com

Harbour Wellness & Counseling Center
Dubuque, IA 563.556.4961

Integral Psychology Center 1619 Monroe St, Madison WI 608.255.9330
www.integralpsychology. com

Three Willows Wellness Center 2600 Dodge St, Dubuque IA 812.777.8155
www.3willowswellness.com

TRC Counseling Associates, P.C. Lowell
988 W 3rd St, Suite 108 Dubuque IA 563.588.4476 www.routleycenter.net

University of Dubuque Counseling and Life Services
2nd Flr Peters Commons 2000 University Ave Dubuque, IA 52001 563.589.3911

LGBTQIA2S+ Affirming Resources

The list below is a resource created to compile LGBTQIA2S+ affirming therapists throughout Wartburg's local region. National resources follow.

Click here to access a resource that also includes LGBTQIA2S+ affirming healthcare providers, support groups/hotlines, RIC or affirming churches, and businesses for areas including eastern Iowa, northern Illinois, and southern Wisconsin.

Eastern Iowa

- Gwen Merfeld (Dubuque)
- Blair Birkett (Dubuque)
- Alyson Pearson (Davenport)
- Zachery Nielsen (Bettendorf)
- Stevie Van Housen (Iowa City)
- Emily Wilson (Iowa City)
- Jessica Hanson (Dubuque)
- Lisa Ann Kim (North Liberty)

Northern Illinois

- Jamie Leech (Milledgeville)
- Natalie Moeller (Sterling) http://www.mmaccil.com/
- Robert Lloyd (Evanston)
- Lynn Kleinberger (Oak Park)
- Joie Wiener (Chicago)
- Michael Han (telehealth)
- Katy Siler (Rockford)
- Abby Bottorff (Chicago)

Southern Wisconsin

- Dr. Love C. Dialogos (Madison)
- Sara Todd (Madison)
- Blake Bettis (telehealth)
- Frederick Harris (Madison)
- Nathan Sheppard (telehealth)
- Kate Sayers (Milwaukee)

Nationwide

- The Trevor Project
- Folx
- Human Rights Campaign
- Matthew Shepard Foundation
- GLAAD
- NCLR
- BetterHelp

Spiritual Direction

Here is a starting point for spiritual directors:

A spiritual director is a person who is called and professionally trained to provide care for souls. You will find that spiritual directors may have a varied approach for payment; you can work that out together. Wartburg will subsidize spiritual direction at the same rate at which it subsidizes counseling.

To find a spiritual director, you may visit the website of Spiritual Directors International, www.sdiworld.org. Follow the instructions on the home page, and you can find spiritual directors in Iowa, the US, and all over the world.

The following are spiritual directors who have been recommended for, and by the community. Wartburg makes no guarantees of availability, cost, or experience of spiritual direction through any spiritual directors here listed.

- **Rev. Rodney Bluml, ELCA** Blumlwa@gmail.com 319.389.6153
- **Rev. Christine Engstrom, ELCA** Revchristea@me.com 507.263.2296
- **Diane Frambach, ELCA** dframbach@mchsi.com 563.663.5205
- **Heidi Lender, ELCA** heidialender@gmail.com 651.329.0962
- **Rev. Ginger Anderson Larson, ELCA** gal1213@gmail.com 563.495.2445
- **Rev. Elly McHan, ELCA** Pastorellymchan@gmail.com 780.340.8772
- **Rev. Brian Norsman** briannorsman.com 651.276.1992
- **New Melleray Abbey** www.newmelleray.org 563.588.2319
- **Beth O'Brien** www.contemplativepresence.org 608-698-3596
- **Kathy Quinn** KVJQ@hotmail.com 515-608-2968
- **Sinsinawa Mound** communication@sinsinawa.org 608.748.4411
- **Kristen Vincent** http://www.kristenevincent.com/spiritual-direction/
- **Rev. Margaret Yackel-Juleen** mryj2232@gmail.com
- **Sr. Julia Wingert** www.dubuquepresentations.org 563.588.2008

Substance Use Support

Wartburg Seminary is committed to supporting students and employees by identifying substance abuse issues early and encouraging individuals to seek help. The seminary recommends confidential, off-campus counseling services in Dubuque, including:

- Turning Point Treatment Center - (563) 589-8291
- SASC: Substance Abuse Services Center - (563) 582-3784
- These organizations provide substance abuse evaluations and outpatient treatment. Statewide support is available through the Iowa Department of Public Health's Your Life Iowa program, https://yourlifeiowa.org/resources, (855) 581-8111.
- For those outside Dubuque, local services are encouraged. Additional national resources include:
- StartYourRecovery.org A resource developed by experts offering educational content and personal stories to help individuals recognize and address substance misuse. Alcoholics Anonymous - www.aa.org
- Behavioral Health Treatment Services Locator - www.findtreatment.gov
- Foundation For a Drug-Free World - www.drugfreeworld.org National Institute on Drug Abuse - www.drugabuse.gov

If substance abuse affects your academic performance or work, you may be referred to a support program by your academic advisor, another faculty member, the Director of Community Life and Candidacy, supervisor, or Human Resources. Disciplinary action or termination may be deferred pending the outcome of the referral, but participation in a program does not replace the need for improved performance or behavior. Regardless of participation in a program, you remain responsible for making the necessary improvements to meet academic or workplace expectations.

For referrals, the seminary may request confirmation of participation from the treatment provider. With your consent, the report may also indicate progress. All other interactions with the agency will remain strictly confidential.

Disability Accommodations

Wartburg Theological Seminary provides reasonable accommodations so that students with documented disabilities have equal access to its academic programs, activities, and services. To request an accommodation, follow the steps under Disability Accommodation Requests below. The complete Accommodation Policy for Individuals with Disabilities, including rights and responsibilities, documentation guidelines, and the grievance and appeals procedure, is in Appendix A, followed by the Service and Assistance Animal Policy.

Disability Accommodation Requests

Any student who feels they may need a learning accommodation based on the effect of a disability should contact the ADA Compliance Office, Academic Dean Cheryl Peterson at cmpeterson@wartburgseminary.edu or (563)589-0326 to coordinate reasonable accommodations for documented disabilities. Wartburg encourages you to self-identify after admission to Wartburg Theological Seminary, and prior to the start of the term. Please

give us the necessary lead time to meet with you, discuss your accommodation needs, and complete Wartburg's Seminary Accommodations Request Form.

Health Insurance

Seminarian health insurance coverage is mandatory for all full-time students at all of the ELCA seminaries. If you do not have health coverage, you must enroll in a plan. To find a plan that is best for you, visit Healthcare.com and select "individual plans." Other resources include https://www.healthcare.gov/ or pickhealthinsurance.com. Please explore all options to find the best plan and price for you and your family. If you reside in the state of Iowa and are in need of health insurance for your child/children only, please visit https://www.benefits.gov/benefit/1208.

Wartburg Food Pantry

The Wartburg Food Pantry is a ministry of Wartburg Seminary assisting families in need in the seminary and surrounding community.

The food pantry sometimes receives donations of money or food from businesses, civic groups, or individuals, but the majority of the food that the food pantry distributes is purchased from the local food bank. Money to buy this food is provided by donations.

If you would like to donate money to the Wartburg Food Pantry, there is a wooden box marked FOOD PANTRY DONATIONS in the Refectory. Money may also be donated by addressing an envelope to the food pantry.

Contact Food Pantry staff directly through the business office to make donations of food.

Rather than pre-packing food boxes, Wartburg Food Pantry allows clients to "shop" for their food, taking what they need and not taking food items that they know they will not use. This allows more flexibility for the clients and helps cut down on waste. Clients are responsible for taking only what they realistically need and can use in short order.

Reminders for Users of the Wartburg Food Pantry

1. Take only what you need and leave some for others. Remember that there are other families who also depend upon the food pantry.
2. The food pantry has no control over what items are available at any given time.
3. Only the items that are displayed on the shelves or in the freezer and refrigerators in the main food pantry are available for distribution. All other items, including those items in boxes above the display shelves, are stored as backstock for future dates.
4. To help those who have special needs, items such as vegetarian, low sodium or low-fat foods, or diabetic (sugar free) foods, etc. will not normally be placed for open distribution, but will be held for those who have made their needs known by requesting the special items.
5. Please bring a box, bag, or basket to carry your food selection home with you.

6. Normal operation hours will be announced at the beginning of the semester by the food pantry manager(s). In the event of an emergency need, it is possible to gain access to
7. the pantry during non-operation hours, by contacting food pantry staff. However, a scheduling conflict is not an emergency.

Re-formation Room

Wartburg Seminary is equipping its students for the ministry within the global context of life and mission and is dedicated to continually serving the total concerns of its community. The seminary context of theological education serves as a paradigm for holistic care of the developing caregivers. In addition to its pursuit of academic excellence, it recognizes the need for guidance in the physical, emotional, psychological and spiritual dimensions of life. Wartburg Seminary is committed to assisting students and staff in developing holistic care goals, including spiritual formation, physical conditioning (stewardship of the body), self-care, and healing of life's hurts (emotional).

The following rules have been adopted by Wartburg Theological Seminary regarding the use of the fitness room and equipment:

1. Participants utilize the “Re-formation Room” and equipment at their own risk. Wartburg Theological Seminary is not responsible for any injury that may occur to individuals participating in any exercise activity. Participation in exercise activity is on a voluntary basis.
2. Consult a physician before beginning an exercise routine.
3. The “Re-formation Room” and equipment are for use by all members of the Wartburg Seminary Community. All fitness room participants must be at least 15 years old. An adult must supervise participants between the ages of 15 and 17.
4. Participant must use the equipment only in the manner intended by the manufacturer. Please follow all instructions and posted signs carefully. Participants shall not modify the equipment in any manner whatsoever.
5. All equipment should be handled in a responsible manner. Abuse of the equipment will not be tolerated.
6. Proper athletic attire must be worn at all times. Athletic shoes must be worn at all times. Absolutely no sandals or open-toed or open-backed shoes are permitted.
7. Participants are responsible for wiping the machines immediately following use.
8. If you have questions about the machines and their operation, see the WAS President(s), who will point you to the designated person who will answer questions and lead orientation sessions from time to time.
9. Between the hours of 10:00 p.m. and 8:00 a.m., as well as during meetings held in Afton Lounge, no music should be played and noise should be kept to a minimum.
10. Participants should report all equipment malfunctions to the superintendent for maintenance.
11. Personally owned equipment brought with students to the Wartburg Theological

12. Seminary campus may not be placed and/or stored in the “Re-formation Room.”
13. It is the responsibility of all individuals using the “Re-formation Room” to familiarize themselves with these rules and regulations. Inappropriate use of the equipment and violations of these rules may result in the loss of privileges.

3 Community Life

Wartburg Associated Students

Wartburg Associated Students (WAS) is the student government. With the adoption of the constitution in February of 1980, the Wartburg Associated Students (WAS) was established to help students and student families have an organization to discuss matters of concern of students and their families and to actively shape community life for students and their families together with faculty, staff and the Board of Directors to support the mission of Wartburg Theological Seminary.

The purpose of WAS is: 1) to function as the official voice for students; 2) to provide a forum for expression of students' concerns; 3) to facilitate communication between students, faculty, administration, staff, and other groups at Wartburg; and 4) to encourage the academic involvement and social interaction of students and other groups. These purposes are accomplished by various groups and committees and are coordinated by the WAS Council which consists of the WAS president or copresidents, vice-president or co-vice-presidents, secretary, treasurer, and class presidents and vice presidents.

Class presidents are elected early in the fall term and are responsible for representing the concerns of their respective classes before the WAS Council, on which they, along with class vice-presidents, have voting privileges. Class presidents are also responsible for coordinating activities that directly affect their classes.

The WAS president (or co-presidents), aided by the other council members, is (are) responsible for overseeing and coordinating the work and activity of the various student committees and classes. Elected by WAS during the spring term, the WAS president(s) takes office in late summer of their appointed year. The WAS president functions as a liaison in the area of student life, student-faculty, and administration relations and attends all faculty meetings, seminary board meetings, and represents WAS at official WTS functions. The WAS president ensures that appropriate information arising from these meetings is communicated to WAS. In addition, they are responsible for calling and conducting all WAS and WAS Council meetings. The WAS president may meet regularly with the director of community life and candidacy (liaison to WAS) to discuss matters of common concern.

WAS occasionally sponsors community activities that are organized by WAS Committees. Such events are funded through WAS including decorations, food, media and equipment requirements, etc. A WAS student fee is charged to all full-time students and these funds create the annual WAS budget to provide leadership stipends and for sponsoring WAS activities and other committee work that seeks to enhance the life of the whole seminary community. The Constitution and Bylaws for WAS can be found in Appendix B.

Faculty Committees and Task Force

Early in the fall term, elections are held for student representatives to serve on faculty committees and task forces. The committees and those who serve on them are important threads in the fabric that help shape

academic and student life at the seminary. Below is a description of the committees and task forces. Committees normally meet on Wednesday afternoons once a month during the academic year.

Faculty Committees

Educational and Curricular Policies – Addresses issues regarding academic and curricular policies, degree programs and planning, program assessment, course offerings, and teaching loads; chaired by the academic dean.

Faculty Policies – addresses faculty matters; chaired by the president; and by academic dean in president's absence. [Note: This committee has no student representatives.]

Community Life – Addresses issues regarding how we live and worship as a community, spiritual formation, and convocations; chaired by a faculty member.

Student Groups at Wartburg

BIPOC Group

All students who are members of Black, Indigenous, Latine, Arab, Asian, or other socio/cultural/ethnic/racial communities other than white, are invited to be part of this group.

*More information about the term BIPOC and its usage can be found here and here.

PRISM Group

PRISM (People Respecting Identities and Sexualities in Ministry): LGBTQIA+ identifying, questioning, and exploring students at Wartburg are invited to be part of this group. This is a safe affinity space for LGBTQIA+ people, and participation in this gathering will be confidential. Learn more about PRISM by clicking here.

*Learn more about the term LGBTQIA+ and each of the identities represented by the acronym by clicking here.

Fellowship of Wartburg Spouses

Spouses of students make up this group and is chaired by a spouse of a full-time student.

Informal Support Groups

Other more informal support groups include the various groups that form independently to address particular areas of concern or interest. Groups meet for prayer, common devotional life, meditation, text study, discernment, fellowship, and other types of needs. The seminary emphasizes the need for individuals to seek out ways to best meet their individual needs.

Seminary Communications

Master Calendar

The President's Office and the Department of Vocation Formation are responsible for maintaining the official Master Calendar of seminary events. This calendar serves as the central schedule for all institutional events, meetings, and significant dates. It is accessible to authorized Wartburg users via SharePoint through the MyWTS portal.

Individuals or groups seeking to schedule a meeting, event, or social gathering must first consult the Master Calendar to determine facility availability. If availability is confirmed, the proposed event must be entered into the Master Calendar system. Each event must include a designated event host and corresponding contact information for that person. Event submissions are subject to review and will be approved or denied based on scheduling conflict and the overall campus calendar. The designated approver is the Administrative Coordinator for the Department of Vocation Formation.

It is important to note that the Master Calendar is distinct from the Academic Calendar, which is available at wartburgseminary.edu.

Name Change Requests

If a student would like to request a formal name change, please use this form on MyWTS: https://mywts.wartburgseminary.edu/ICS/Employee_Info/Name_Change_Requests.jnz

Wartburg Email Communication

The official means of communication with all degree seeking and certificate students is through the Wartburg Seminary email address. It is every student's responsibility to read and comply with all official communication through their Wartburg email. Please check your email frequently throughout the academic year, and periodically throughout break times so that you do not miss important communications.

Seminary Newsletters

The Seminary Post goes out to all students, staff, and faculty on a weekly basis throughout the academic year and monthly throughout the summer. The purpose of this newsletter is to educate the Wartburg community on important information related to the life of the seminary, including worship life, community life, contextual education, admissions, candidacy, upcoming events, educational offerings, community engagement, news from our partners, and more. This information is published in newsletter format, rather than sent out as individual emails, with the goal of reducing email fatigue and keeping important information in one reliable place. This newsletter differs from the Rally Orange. The Rally Orange is a student publication, with announcements from students regarding student life at Wartburg, while the Seminary Post is a staff and faculty publication, with announcements from faculty and staff regarding formation and seminary-related information/events. Always refer to the most recent edition of the

Seminary Post for up-to-date communications. Announcements for this newsletter can be sent to the Director of

Community Life and Candidacy for consideration.

Social Media

Social Media (Facebook, Instagram, Twitter, Snapchat, etc.) and the pages/groups coordinated by students do not represent the official voice of Wartburg Theological Seminary. Personal social media accounts managed by individual members of the community (including students, staff, and faculty) do not represent the official voice of Wartburg Theological Seminary.

All who engage in usage of social media accounts should be aware of possible miscommunications, implications, and challenges that come with the use of a public platform. Social media should not be used to air grievances, report issues, or purposely sow division within the seminary community. Consider the purpose of all posts, and interrogate if this is the appropriate medium for each conversation. Discretion and care are advised.

Announcements

Verbal community announcements are made by WAS leadership once per week. It is WAS practice that their student-related announcements are emailed to everyone via the weekly Rally Orange newsletter. See the section on Seminary Newsletters for more information on the Rally Orange. Students wishing to share a student-related announcement should contact the WAS President or Secretary via email.

Pulpit Supply

Area churches seeking leadership can submit a request through the pulpit supply form available on the WTS webpage. Pulpit supply requests can be found on Castle Commons in the Digital Commons, under Classifieds. All students are encouraged to take advantage of the opportunity to practice their leadership skills in context. It is strongly recommended that students have successfully completed a Wartburg preaching course prior to taking any pulpit supply opportunities.

Classifieds

Wartburg will post available non-rostered job positions as a courtesy to our partners in ministry. These postings are available only to current students. WTS will not post rostered positions, as open calls are not applicable to our current student body. Students can find classified postings on Castle Commons, in the Digital Commons section. The administrative coordinator for the Department of Vocation and Formation manages the classifieds postings.

Display Policy

Pertinent information for the Wartburg community is primarily distributed via email or other online-based tools, such as the Digital Commons on Castle Commons. The Wartburg Seminary guidelines for advertisements and posters is as follows. Please only post in designated areas with approval.

- External locked bulletin boards are intended for welcome signs and Wartburg events. They are not intended to display external community events. The key for the bulletin boards can be requested

through the DVF.

- The bulletin board located in the Narthex is handled by the Dean of the Chapel.
- The boards on Fritschel first floor and Mendota hallway can be posted on through approval of the Academic Dean or Director of Community Life and Candidacy.
- Tower second floor is approved for posting by the Vice President for Development.

4 Living on Campus

Residential Housing

Rules and Guidelines

Wartburg Seminary offers a wide range of student housing on our campus. We expect that students will live responsibly as good stewards of campus property, and that they will strive to make healthy lifestyle choices. Students should be aware that their daily lifestyle choices will reflect on their own integrity and future in ministry.

On-campus housing is a form of financial assistance since WTS housing is available at a reduced price from market rental values in Dubuque. General operating funds of the seminary provide the difference between income derived from rent and actual operating and maintenance costs. Monthly rent charged for on-campus housing units includes all utilities (water, high speed internet, gas, garbage and recycling) with exception to the following maximum amounts for electricity: $115 for Blair Court houses and $150 for Denver Court units.

Eligibility for Housing – All full-time enrolled students are eligible for on-campus housing. Part-time students, Discovery students, students on leave, and graduates awaiting call will be considered for on-campus housing on a case-by-case basis, and only after the needs of full-time enrolled students are met.

Application and Assignment – Housing applications are available on 'MyWTS' under 'Current Students'. Students returning from internship, current on-campus students who wish to change their housing assignment, and incoming students should submit this document during the spring semester. Priority for housing assignments is based upon family requirements, move-in date, and the date the housing application is received.

Campus Housing–Wartburg Seminary provides several options for campus housing based upon student needs. The residence hall is intended for students who wish to have a single room and for commuter students. Some rooms are suite-style with kitchenettes. It is a pet-free, child-free building. For students who are married or partnered, students with children, students with pets, students with special needs, or students who wish to share a housing unit, Blair Court houses and Denver Court houses accommodate the spectrum of needs on campus. Additional information on each housing type, size specifics, and layout can be found on the housing chart available on the Wartburg Theological Seminary website.

Deposits/Fees – A housing deposit of $500 is payable when a student moves into the unit. For pet units, an additional, non-refundable maintenance fee of $30 per month, per pet is assessed. If damage from having a pet in the housing is extensive, a student will be asked to pay for repair costs exceeding the amount of the fee. Students who abuse the privilege of on-campus housing or fail to comply with the terms of their leases may be denied housing on the Wartburg campus in the future. In circumstances when a person with a documented disability uses a service animal or emotional support animal, the pet fee will be waived.

Leases & Billing Periods

Period	Dates
Fall	August 15 – December 31
Spring	January 1 – May 15
Summer	May 16 – August 14

Move-in/move-out charges are pro-rated to mid-month points.

Housing Subsidy

1. Housing subsidies are provided to offset the cost of living of campus housing and granted to residential (RL pathway), full-time, degree-seeking students, in good academic standing.
2. Housing subsidies are granted (and removed) at the discretion of the VP for Leadership Formation &/or VP of Finance, Operations & HR.
3. Housing subsidies will provide up to 50% of the student's portion of semester billed rent (based on lease).
4. Housing subsidies will be applied for up to 12 months according to the lease and applied after the posting of rent charges.
5. Housing subsidies are granted on a year-by-year basis, for up to three years.
6. Housing subsidies will not be provided during internships even if the student is living in campus housing.
7. Housing subsidies will not be provided for off-campus housing. If the recipient moves to another option on campus and/or on campus rent increases, the subsidies will reflect those changes with a new lease.
8. Housing subsidies for those switching to RL or housing subsidies for those continuing as an RL after completing internship will begin August 15th or after, in conjunction with the lease.
9. Housing subsidies are not available to Collaborative Learning (CL) students who reside on campus.
10. Housing subsidies do not cover required educational costs and may be taxable. Consult your tax professional for more information.

Additional notes

- Subsidies are only available to long-term renters (31+ days).
- Subsidies are not available to faculty, staff, or other renters.
- Students must have a signed housing subsidy form on file with the Business Office by *(date to be confirmed).*
- If a married couple spans multiple rental categories (e.g., one student/one staff), rent is charged to the student, and the student housing subsidy applies.

Overnight Guests-- For the safety of all community members and guests, all overnight guests at any rental property must be registered in advance via email with the Business Office. Non-compliance may result in review of housing subsidy, rental rate, and/or rental eligibility.

Long-term guests (31+ days) are charged rent.

In the spirit of healthy community, every individual at Wartburg Seminary has a responsibility towards the immediate and wider community, especially consideration for other residents, the greater WTS community, and the outside community of seminary friends. Discretion and responsibility are required regarding accommodation of guests.

Housing During Summer Months – Students remaining on campus during the summer months, including those in the residence hall, pay rent at regular monthly rates. Students who leave campus during the summer, but leave their belongings in their housing units, also pay rent at full rates during the summer.

Students who leave campus during the summer and vacate their housing units, removing all their belongings and turning in their keys, do not pay rent until they return to campus and reoccupy a housing unit. Students who live in the residence hall are highly encouraged to put their belongings in storage if they are away from campus during the summer months.

Internship Deposits – Normally residential students going on internship choose to leave their housing deposits with the seminary during their internship year; however, students may withdraw their housing deposits if they wish. The housing deposit plus the normal monthly rent must be paid prior to move-in for the final year.

Local Internship Housing – Students assigned to a local internship site may be considered for on-campus housing if housing is available during the internship year.

Vacating Housing Units – Generally, graduates and students leaving campus should vacate their housing as soon as possible and should plan to be completely moved out by July 15. Vacating students should remove all items not provided by the seminary and leave in place all furniture belonging to the seminary. Any items left for other students must be approved of by Business Office prior to move out. Items must be labeled and date new tenant will take possession noted for maintenance staff direction. Fees will apply if property must be removed from unit.

Changing Housing Units – Students occasionally wish to move from one housing unit to another, for a variety of reasons. Because such moves involve expense for maintenance and administrative personnel, a fee of $100 for such moves will be charged to the students' account. Nevertheless, this amount does not reflect the total cost to the seminary. Where students have been obliged to accept temporary housing until their assigned unit becomes available, the charge will be waived.

Move-in Procedure – At the time of move-in, the student will receive a lease, move-in condition checklist, a pet policy statement, and keys to the unit. **These documents should be signed and returned to the Wartburg Seminary Business Office within 48 hours of move-in**. Moving trucks or other vehicles are not to be driven over or parked on sidewalks or lawns.

New and returning students may move in as their assigned housing unit becomes available. Desired/planned

move-in date must be provided to the Business Office Director of Housing & Community Accounts with a three-week notice or more. Housing assignments are made based upon move-in dates and a change in date may cause a change in housing assignment.

Move-out Procedure –Students vacating their housing unit should fill out and return the move-out checklist and move-out information form and return them in an envelope with all keys and key cards provided to the Wartburg Seminary Business Office. If move-out happens while the office is closed, forms and keys may be placed in an envelope and left in the lockbox located in the breezeway between the Residence Hall and Mendota.

Move-out Dates – **The expected move-out date for interns, graduates, or any residents who will not be renewing a year-long lease is July 15.** The Director of Housing & Community Accounts will work with students graduating, leaving seminary, or going on internship regarding their move-out date, as available, yet all students should expect to vacate their on-campus housing by July 15. In such cases where an exception to the July 15 move-out date is granted, a move to another housing unit on campus may be required, should a particular housing unit be needed for maintenance or an incoming or returning student.

Recreation Areas – The lounge and recreation rooms on the lower floor of the Residence Hall are for Residence Hall students only. Other students and families on campus should show respect and refrain from using those facilities. All on-campus students, however, may use exercise equipment in "The Re-formation Room." Non-RH students may request a key from the Business Office.

WTS Staff and Faculty Use of Student Housing – Wartburg students have priority relative to all campus housing. WTS staff and faculty members may rent seminary housing solely on availability, always with the understanding that it is a temporary arrangement. A minimum of one month's notice of the need to vacate will be given to staff and faculty members who rent campus housing. If housing is available and is not needed for a semester or year, a lease may be issued for a set period during which the staff or faculty member would not be asked to vacate.

Issues Related to Leases -- The Residential Housing Review Team (Director of Community Accounts and Director of Community Life and Candidacy) will review any issues related to leases and on-campus housing. The Review Team brings a recommendation to the VP of Finance and Operations and the VP of Leadership Formation, who make the final decision and communicate it to the renter(s).

Cleanliness – Every occupant of a campus dwelling unit shall keep the unit in a clean, safe, and sanitary condition at all times, so that in case of an inspection by fire or health authorities the unit will pass inspection without question.

Campus-Wide Smoking Policy – All buildings on the Wartburg Seminary campus are to be smoke free (this includes all housing units and guest rooms). Therefore, smoking is NOT permitted inside any Wartburg-owned facilities.

Iowa Governor Chet Culver signed the "Iowa Smoke- Free Air Act" which became effective on Tuesday, July 1, 2008. This law bans the smoking of tobacco in all indoor and outdoor spaces on our campus including: all seminary property, parking lots (including smoking in your personal vehicle), seminary vehicles (on - or off-campus), apartments, houses, residence halls and Seminary sidewalks. In essence, it is against the law to smoke

tobacco on or in any Seminary property. The law does not prohibit smoking on public sidewalks around the Seminary. Public sidewalks surrounding the Seminary are those on Wartburg Place and Fremont Avenue.

Please be attentive to this law and help by informing anyone smoking on Seminary property that Iowa law prohibits this activity. The law takes a firm position concerning the failure to maintain a smoke-free campus community that will result in civil penalties, as well as other consequences, for both the individual and the Seminary.

Campus-Wide Firearms and Explosives Policy – Tenant, occupants, guests, and invitees are prohibited from bringing onto, storing, using, or possessing any firearms, ammunition, explosives, fireworks, or other hazardous or combustible materials on or within the leased premises, including any common areas, parking areas, storage units, or other parts of the property. This prohibition includes, but is not limited to, handguns, rifles, shotguns, and any device or material designed to explode or cause harm through combustion or detonation. Any violation of this clause shall constitute a material breach of the lease and may result in immediate termination of tenancy, eviction, and legal action. Tenant shall also be held liable for any damage, injury, or loss resulting from the possession or use of such prohibited items. This provision is subject to applicable federal, state, and local laws.

Prohibited Items: Pools -- Tenant agrees that no swimming pool, including but not limited to inflatable, temporary, above-ground, or in-ground pools, shall be installed, placed, or used anywhere on the Premises, including the yard, patio, or driveway, without the prior written consent of Landlord. This prohibition is for safety, liability, and property maintenance reasons. Violation of this provision shall constitute a material breach of this Lease and may result in termination of tenancy, removal of the pool at Tenant's expense, and/or deduction from the security deposit for any damages caused.

Maintenance – While the seminary maintains all on-campus housing, the maintenance staff needs and appreciates the support and assistance of students living in the units. We ask for and encourage your partnership in maintaining and improving housing facilities. Maintenance will provide materials and guidance for some maintenance projects that students can do themselves, but students must consult with the Superintendent for Maintenance before beginning any project. Students should not make any structural changes to housing units, such as walls, wall-mounted bookshelves, or anything of a permanent nature. Do not mount additional shelves to the walls. Freestanding shelves are allowed. Wall hangings should be suspended with small, narrow nails. If you wish to hang posters, use a material such as 3M command strips. Please do not use scotch tape, masking tape, or glued stickers on the walls or doors. Pull all nails from the walls before vacating a housing unit and, using your finger only, use spackling compound to fill holes. If repair or maintenance that residents cannot do is needed, you may send an email to maintenance-dl@wartburgseminary.edu.

Pest Control – Wartburg contracts with an exterminating company for pest control in most of the housing. If you notice ants or other insects in your house or room, please promptly inform maintenance via email at maintenance-dl@wartburgseminary.edu.

Children's Play Equipment – Any toys, playhouses, or pet fixtures need to be movable for mowing season. It is the responsibility of the tenant to move such items for the mowers. Damage to mowing equipment from such items will be assessed to the tenant. It is highly recommended to not set anything out on your lawns.

Storage – Storage on campus is limited to current students. Faculty and staff may rent storage, if available. Residence Hall tenants may store items in the storage room located in the basement of their building. Additionally, residents of any unit and interns living off campus may choose to rent a unit in the Blair House Apartment building for longer term storage. It should be noted that Wartburg Seminary is not responsible for any damage that occurs to items while in storage. Water damage and humidity are problems that students should be aware of when choosing to store items in campus storage.

Storage of personal belongings in common hallways is prohibited by fire code. Hallways, foyers, attic, and basement stairways must be kept clear for maintenance and for fire safety. The emergency exits must be unobstructed at all times. Any items stored in common hallways will be tagged and removed by maintenance personnel. Owners, if known, will be given two weeks in which to claim those items. After that period, maintenance will dispose of the items and a $25 fee will be assessed to dispose of items left behind.

Garbage – Residents in Blair Court and Denver Court units may place their trash at the curb on Thursday evening for early Friday pick-up. Recyclables should be placed in the yellow bins provided. Dumpsters are provided for the Residence Hall. All recyclables except glass can be placed in the recycling dumpster; Glass is not recycled in Dubuque, so it should be discarded in the garbage dumpster). Garbage must be placed in the dumpster, not beside it. Composting service is available.

Lawn Mowing – Lawns will be cut by the maintenance crew. We ask that students and their families keep lawns clear at all times and pick up all debris. Dog chains and stakes need to be clearly marked. Place stakes close to the building, not in the middle of the yard. Any damage to seminary lawn equipment from items not clearly marked will be charged to the tenant of that unit. Damage to lawns from animals or anything else will be charged to the tenant. **PLEASE ALERT YOUR CHILDREN TO STAY CLEAR OF LAWN MOWING EQUIPMENT**! It is easy for articles to be thrown from beneath the mower.

Snow Removal – Snow removal in driveways and sidewalks directly in front of unit is the responsibility of individual tenants.

Failure to comply –Failure to follow the housing and pet policies outlined in the Student Handbook may result in loss of the privilege of on-campus housing.

Unit Specific Policies (See Section 6 for Fire Safety Information pertaining to each Unit Type):

RESIDENCE HALL

Each resident is issued one (1) room key and one (1) key card. Each room is equipped with window blinds, bed/mattress, chest of drawers, desk, chair, and bookcase. The occupant must supply additional furnishings. Wartburg will not supply any additional beds. If you choose to bring any of your own personal furniture you are welcome to do so, but please keep in mind that furniture provided by Wartburg Seminary may not be removed from your assigned room. Small appliances are allowed, but please check all power cords for safety. Fire department regulations specify that extension cords are not allowed and that only power strips plugged directly into the wall are acceptable.

Microwaves, refrigerators (up to five cubic feet), coffee makers, and electric kettles are the only appliances

allowed. No other type of hot plate or heating device is to be used in the residence hall. Laundry facilities, a vacuum, and a kitchen are located on the lower level and available for all residence hall residents and those occupying guest rooms.

We encourage you to make your room your own; however, we ask that you follow these specific guidelines:

- Use only small nails in the walls
- Do not use tape or adhesives on doors or woodwork
- Do not make any structural changes to your room
- Do not mount additional shelves on the walls – use free standing shelving only
- Pull nails before vacating your room and fill holes with spackling compound using your finger only

Residence hall rooms with kitchenettes -- Rooms with this feature are set up with appliances (microwave, induction cooktop and fridge). The rooms were altered in ways to meet city code from fire to electrical and plumbing requirements to allow the appliances.
Storage space is available on the lowest floor. Residents will be required to make a $25 refundable deposit prior to receiving a key to the storage area. Please use only one cubicle per room. Luggage and other large items must be stored in the cubicles provided and not on the floor. These cubicles are available during the summer only when a student will be returning for the following fall term. If additional space is needed, students should rent a Blair House Apartment storage unit. Storage of personal items is not allowed while on internship, in order to provide space for students presently using the rooms. Students leaving for internship and graduating students must remove all personal belongings from the storage area or these items will be disposed of and the key deposit will not be refunded. Spare tires and hazardous chemicals are not allowed in the storage area. Please label all items placed in the storage area and keep the aisles clear. If space is available, the Housing and Community Accounts Director may be able to provide temporary storage in transition times.

All stairways and hallways are to remain clear at all times.

Appliance Repair Procedures

Wartburg has a 24-hour service contract with Black Hills Energy for repair of Wartburg owned stoves, refrigerators, central air units, water heaters, or furnaces in all on-campus housing. Residents should call 1-800-504-2000 for service, except in the residence hall, which should contact MAINTENANCE-DL@wartburgseminary.edu.

Lost Key Policy

Contact the Director of Housing & Community Accounts in the Business Office if you lose your house or mailbox keys. The cost of replacing lost house and/or mailbox keys will be

$25.00 each, payable when the replacement key is issued. Contact the Administrative Coordinator for the Dept. of Vocation and Formation to replace a lost keycard. Keycard replacements are $10 each.

Pet Policy

Some residents desire to bring cats, dogs, and other animals when leasing residential housing. Pets are indeed important in the lives of many people, but residents often do not realize the extent of extra wear and tear on housing that often results from pets, sometimes even severe damage. Some residents are allergic to pets and cannot live in a house where pets have been kept, even if extensive cleaning has been done.

Wartburg Seminary has designated certain housing units where pets are allowed, while other units must remain pet-free units. Failure to follow the pet policy may result in loss of the privilege of on-campus housing. To find out current pet housing units, contact the Director of Housing & Community Accounts. Pets allowed in Wartburg housing are restricted to ONE of the following groups. Whatever group that you fall into upon arrival, it can only be altered upon marriage or during a period of off campus living (i.e., internship):

Combination of any two pets: cat OR dog or a 5-gallon aquarium maximum. Prohibited animals:

- larger animals are not permitted on the campus
- caged animals, e.g. birds, rabbits, ferrets, iguanas, hamsters, gerbils, guinea pigs, etc.
- dog breeds not eligible for licensure in Dubuque County

Students who wish to bring more animals than are allowed should seek off-campus housing.

Penalties for violation of the pet policy include forfeiture of the full housing deposit, payment for replacement of the carpet and any other damage assessed, and possible loss of the privilege of on-campus housing.

Service Animals:

In circumstances when a person with a documented disability uses a service animal or documented use of an emotional support animal, the pet fee will be waived. Owners will, however, be charged for damage caused to the unit by the animal. In order to have the pet fee waived, certification of training and applicable documents should be submitted to the Business Office Director of Housing & Community Accounts and will be kept on file for the entirety of your residency. Wartburg Seminary recommends that students with service or emotional support animals live in units designated as pet friendly in order to maintain non-pet housing for students who have allergies. See Appendix A for full details on Wartburg's Service and Assistance Animal Policy.

In Dubuque, all dogs and cats over four months are required by law to be licensed and vaccinated against rabies. For more information, please visit www.cityofdubuque.org/health. Dubuque law also requires that pets, while outside, should be restrained at all times; this includes while they are outside in your presence.

Pet owners are responsible for cleaning up after their animals. Please be considerate of others in the selection of areas where you walk and tie your animals. Pets should not be tied up in areas where children walk or play. Students who begin seminary without pets are only permitted to acquire a pet by marriage or during internship year while living off campus.

Examples of Pet-Policy application:

- **Situation:** Carpet smells of urine or dander left by pets. Normal cleaning procedures do not get rid of it. Often smells are not detected until several weeks after the unit is vacated and carpet is shampooed.

Procedure: *Inspect the unit and carpet when the resident vacates the unit. *If unit remains vacant for several weeks, inspect again after one or two weeks.

Rule: If smell, dirt, or stains are detected, additional cleaning or depreciated cost of carpet replacement will be charged to the previous resident. (Depreciation is calculated over a 10-year period.)

- **Situation:** Evidence of pets being kept is found in a non-pet unit.

  Rule: The resident, or if vacated, the previous resident, must pay for the cost of carpet replacement.

- **Situation:** Fleas are found in a pet unit.

  Procedure: Inspection reveals this problem during a tenant's residence, or after a tenant leaves the unit.

  Rule: Pest control will be hired to disinfect the unit. Cost will be covered by the pet deposit for the first occurrence. In cases of further occurrences, the tenant will pay for disinfecting the unit.

- **Situation**: Minor scratches or major gouges found on the woodwork or walls.

  Procedure: Inspection reveals this damage during tenure of resident or after resident's departure.

  Rule: The responsible tenant must pay the cost of repair (time and material)

- **Situation:** A student is allergic to cats or dogs and needs to live in a pet unit because they have a cat or a dog; then complains of bad odors in the unit.

  Rule: Students who need to live in a pet unit must expect smells associated with pets. The alternatives for them are not to have a pet and live in a non-pet unit or find off-campus housing.

- **Situation:** Student keeps more pets than allowed in unit (e.g., 3 cats or 3 dogs, hamsters, ferrets, rabbits, etc.) or changes group (i.e.,1 cat to 2 cats or dog to cat, etc.)

  Rule: Student will be notified regarding pet policy. Failure to take corrective action is abuse of seminary housing, and will result in forfeiture of the full deposit, and possible loss of the privilege of living in seminary housing. In addition, the tenant will be charged for any repair costs about the value of the deposit possibly including the replacement of carpets.

- **Situation:** Student planning to be away from campus asks other students to care for their pets while they are away (e.g., while on internship, during the summer, or even for a weekend)

  Rule: Students may not keep more than their personally contracted number of pets in their unit.

- **Situation:** Pets defecating on lawns and public areas where people walk or where children play.

  Procedure: When maintenance receives reports from tenants, or maintenance personnel

observe this happening, pet owners will be notified.

Rule: If pet owners continue to allow their pets to pollute public areas and do not clean up the droppings, the housing privileges may be forfeited.

- **Situation**: A dog or cat is seen running loose on WTS property, without restraint by leash or chain.

  Rule: Any student, tenant, or maintenance person who sees an unleased pet running loose on Wartburg property has the right to call animal control and request that the animal be picked up.

Campus Policies

Service and Assistance Animal Policy

Normally animals, including pets, are not permitted in Wartburg Theological Seminary's buildings or non-pet designated residences with the exception of approved Service or Assistance Animals for individuals with disabilities. Wartburg is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who require the use of Service or Assistance Animals as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with Wartburg's policies regarding such animals. Students who seek to bring a Service or Assistance Animal to campus should first contact Wartburg's ADA liaison, the Academic Dean. The Academic Dean will determine, on a case-by-case basis, and in collaboration with other offices on campus, whether to approve the student's request for a Service or Assistance Animal. In making this determination, the Academic Dean will consider the needs of the student, as well as the impact of the animal on the campus community. Students seeking to have a Service or Assistance Animal in housing should submit a request for review each academic year. Documentation for approval for a Service or Assistance Animal should be submitted along with the student's application for housing. The animal should not be in residence prior to approval by the Academic Dean. The approval of a request is animal-specific and is not transferable to another animal. Owners of approved service or assistance animals should not be charged pet deposits or fees, and cannot be required to obtain extra insurance. See full policy in Appendix A.

Smoke-Free Campus

The seminary prohibits the use of all types of smoking materials within seminary buildings and residences on seminary grounds. Smoking is permitted on the public sidewalks surrounding the seminary. This policy is in compliance with the "Iowa Smoke Free Air Act," July 1, 2008.

IOWA SMOKE FREE AIR ACT

This law bans the smoking of tobacco in all indoor and outdoor spaces on our campus including: all Seminary property, parking lots (including if you are lighting up while sitting in your personal vehicle), Seminary vehicles (no matter if it's on- or off- campus), apartments, houses, residence halls and seminary sidewalks. In essence, it is against the law to smoke tobacco on or in any Seminary property. The law does not prohibit smoking on public sidewalks around the Seminary. Public sidewalks surrounding the Seminary are those on Wartburg Place and Fremont Avenue.

Please be attentive to this law and help by informing anyone smoking on Seminary property that Iowa law prohibits this activity. The law takes a firm position concerning the failure to maintain a smoke-free campus community that will result in civil penalties, as well as other consequences, for both the individual and the Seminary.

For smokers, as well as friends and family who smoke, this law is not easy. Iowa is following national environmental and health pathways and is neither the first state, nor the last state, to regulate smoking in a comprehensive way. Please assist and cooperate with the Seminary to abide by this law.

Beverage Policy

At all events of hospitality and celebration, whether on or off campus, if alcoholic beverages are served, it is expected that high quality non-alcoholic beverages [not just water/lemonade] will be displayed and served in a manner equal to the presentation of the alcoholic beverages.

Keycard Policy

Residential students receive keycards that allows full access to Fritschel and Tower building, with the exception of the dorms and library mezzanine.

Temporary Overnight Guests receive specific guest room keys and key cards to access exterior door specific to the location of their room in RH or Mendota. Key cards will also open the exterior chapel door.

If students are hosting an event at Wartburg outside of normal open-door hours (M- F, 8:00am-4:30pm) the host is responsible for requesting an alternative time and for ensuring doors are closed and locked. Email the Administrative Coordinator for the Department of Vocation and Formation with the specific doors, dates, and times access is needed for an event.

The housing after-hours contact person shall not be responsible for unlocking doors around campus for guests to access. The after-hours contact person is only responsible for assisting guests in finding their rooms, assisting if room keys aren't working, providing ADA accessibility assistance when needed, and will serve as a contact for an emergency.

For a $10 fee, lost key cards can be replaced through the Administrative Coordinator for the Department of Vocation and Formation.

Food Service

Wartburg Seminary offers a limited food service, intending to make weekday breakfasts and lunches available at a reasonable cost. Because of the small size and limited facilities of the WTS food service operation, it is not able to meet all special dietary needs and cannot commit to meeting medically mandated restrictions. A vegetarian option is normally offered as part of the regular menu and at special events. All food purchases are a la carte. Mealtimes are posted by the kitchen. Typically, breakfast and lunch are served Monday-Friday when on-campus courses are in session.

Facilities and Services

Booklist

Wartburg Seminary offers a listing of all required and recommended books for each seminary course. . This list of books is maintained by staff of the Reu Memorial Library, with lists for courses being taught during the Fall Semester, January Interim, and Spring Semester published through the Castle Commons learning management server on the Library's pages.

Guest Housing

A limited number of guest rooms are available on the seminary campus for overnight accommodations. Each room is furnished with basic furniture, a private bathroom, and a mini refrigerator. Linens and towels are also provided.

Reservations must be made in advance through the following link:
https://mywts.wartburgseminary.edu/ICS/Student/Housing_-_Resources_for_Off-Campus_Students.jnz

For guest housing, roommates/housemates are typically assigned based on same gender (female/female, non-binary/non-binary, male/male), in consultation with the student(s). Exceptions may be made when specifically requested by all parties who desire to share the space. It is the responsibility of each individual to ensure their requests are in alignment with any synodical or congregational expectations.

For additional information or assistance with reservations, students are encouraged to contact the Administrative Coordinator for the Department of Vocation and Formation. In the event where the Administrative Coordinator is unavailable, please contact the Executive Assistant to the President.

Lost and Found

All found items of value, including but not limited to wallets, jewelry, electronics, and personal identification, must be turned into the Department of Vocation and Formation promptly.

Items will be retained for a period of 90 days from the date of entry into the log. If unclaimed after this period, items will be appropriately disposed of, donated, or destroyed based on their condition and type. The Executive Assistant to the President will determine the appropriate method of disposal.

High-risk Items, including government-issued identification cards, credit/debit cards, and electronic devices, will be handled with additional security. These items will be stored in a secure location within the DVF. If an item contains identifying information, reasonable efforts will be made to contact the owner using available institutional records. If a high-risk item is not claimed within the 90-day retention period, it will be securely destroyed or returned to the issuing authority when applicable.

Individuals seeking lost items should inquire with the Administrative Coordinator for the DVF and may be asked to provide identifying information or proof of ownership to claim an item.

Mailroom

The mailroom is not a full post office and is not authorized to provide a full range of services. Incoming mail is placed in mailboxes daily as it is received. Outgoing mail is placed in the mailbox for collection by noon.

Student Lounges

Afton Lounge: Located between Mendota House and the Residence Hall, the lounge is reserved primarily for student use – class meetings, forums, recitals, social gatherings, or informal class sessions.

Afton Lounge: Located between Mendota House and the Residence Hall, the lounge is reserved primarily for student use – class meetings, forums, recitals, social gatherings, or informal class sessions.

Guadalupe Lounge: Located in Fritschel, this room is equipped with a table tennis table, seating areas, and a smart TV. Students, faculty, and staff may all make use of this community space.

Use of Seminary Facilities for Weddings

All requests to reserve the Loehe Chapel for wedding ceremonies must be submitted to the Administrative Coordinator for the Department of Vocation Formation. Requests will be evaluated based on the information provided, the availability of the chapel and chapel staff, and the overall institutional Master Calendar events.

Upon approval of the reservation request, the applicant will receive detailed information regarding applicable policies, procedure, and associated fees. All use of seminary facilities must have a signed facilities usage agreement on file.

The Von Schwartz Refectory may be reserved for wedding receptions; however, all receptions must utilize external catering services. Use of the WTS kitchen facilities is strictly prohibited.

Maintenance Trucks

Due to insurance requirements and the liability that Wartburg holds, the Wartburg maintenance trucks cannot be loaned out for personal use. They are only for Wartburg work-related use.

Seminary Parking

Parking lots, located behind the seminary, are provided for members of the WTS community and visitors. Annually, the seminary will request license and make information so that we can contact the owner if needed. These parking lots are for short-term parking only. Any vehicles stored (not in use) for more than 4 weeks at a time must be parked elsewhere. Any vehicle left unattended for more than four weeks in any of the parking lots, or in the student housing areas, will be tagged by the police, towed, and impounded at the owner's expense. Storage of vehicles on campus while owners are on internship is not permitted.

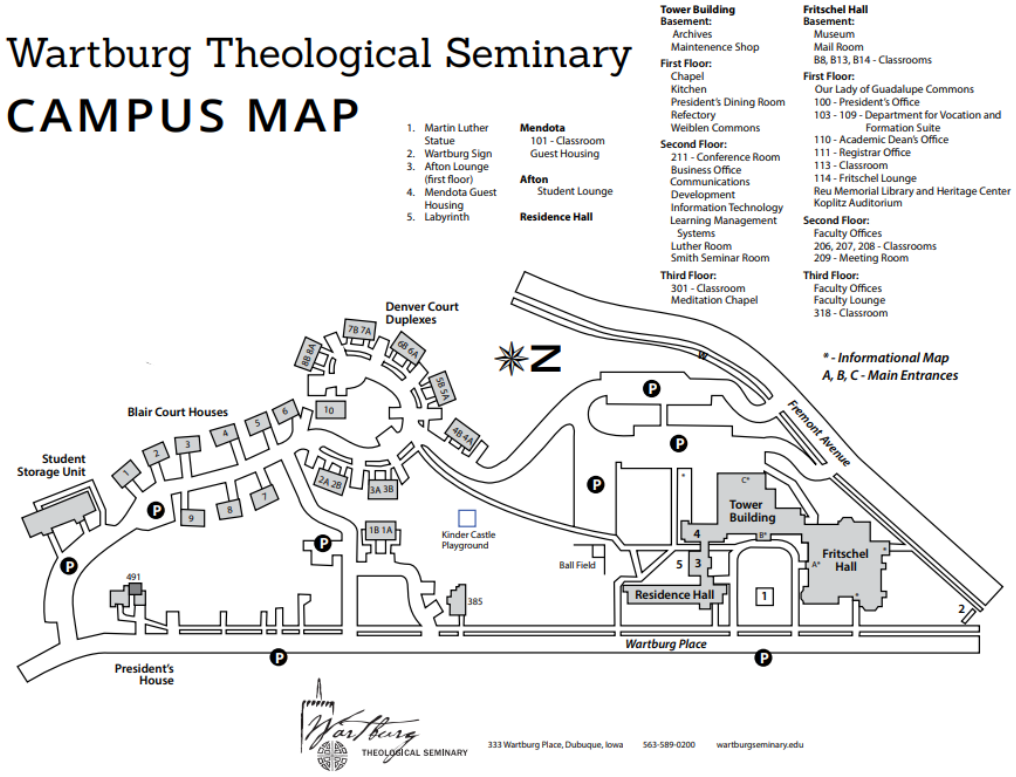
Residence Hall occupants are encouraged to park in the parking lots west of the seminary rather than on Wartburg Place. Please do not use the spaces marked for visitors. Students who use their vehicles infrequently are encouraged to use the lower lot, leaving the upper one free for staff, commuters and guests. Extra parking places located between Blair Court houses and Blair House apartments are for Blair House residents. Blair Court

and Denver Court residents have parking for two cars, front to back, in each driveway. Additional vehicles should be stored off-campus.

Please observe all NO PARKING, LOADING ZONE, RESERVED, VISITOR PARKING, and

HANDICAPPED PARKING signs. The yellow parking lines should also be followed.4. NEVER PARK AND/OR DRIVE OVER SIDEWALKS OR LAWNS.

Campus Map



Information Technology

Wartburg Theological Seminary Student Technology Policy
Use of WTS Computer Network Equipment, Email, and Internet Access

1. All use of this equipment and facilities will be in full compliance with all applicable local, state, and federal laws (www.copyright.gov). Unauthorized distribution of copyrighted materials, including but not limited to unauthorized peer – to – peer file sharing, may subject you to civil and criminal liabilities.
2. All use of this equipment and facilities will be consistent with the ethos of Wartburg Theological Seminary as articulated in the Seminary's Mission Statement; the Seminary's Student, Staff, and Faculty Handbooks; and the Constitution of the Evangelical Lutheran Church in America.

3. This equipment and facilities may not be used for personal commercial enterprise, personal political activities, partisan political campaigning, or partisan political lobbying activities. Charitable solicitations using this equipment and facilities is not permitted except as authorized by the President of Wartburg Theological Seminary.
4. Based on the discernment of probable cause, the Seminary has the right to examine any messages or file(s) created or maintained on Seminary equipment or systems to determine compliance with these policies.
5. Wartburg Seminary provided virus protection will be required for all computers on the WTS network. If students do not have seminary provided virus protection and/or are the source of a virus, their computer will be shut off from the network until virus protection is obtained and demonstrated. This will be implemented upon administrative decision.
6. Wireless routers of any kind are not permitted in the residence hall. Rogue wireless routers cause a security risk and may compromise the integrity of the network. Identified rogue access points will be blocked when discovered. The entire building already has wireless capabilities in that each room is equipped with an Ethernet internet connection. Identified wireless routers discovered in the building will be blocked. If you have questions about this, please direct them to the Helpdesk.

Violations of these policies will be subject to Wartburg disciplinary action, possibly including dismissal.

Students on official leave of absence may elect to keep their email/network account active by paying the technology fee of $50/semester if living off campus and $100/semester if living on campus. If the technology fee is not paid during the student's leave of absence, their email/network account will be disabled and re-enabled upon their return to student status. If a student withdraws from seminary or is dismissed, their email/network account and internet access will be terminated immediately or upon approval, permission may be granted to sign the new Non-Student Technology Policy form and pay the applicable technology fee.

Snow and Severe Weather

When the weather is extremely inclement or is expected to be hazardous, the seminary may be closed. The president or designee shall have the responsibility of determining when offices shall be closed, and classes cancelled. Notification will be through local media sources, and through campus email and text message notices. You should always make your own best judgment about safety, even if the seminary is open.

5 Academic Life

Degree and Certificate Programs

For further details and academic requirements for the various programs, see the current Wartburg Seminary catalog.

Credits

Credits and Course Load

Wartburg Seminary implements the Federal Department of Education guidelines on credit-hour compliance in the following manner: Each 3-credit course is expected to utilize a minimum of 135 total hours of contact time and outside study time. For Wartburg Seminary, this typically consists of 36 classroom or primary contact hours (based on a 50-minute class period and three classroom hours each week for twelve weeks of direct instruction) and 2.5 hours of outside homework time for each contact hour, plus an additional 7.5 hours per week of homework time during the non-instruction weeks designated as “reading & research weeks.” This same workload expectation is applied to 3-credit independent studies, online courses, and January interim courses, as well as proportionally adjusted for courses or independent studies of other credit values.

Transfer of Credits

The academic dean and registrar will evaluate the student's previous seminary work and determine which requirements are met and the number of credits to be transferred, following the guidelines of the Association of Theological Schools and the ATS Commission on Accrediting. (For students with a previously completed seminary master’s degree, either from Wartburg Seminary or another accredited seminary, no more than half of the credit hours earned from that completed degree may be transferred.) On the basis of this evaluation, the student will work out a plan for their academic program at Wartburg in consultation with their advisor indicating when and how the student will meet the requirements and the number of hours of electives that will be needed. The registrar will verify that the program meets the requirements for graduation.

Credit for Conferences

One hour of credit per year may be granted for attending a conference; however, the conference needs to be approved ahead of time by a faculty member and incorporated into an independent study, with approval from the Academic Dean. A faculty member needs to be responsible for the final evaluation. Students should use the Independent Study Contract form to designate advanced reading in preparation for the conference, as well as a written report or reflection after the conference.

Cross-Cultural Immersion Requirement

MDiv and MADM students are required to take a cross-cultural immersion course once during their studies. Usually, these are taken in the January or May term and include domestic and international travel courses designated for this purpose. Students may also register for pre-approved cross-cultural immersions offered by other ELCA seminaries through the cross-registration form. The Dean's office will provide a full list of J-term courses (including electives that do not meet the cross-cultural requirement) no later than the beginning of the fall semester each year. A projection of courses expected to be offered in following two years will also be published each fall.

Study Abroad Opportunities

Opportunities for North American students to work/study in an international setting are of three basic types:

- International internships in various countries may be possible in cooperation with ELCA Global Mission.
- Year-long study experiences in Norway and Germany funded by full scholarships from the host seminaries and/or primarily by the student.
- There may be other possibilities for study abroad that should be discussed with the student's academic advisor to seek approval from the faculty. All opportunities require faculty approval.

Academic Policies

Grading System

Students in the MDiv , MADM, and MA degree programs may choose to be graded either by credit/no credit (Cr/NCr) or by letter grade in each course. Exceptions are for courses taken in January interim, clinical pastoral education (CPE), and some courses at the instructor's discretion. In such instances students receive Cr/NCr. For first-year students, the faculty reserves the right to require letter grades in cases where it appears advisable. Students who anticipate doing additional graduate work should take letter grades and other students may request letter grades from instructors for all coursework including Interim-term work.

The following symbols are used:

A	Excellent – 4 Grade Points
B	Good – 3 Grade Points
C	Satisfactory – 2 Grade Points
D	Poor (passing for an elective, but not passing for a required course or a distribution requirement) – 1 Grade Point
F	Failure – 0 Grade Points
V	Incomplete
W	Withdrawal
Cr	Work of C- or above, but not used in compute GPA. (A credit grade is the same as the "pass"

grade used by other schools.)

NCr — Work below C- computed at 0 Grade Points (A no-credit grade is the same as the “fail” grade used by other school. Any NCr grade requires the student to take courses for grades the next semester, even though they might not be on probation.)

+/- — Plus and minus grades are recorded on transcripts, but are not used to compute a grade point average (e.g., the B+, B, and B- grades are all of equal value at 3 grade points).

I — An "I" (Incomplete) course extension is given if, by no later than the last day of classes, the student completes a formal request using the appropriate form for an extension of time, which is agreed to by the instructor and the registrar. Extensions should normally not extend beyond the end of January (for fall semester courses), the end of June (for spring semester courses), or more than two (2) months after an intensive concludes. If the work is not completed and turned in to the instructor by the agreed-upon date, the instructor, with prior notification to the student, will then normally report an "F" or “NCr” grade to the registrar. Internship, field experiences, MA projects, and MDiv theses are exceptions to the above, in so far as these are by arrangement.

Registration instructions distributed from the Registrar's office contain the deadline for changing one's grading system.

Satisfactory Academic Progress

To be eligible to receive financial aid a student must maintain satisfactory academic progress. Satisfactory academic progress is defined for financial aid purposes both by the seminary and by federal requirement. Two components are included in this definition, a qualitative one and a quantitative one.

Qualitative component: Because the seminary is a graduate school, a higher level of academic work is required than might be required at the college level. Students are expected to maintain at least a minimum grade level for a degree program, (Credit or C- or 2.0 for all master level programs; B or 3.0 for S.T.M) or higher in each semester. However, some courses are only offered on a **Credit/No-Credit basis**, (which varies by degree program;), and such results do not readily translate into a grade-point system. Seminary students’ academic work is expected to be at the “Credit” level. A student not taking letter grades may receive only one “No-Credit” grade while at seminary and still meet requirements for satisfactory academic progress. Upon receiving the first “No-Credit” grade, the student then will receive a warning letter stating that the course requirement for which a “No-Credit” was received must be repeated.

Quantitative component (Varies according to degree and program type):
M.Div. – The normal time for completion of all tracks of the M.Div. degree as prescribed is four years as a full-time student. The residential learning (RL) and distance learning (DL) programs are both full-time for four years, divided out as three years of coursework and one year of internship, and normally consisting of an initial two years of coursework (28 to 29 credits per year), a summer CPE unit (6 credits), a one-year off-campus internship (27 credits, normally in Year 3), and a final year of coursework (28 to 29 credits). The collaborative learning (CL) program spreads the coursework over all four years, incorporating internship as taken concurrently with coursework, and has the following typical pace: 21 or 22 credits of coursework in year one , 21 or 22 credits of

coursework in year two , plus usually one-third (9 credits) of the internship in the spring, 18 credits in year three , plus two-thirds (18 credits) of the internship, and finally 21 or 22 credits in year four.

M.A. – The normal time for completion time for all versions of the M.A. degree is one year, divided as typically 13.5 credits in the fall semester, a January course (2 credits), and 14.5 credits in the spring semester. A three-semester version is possible, which reduces the coursework in three consecutive semesters down to 9 or 9.5 credits each.

M.A. in Diaconal Ministry- The normal time for completion of the residential and distributed learning MADM programs is full-time for two years of coursework plus time for **contextual pieces**– which is normally planned as two years of coursework (23 minimum credits respectively in each years), plus additional summer or overlapping internship registration (18 credits total for clinical pastoral education and internship). A "grandfathered" collaborative learning version extends the coursework over three years (21 credits each year, , plus the same clinical pastoral education and internship requirements in summer or some of the semester. A common variation for the MADM degree is to separate out the contextual education pieces (particularly the deacon internship) as its own third year or semester after all coursework is completed.

The minimal rate of normal progress for degree students in all degree programs, at rates that qualify a student for institutional financial aid-), is 6 credits or more per fall and spring semester,) in each year applicable (up to the maximum needed for that degree program), which also qualifies a student for federal loans and federal loan deferment. Discovery Student Length of Enrollment

Discovery – Discovery application and subsequent enrollment is good for one academic year. Discovery students are withdrawn at the end of the academic year for which they originally applied, unless the DVF and/or Dean's Office have been otherwise notified.

Academic Probation

When a student fails to maintain academic progress either qualitatively or quantitatively, the student is placed on academic probation starting with the next semester. A student remains on Academic Probation until the student successfully completes nine credits or the number of credits for which the student received No Credit (NCr), normally whichever number is larger. Students taking classes for letter grades will need to receive C- (or higher) for the same number of credits. Part-time students remain on Academic Probation until they complete nine consecutive credits of coursework with a Credit or C- (or higher). Students may take courses as Credit/No Credit or for a letter grade. Any subsequent non-passing grades received below C- or as NCr will extend the period of academic probation.

Students on an extended plan (taking longer than the suggested catalog plans) who fail to maintain satisfactory academic progress will be considered by the faculty on a case by-case basis. Students with other extenuating circumstances also will be considered by the faculty on a case by case basis.

See Academic Warnings, Probation, and Dismissal in this handbook for further details on the seminary's academic warning, academic probation, and related dismissal policy and procedure.

Registration and Cross Registration

Registration dates are indicated on the academic calendar. The deadline for changing registration (the drop/add deadline) is by close of business on the Monday that follows the end of the second full week of the fall and spring semesters and at the end of the fourth day of the January interim.

Students who are registered in any of the degree programs at Wartburg and are residential students have the option of also registering in courses offered at UDTS in the same way they register for courses taught by Wartburg faculty. No more than six 6) credits per semester can be cross-registered at UDTS and this normally applies to residential elective courses only (i.e., not online or remotely accessed courses). (Substitution of UDTS courses for Wartburg degree requirements needs the Academic Dean's permission, or by prearranged agreement between the two schools) No additional tuition is normally charged beyond Wartburg seminary tuition costs for these credits.

Students may also cross-register for courses offered by other ELCA seminaries during January (or May) interim terms, under the ELCA Seminary Cross-Registration agreement, whereby tuition is paid to Wartburg and course fees are paid to the host seminary. The Registrar will publish a list of course offerings each fall. For more information, contact the Registrar.

Classes that start at the beginning of a semester may be added or dropped during the first two weeks of the semester (i.e., by the drop/add deadlines as published in the Academic Calendar). Module courses that begin later in a semester can be added or dropped up until the time they begin. Any student who chooses to withdraw from a course must inform the registrar (as Masters students are unable to drop their own courses in our registration database). Withdrawals within the first two weeks of class will result in the course not being recorded on a student's transcript. After two weeks, students who withdraw may be subject to receiving a "W" grade if they have received the consent of the instructor and the Registrar. Without this consent, any withdrawal after two weeks could result in the grade of "F" or "NCr." Students who change their registration after the drop/add deadline need to be aware of how course withdrawals and additions may change their status , as this will have eligibility implications for financial aid. The financial aid office must be consulted prior to making any course changes if this would be the case.

Auditing Courses

To enable students to explore further areas of study and topics of interest, each student enrolled in a degree or certificate program may audit up to 3 credit hours per academic year, at no cost. This could include 2 and 3-credit J-term courses and 1-credit electives offered in the fall Current students enrolled in a degree or certificate program will be charged $50 per credit hour or certificate course and Wartburg will waive the cost of the audit.

To explore theological education and deepen their connection to the Wartburg community, spouses of students also may audit up to 3 credit hours per semester. Spouses of students will be charged $50 per credit hour. The audit cost will be charged to their accounts. To become auditors, staff members and spouses of students need to apply as Discovery students.

Auditors must obtain the instructor's permission to audit a course. Not all courses can be audited. Each course

will have a designated maximum number of auditors that will be set by the instructor and registrar. Auditors normally must attend classes in person or by synchronous Zoom and are expected to attend all class sessions. Asynchronous auditors are allowed by instructor permission only.

Instructors will set expectations for auditors for each course, including participation, and written work/ assignments. Normally auditors will be expected to attend class sessions but will not be expected to complete assignments. Auditors who fail to attend class by the add/drop date (without permission ahead of time of the instructor) will be administratively withdrawn from the course by the registrar. Those who fulfill the mutually agreed expectations will receive a grade of "AU" on their transcript. No academic credit is awarded for audited courses; audited courses cannot count toward a student's degree requirements or advanced standing.

Repeated Courses

Grades for required courses that are repeated because of previous failure will only have the most recent grade and credits applied toward a GPA calculation (for determining academic standing) and toward the minimum credits needed for a degree. Courses for which a student passed the course or requirement (i.e., received a Credit or C- or better grade) cannot normally be repeated. All instances of the course will still be recorded on the transcript. All instances of the course will still be recorded on the transcript.

If a student fails to complete a degree requirement (i.e., grade of No- Credit or D+ or less), the student will normally be expected to repeat the specific course that meets the requirement. In some cases, the faculty or academic dean may designate a substitution. For distributional requirements (i.e., requirements for which several different courses may meet the requirement, e.g., pastoral care, final-year theology and Bible capstones), the student is normally asked to complete a different eligible course offering for the same requirement. Students who must repeat a course will not receive institutional financial aid for that course.

Academic Warnings, Probation and Dismissal

A student may be placed on probation after completion of one semester as a fulltime student or a minimum of 9 semester hours when:

- taking courses for letter grades (or a mixture of letter grades and credit/no credit grading), the cumulative grade-point- average (GPA) falls below the minimum level for a degree program (C or 2.0 for M.Div. and both M.A. degrees), after a given semester; or
- while taking courses for credit/no credit (Cr/NCr) only in degree programs that allow this, receives more than three hours of grades that are no credit in a given semester.

However, a student will not be placed on probation the first time he/she receives a NCr grade (up to three credits). Probation could result, however, from any subsequent NCr grade in any course in a later semester. (In GPA calculations, No-Credit (NCr) grades are calculated as a zero quality-point value and do count in the calculation for the number of course credits, whereas Credit (Cr) grades are not computed at all in one's GPA.)

A student who receives their first NCr grade will be issued an Academic Warning by the Registrar. This first Academic Warning is non-punitive, and this first NCr grade will be removed from future GPA calculations. This

form of Academic Warning can only be issued once.

For students being placed on academic probation, the academic probation status begins with the next academic semester.

See Financial Aid during Academic Probation for information on how academic probation affects financial aid.

A student remains on Academic Probation until the student successfully completes nine credits or the number of credits for which the student received No Credit (NCr) or Fail grades, normally whichever number is larger. Students taking classes for letter grades will need to receive C- (or higher) for the same number of credits. Part-time students remain on Academic Probation until they complete nine consecutive credits of coursework with a Credit or C- (or higher). Students may take courses as Credit/No Credit or for a letter grade.

A student normally has only one semester to get themselves off academic probation if taking coursework as a full-time student during the semester after being placed on probation, and may have two semesters by permission of the faculty if taking coursework as a part-time student and showing positive progress toward getting off probation in both semesters. Deviations to this require the permission of the Academic Dean and the faculty. Students may be encouraged to take a leave of absence prior to restarting coursework. Students placed on academic probation immediately prior to starting a full-time internship may be permitted to complete the internship with permission of the faculty, and if so, will remain on academic probation throughout the duration of the internship and into the first semester after internship when returning to coursework.

Our current policy also requires that students must retake and pass all core courses and courses that meet distribution requirements for which they received a No Credit or Fail grade.

A student may be subject to academic dismissal from an academic probation status after completion of an initial minimum of 18 semester hours when:

- failing to maintain the minimum GPA for a degree program in the probationary semester; or
    - failing to achieve at least the minimum cumulative GPA for a degree program at the conclusion of the probationary period or semester to get off academic probation; or
    - failing to successfully pass the minimum number of consecutive courses (totaling nine or more credits as stipulated at the time of being placed on academic probation) during the probation period or semester; or
    - not receiving a further extension by faculty vote due either to not making positive results toward getting removed from probation or failing a petition based on extenuating circumstances when requesting such consideration to extend the academic probation period.

A student remains on Academic Probation until the student successfully completes nine credits or the number of credits for which the student received No Credit (NCr), normally whichever number is larger. Students taking classes for letter grades will need to receive C- (or higher) for the same number of credits. Part-time students remain on Academic Probation until they complete nine consecutive credits of coursework with a Credit or C- (or higher). Students may take courses as Credit/No Credit or for a letter grade.

Under our current policy, the first “No Credit” grade currently does not put a student on Academic Probation,

only Academic Warning. Our current policy also requires that students must retake and pass all core courses and courses that meet distribution requirements for which they received a No Credit or Fail.

The Academic Dean will determine the student's academic dismissal in consultation with the faculty. Students under academic dismissal may apply for reinstatement by the faculty by addressing a request to the academic dean.

Leave of Absence and Withdrawal

LEAVE OF ABSENCE

A student may request an institutional leave of absence by completing a Leave of Absence request form (currently provided online through the MyWTS web portal). Leaves are granted by the academic dean and received by the faculty at their normal monthly meetings.

> *Wartburg Theological Seminary defines a leave of absence, for academic and institutional purposes, as a temporary stoppage from progress toward completion of a degree program, where the student has the intention (at least at the time of request) to resume their study at the conclusion of the leave period. Leaves can be needed, for example, due to extended/serious illness or other medical reasons (either of the student or immediate family members), to provide time to deal with family issues or other extenuating circumstances, to allow for time away from campus while the spouse of an M.A. student completes off-campus study such as an M.Div. internship, for study abroad in an academic exchange arrangement, for military training or active duty, or for time to reflect on one's call to ministry, to name a few examples. Such a leave extension must be filed for using the MyWTS online form and should be submitted at least a month in advance to allow permission to be granted before the original leave expires.*

In no case is a leave granted for more than one year at a time, but a leave can be renewed for an additional year upon a subsequent request and approval. An approved leave of absence allows the student to pick up in their studies at the point where they left off when they return from a leave. Should a student not return to active study at the conclusion of the approved period of a leave, or fail to seek an approved renewal, they will be considered withdrawn from the seminary. (See the paragraph below for the implications of being declared withdrawn from the seminary.)

If a student does not register for courses or complete a Leave of Absence Form by the Add Date, that student is placed on a Temporary Leave of Absence. If the student does not apply for an official Leave of Absence by the end of the semester (or register for the next semester's courses), the student will be administratively withdrawn.

- If an official LOA is submitted, the start date is auto-adjusted to the start of the semester
- Temporary LOA status, along with next steps, will be communicated by Wartburg email plus additional email addresses on file. Communication comes from the Dean's Office, from the Registrar.

IMPORTANT NOTE: Please note that the federal government, in its regulations on student financial aid, has a narrower definition of a leave of absence, which restricts a student to stopping their study for no more than 180 days, after which they are considered "withdrawn" for purposes of financial aid and any loan deferments and

repayment of student loans. The 'withdrawal' date is retroactive to the date the student began their leave of absence which likely exhausts your student loan grace period. Students need to keep this in mind as they apply for an institutional leave of absence that extends beyond 180 days. For further information on the financial aid implications of a leave of absence, see Leave of Absence or Withdrawal – Financial Aid Implications below.

RETURNING FROM A LEAVE OF ABSENCE

While on an approved Leave of Absence, a hold will be placed on your student academic records. The hold's purpose is to keep you from self-registering into any courses before going through a formal return process. When you are ready to return to coursework again from your leave, please follow the following steps:

1. Email the academic dean, copying your faculty advisor and the registrar, indicating your readiness to return from a leave. Please do this at least a month before the start of your next intended academic term.
2. Meet with your faculty advisor to have a conversation about your readiness for return to studies. Your faculty advisor will then forward a recommendation to the academic dean. NOTE: If the reason for the Leave of Absence is due to academic probation or other eligible reasons, there may also be requested a joint conversation between the student, the academic dean, and the student's faculty advisor to discuss other concerns or possible steps that may be necessary before a return to coursework is possible.
3. When the academic dean confirms that a student is ready to return from their leave, the registrar will be notified of this determination and the student's registration hold will be removed. At that same time, the registrar will also provide the student with any needed course schedules and other registration information that might be needed.

WITHDRAWAL

A student who wishes to withdraw from the seminary should begin the conversation with the director of community life and candidacy and their academic advisor. Following those conversations, if it is decided that a seminary withdrawal is the right and necessary course of action, the student will be directed to complete the online request form on the MyWTS web portal. Permissions from several offices are required as part of the seminary withdrawal process and initiated by this online form.

Wartburg Theological Seminary defines a withdrawal as a formal separation of the student from the seminary in that there is no intent for further study (or if there is, it is well beyond the maximum of two years of time out of study allowed by an institutional leave of absence). The student should be aware, when they choose to withdraw from the seminary (or find themselves in the situation of having been declared withdrawn by not returning from a leave of absence), that they are forfeiting their rights to the requirements of the particular degree program for which they were admitted. Should they later wish to resume their studies, a withdrawn student will need to reapply, meeting all current requirements for admission, and they will resume their studies under whatever new degree requirements are in force at the time of their readmission. Previous credits earned at the seminary prior to the withdrawal are potentially applicable to renewed study later, however they will be applied at the discretion of the academic dean, who will take in consideration the time lost in study (i.e., the age of the credits) and their applicability to current degree requirements. For further information on the financial aid

implications of an academic withdrawal from the seminary, see Leave of Absence or Withdrawal – Financial Aid Implications below.

LEAVE OF ABSENCE OR WITHDRAWAL – FINANCIAL AID IMPLICATIONS

Students may occasionally need to take time away from their studies due to personal, medical, or vocational reasons. While Wartburg Theological Seminary permits a leave of absence for up to one academic year at a time, it is important to understand the financial implications of doing so. Students on approved leave of absence are not eligible to receive financial aid during the leave period. The leave must be formally requested through the Leave of Absence Form, available on MyWTS web portal, and must be approved by the Academic Dean.

Federal financial aid regulations stipulate that if a leave of absence exceeds 180 days within a 12-month period, it is considered a withdrawal for financial aid purposes. In such cases, a student who has received federal student loans will have their grace period begin as of their last date of attendance. Once the grace period expires, loan repayment will begin. For this reason, it is critical that students who receive federal loans consult with the Financial Aid Office before requesting or extending a leave of absence, to understand the full impact on loan repayment and future eligibility.

A leave of absence may be renewed for an additional academic year upon written request but students who do not return after two consecutive years will be administratively withdrawn from the seminary. A withdrawal will trigger a review of financial aid eligibility and may result in the return of funds in accordance with federal Return of Title IV (R2T4) regulations. Again, students are strongly encouraged to contact the Financial Aid Office prior to taking a leave of absence or withdrawing to ensure they are informed about the financial implications of their decision.

Course Withdrawals and Course Extensions

The following was adopted for degree-seeking graduate students and other non-degree graduate students (i.e, Discovery students).

COURSE DROP/ADD

"Course withdrawal" refers to the student-led action of dropping one or more courses, but not the student's entire registration, for the current academic term. Refer to the chart below for important deadlines.

Week	Key Date
Week 1	**Prolog Week**
Week 2 (first business day)	**Add Date** • Final day to add a course for the semester • Final day to switch from credit to audit status for a course
Week 3 (first business day)	**Drop Date** • Final day to drop a course without being charged tuition

	• Final day to withdraw from your program without being charged fees • Due date for the Financial Aid Information Form
The business day ends at 4pm CT. Any requests received after 4pm CT will be dated to the next business day.	

- Courses maybe be dropped prior to the *Drop Date.* Courses dropped on or before this deadline will NOT appear on the student's transcript. Requests for dropping courses prior to the Drop Date can be received by the registrar using either email or by using the official form process as described below and must include permission of the student's faculty advisor.
    - Failure to attend or participate in a registered course does not constitute officially withdrawing from the course.
- If a course is dropped after the term's *Drop Date*, the course remains on the student's transcript, with a W (withdrawn) grade. Course withdrawal requests after the drop/add deadline can only be done using the official course withdrawal form and process described below, including sign-off by the course instructor and the student's faculty advisor.
- If a course is dropped after the end of the 9th week of the semester (last day to withdraw), a grade of F or NC (no credit) is given.

It is the student's responsibility to know deadline dates for course withdrawals and registration changes. The seminary bears no responsibility for refunds if a student fails to give timely notifications.

Exceptions:

Courses that are taught as "intensives" later in the semester (and normally only for a week and shorter in duration) may be dropped up to the first day of that intensive course and still have its billing and appearance on a transcript adjusted. The student must provide the requested course withdrawal form to the registrar by this deadline.

January Interim courses can be dropped or added up to the first day of class.

Unforeseen circumstances such as long-term medical issues, a family emergency, or a call to active military duty, must be documented and considered unavoidable. Such an exception may be authorized by the academic dean through the approved leave of absence, or seminary withdrawal process (described in Section B below). Students are encouraged to seek a course extension if possible (see Section C below).

COURSEWORK DEADLINES AND EXTENSIONS

All coursework is due to the course instructors by the last day of the semester. All course extensions requests must be submitted and approved on or before the last day of the semester (or January term or summer session) according to instructions issued by the registrar.

Taking Courses While on Internship (RL and DL MDiv)

Internship is an intense time of learning and formation. For this reason, RL & DL students are normally not permitted to take other seminary courses alongside a full-time internship. In rare exceptions, a student may be permitted to take one or more courses during their internship year (however, no more than one course in a single term). The student must make this request in writing to their academic advisor, the director of contextual education, and the academic dean. As part of this request, the student must state the motivation/need for it and written documentation that their internship supervisor supports it. A decision will be made by the academic dean, in collaboration with the student's academic advisor and the director of contextual education. If the request is approved, the student is responsible for checking in with their academic advisor and the director of contextual education midway through the semester to be sure all academic requirements are being met and the coursework is not impeding the internship experience in any way.

Academic Integrity, Plagiarism, and Use of Artificial Intelligence

Members of the Wartburg Theological Seminary community are expected to conduct themselves responsibly and honestly in academic matters. We are part of an academic tradition that honors the wisdom received from others by the careful recognition and citation of sources. The seminary defines plagiarism as the copying or use of another person's work in any form without acknowledgement. [For a helpful discussion of how plagiarism is a form of theft and constructive examples of what to avoid, see Wayne C. Booth, Gregory C. Colomb and Joseph M. Williams. The Craft of Research (Chicago: University of Chicago press, 1995), pp.

166-170 and 257.] The act of Plagiarism refers not only to the citation of books and articles but also to personal interviews, the Internet, and all other sources of information. Students shall neither represent the work of another as their own nor in any way misrepresent either their own work or the work of another. The use of any source, whether of idea or paraphrase, shall be properly acknowledged. Any quotation, even of phrase, shall be marked by quotation marks or cited as a block quotation. Misrepresentation shall be avoided.

Plagiarism is a serious offense. Should an instructor ascertain that plagiarism has been committed, the instructor will first consult with the student and the academic dean before making a determination of the penalty. The first offense of plagiarism will be penalized either by the failure of the assignment (in case of a minor assignment) or by the failure of the course (in the case of a major assignment). In addition, in the case of plagiarism on a major assignment, the failure of the course will also lead to the student being placed on academic probation for the next semester of study (not including the January Interim) regardless of resulting grade point average (GPA). A second offense, fully proven, will be penalized by dismissal from the seminary.

In relation to completing course work, a student found to have bought an academic course paper from or sold one to another source (e.g., person or reseller) normally will be penalized by dismissal from the seminary.

PLAGIARISM: AN EXAMPLE

"It is trickier to define plagiarism when you summarize and paraphrase. They are not the same, but they blend so seamlessly that you may not even be aware when you are drifting from summary into plagiarism, even when you cite the source."

Booth, Colomb, and Williams, The Craft of Research, p. 169.

Now consider how the previous paragraph would be plagiarized if it were too closely paraphrased:

It is harder to describe plagiarism when summary and paraphrase are involved, because while they differ, their boundaries blur, and a writer may not know that she has crossed the boundary from summary to paraphrase and from paraphrase to plagiarism.

Regardless of intention, a close paraphrase is plagiarism, even when the source is cited. This paragraph, for instance, would count as plagiarism of that one (Booth, Colomb, and Williams, 169).

As an issue of personal character, theological honesty, and academic integrity in coursework and in ministry settings, the use of artificial intelligence (AI) programs requires intentionality and transparency. AI may be used appropriately as a proofing aid (i.e., for checking spelling and basic grammar only). Only when it is previously approved by the course instructor(s), AI may be used as a brainstorming resource or conversation partner. If AI-generated content appears in an assignment, it must be cited as if it were any other resource, e.g., with attribution and a link to the conversation. AI-generated content that is not cited will be treated as plagiarism and reported to the academic dean (see Plagiarism policy above). All course instructors will be provided access to AI detectors.

Classroom Technology

To ensure the most constructive learning environment for everyone at Wartburg Theological Seminary, all use of technology (computers, phones, zoom, etc.) in classroom settings must serve to enhance teaching and learning—not to distract from them. Inappropriate use of technology is disrespectful to other learners and to course instructors.

- Driving while zooming is not allowed in any class. If a student zooms from an automobile, it should be parked and stationary.
- Distance learners zooming into class are normally expected to have their cameras on, for the sake of nurturing an accessible learning community across spaces. Exceptions to this norm should take place in communication with instructors. If a student's background or surroundings are distracting to the classroom, the student may be asked to change the background or turn the camera off.
- All use of Zoom chat (messaging) must serve to enhance classroom learning and engagement. Course instructors reserve the right to regulate and turn off access to Zoom chat for the sake of the most constructive learning environment.
- Every learner is to refrain from using technology for unrelated multitasking in class (shopping, emailing, social networking, etc.), since it detracts from one's own learning as well as that of others.

The inappropriate use of technology in classroom spaces may negatively impact a student's final course grade and overall evaluation at this seminary.

Advisor/Advisee System

The advisor/advisee relationship is an extremely important part of the student's total relationship to WTS and is a key factor in determining whether the student's experience here is as meaningful and productive as it ought to be. Each entering student is assigned an academic advisor.

The advisor/advisee relationship is expected to encompass personal as well as academic matters. The fact that most members of the faculty are ordained pastors makes it more natural for students to turn to them for counsel on personal, spiritual, familial, or vocational questions. All faculty advisors, lay or clergy, are willing to be of assistance.

Faculty members are expected to maintain regular office hours when they can be consulted. If no hours are posted on the faculty member's door, please ask them for an appointment time.

Students normally retain their assigned faculty advisor throughout their educational program. For the benefit of students and faculty members alike, an equal distribution of advisees among the various faculty members is maintained. This may limit the ability of a particular faculty member to accept new advisees at a particular time. Faculty sabbaticals may also require such a change. A student desiring a change in their faculty advisor should make their request known through the academic dean, who will determine the merits for such a change and assign a new advisor if warranted.

Reu Memorial Library

Reu Memorial Library serves the mission of Wartburg Theological Seminary by supporting the educational activities of the institution; providing a place for independent and collaborative learning; collecting, preserving, organizing, and offering resources in a variety of formats; and teaching and equipping the Wartburg community for lifelong spiritual, intellectual, and personal learning.

Library hours and staff contact information can be found on the Reu Memorial Library Castle Commons site and at: https://www.wartburgseminary.edu/library/

Services and Policies

- Course Reserve Materials – Print and digital copies of required and recommended course readings are available in the library's **Course Reserves collection**. Print materials can be found on the Reserves shelves, behind the circulation desk. Use the **Course Reserves link** in the catalog to find print books and ebooks. If you have any issues accessing course readings, please contact library staff.
- **Borrowing:** To borrow material from Reu Memorial Library, Wartburg students, faculty and staff must present a current Wartburg ID card or student name and ID number.
- Distributed Learning and Collaborative Learning Students may contact library staff to request non-course reserve items to be mailed to them. Scans of book chapters and articles may also be requested.
- Details for logging into digital resources are available on the Reu Memorial Library's Castle Commons site.

- **Check-Out Periods and Limits**: Students, staff, and non-students have a four-week checkout period. Thesis students and faculty members have extended borrowing privileges on books. However, books can be recalled if requested by another patron. Library reserve materials may be checked out for two hours. Two reserve items may be checked out at a time. Reserve material may be checked out for overnight use if checked out at the end of the day before the library closes, but items must be returned when the library opens the next morning.
- Reference books, current periodicals, and retrospective periodicals cannot be checked out.
- **Renewal**s: Books from the regular collection may be renewed three times if another patron is not waiting for the item. You may renew books through the online catalog, in person, or by contacting staff.
- **Fines**: Reu Memorial Library does not charge overdue fines. We do, however, ask library patrons to return materials on time.
- Items that are 3 weeks or more overdue are handled on an individual basis. Library privileges may be suspended until the material is returned, replaced or paid for. Patrons are charged replacement cost of the material plus a processing fee.
- **Recalls**: If you receive a recall notice for a book you have checked out, please bring it back by the date indicated on the notice. When you return the item please indicate to the circulation attendant that it is a recalled item.
- **Interlibrary Loan**: Interlibrary Loan (ILL) services are available to Wartburg students, faculty and staff for materials we do not own for class research. Books and articles may be requested through our online library catalog or may be emailed to library@wartburgseminary.edu. Requests usually take one to two weeks to fill.

General Information

- NO FOOD is allowed in the library.
- BEVERAGES IN SPILLPROOF CONTAINERS are ALLOWED in the library.
- You are responsible for all items checked out on your library account.
- Check out time ends fifteen minutes before library closing.
- Please DO NOT RESHELVE books. If you are finished with an item return it to the circulation desk or leave it on one of the assigned tables.
- Only library staff members are allowed behind the circulation desk
- Printing is available for $.07 per black & white copy and $.32 for color copies, and is charged to your account. You will need your copier code to use the copy machine.
- Computer resources are available to serve the academic needs of WTS students, staff and faculty. Non-academic Internet and email usage is to be limited to 15 minutes during high use times.
- Spouses of students may use the computer in the library during non-busy times.
- Children must be accompanied by an adult.

Copyright Issues – Video and Other Multimedia Resources

Videos

Most copyrighted videos, whether purchased, rented, or streamed online, are generally limited to in-home or private use. Private use includes family and acquaintances in your living quarters. All other showings of "private-use" videos – such as at church gatherings or in common areas of the seminary—are not permitted without a public performance rights (PPR) license.

Similarly, students cannot show "private-use" videos at group meetings, youth group gatherings, exercise meetings, or at fellowship sessions.

For more information visit the Motion Picture Licensing Corp. web site at http://www.mplc.org.

Print Materials from the Library

The Reu Memorial Library provides a scanner/copier that is especially useful for materials that cannot be checked out. Most library materials are copyrighted, and users must be aware of restrictions under U.S. copyright laws. As a general rule, it is legal to make one copy of an article or selected chapters for individual use.

Digital Materials: Articles, Ebooks, etc.

Most ebooks, articles, and other digital content, such as those found in the library catalog and the Digital Theological Library (from JSTOR, Proquest, and EBSCOhost, etc) are licensed to the Wartburg Theological Seminary. Licensing agreements limit the use of these materials to current students, faculty, and staff, and do not permit posting or distributing copies via email or shared file space. Posting or distributing materials for congregational or class use is generally not permitted. Sharing permanent links is permitted, and it is the recommended way to share digital library materials. More information is available in the library.

6 Financial Aid and Student Accounts

Financial Aid

Wartburg Seminary upholds the philosophy that students are primarily responsible for funding their seminary education. However, as an institution of the Evangelical Lutheran Church of America (ELCA), established to educate and train ministerial leaders, the cost of this training is also a shared responsibility of the Church at the national, synodical, and congregational levels. Therefore, ELCA synods, congregations, Wartburg Seminary, and students work collaboratively to identify funding solutions for those pursuing seminary education.

Wartburg Seminary's Financial Aid program is committed to assisting students who may otherwise be unable to attend. Financial aid is available through seminary, ELCA, congregational, synodical, and external scholarships, as well as federal loans. While eligible students may receive financial assistance from the seminary, they are expected to make every effort to cover the remaining tuition, fees, educational costs, and living expenses. Students are encouraged to explore and utilize all available external and personal resources for financial assistance.

Please note that students and campus organizations are prohibited from directly soliciting gifts, discounts, prizes, or awards from churches or businesses. For further information or assistance, contact the Development Office.

Access to Financial Aid Records

The Family Educational Rights and Privacy Act (FERPA) gives students specific rights regarding their academic and financial aid records:

- Right to Inspect: Students can review their education and financial aid records, including academic transcripts, within 45 days of submitting a request.
- Right to Amend: Students can request changes to their records if they believe any information is inaccurate or misleading.
- Right to Control Disclosure: Students have the right to request that their records are only shared with their written consent, except for certain permitted disclosures as outlined below.

Unless waived in writing by the student, Wartburg Seminary will not release or permit access to education records or personally identifiable information, except for directory information that is publicly available.

Access to records may be granted without the students' written consent to the following individuals or entities based on legitimate needs:

- School officials, including faculty, for educational purposes related to the students' academic needs
- Staff involved in financial aid processing to administer and manage financial aid
- Auditors performing required financial and compliance audits for the seminary

- Officials from the U.S. Department of Education for the purpose of reviewing student and institutional records
- Accrediting agency representatives during site visits for accrediting functions
- Others, in compliance with judicial orders or subpoenas, with the condition that the student is notified in advance, unless otherwise prohibited by law
- This policy ensures that Wartburg Seminary follows FERPA regulations and protects the privacy of student records while allowing necessary access.

Eligibility to Receive Financial Aid

INSTITUTIONAL FINANCIAL AID

How Tuition Coverage Works

- Wartburg is committed to covering the majority of the cost of academic tuition for degree-seeking students, funded through a combination of external sources and Wartburg institutional funds. Your personal scholarship is calculated based on the percentage of scholarship funding awarded at the time of your admission.
- Tuition coverage applies to the required number of course credits for your specific degree program. Refer to the course catalog for details on required course credits.
- **You are eligible to receive a scholarship once in your degree program for each degree required course**. If you fail, don't receive credit for a course, or withdraw after the Drop Date, that course will not be eligible for a scholarship when you retake the course.
- **To be eligible for institutional funding, you must:**
    - Submit the Financial Aid Information Form by the semester's Drop Date (available via MyWTS).
    - Maintain good academic standing (as defined in the Student and Community Life Handbook), and
    - Enroll in a minimum of 6 academic credit hours per semester.
    - Ineligibility: MDiv RL and DL students are **not** eligible for institutional aid during their internship year but may apply for federal loans if eligible.

FEDERAL FINANCIAL AID

Federal financial aid is available to students meeting the following criteria:

- Eligibility Requirements
    - Available to students full-time (9+ semester hours) and half-time students (6+ semester hours).
    - Students must have an undergraduate degree or have completed at least 72 credit hours of undergraduate coursework
    - Not available for independent studies or non-credit summer courses since Wartburg Seminary does not officially offer a summer term
- Alternative Loan Options for Ineligible Students

- Students without an undergraduate degree and fewer than 72 credit hours may explore loan alternatives such as Wartburg Loans or, for final-year students, ANB Loans. Students are encouraged to contact the Financial Aid Office to learn more about these options and determine eligibility. They are also reminded that there may be other non-institutional alternatives worth considering and exploring

- Application Process
  - Students seeking a federal loan must complete the Free Application for Federal Student Aid (FAFSA) annually
  - In addition, the following institutional forms must be completed for federal loan consideration
    - Annual Financial Aid Information Form
    - Loan Authorization Form
    - Loan Request Form
  - Links to all forms are available on the Financial Aid page of MyWTS
- Academic Progress Requirements
  - Federal regulations require students to maintain satisfactory academic progress with a minimum GPA of 2.0 each semester

Students receiving financial aid – whether from seminary funds, federal funds, or external sources – are responsible for using these resources exclusively for educational purposes and in compliance with applicable laws and regulations.

FUND FOR LEADERS AND CHURCHWIDE FUNDS AT WARTBURG

Wartburg receives funds from Fund for Leaders and other ELCA Churchwide funding sources on students' behalf. These funds are applied to student accounts in October/March. Funds that remain after the account balance is fully paid are automatically released to the student within 15 days.

Important: Any funds received above the cost of educational expenses are taxable, so it is important that students are in communication with personal tax advisors to ensure compliance with federal regulations.

EXTERNAL FUNDS WARTBURG CAN ACCEPT ON STUDENTS' BEHALF

Wartburg can receive funds from external sources (such as synods, congregations, individuals, or other organizations) on students' behalf for:

- **Direct educational costs —** Wartburg tuition, fees, CPW tuition, and J/May-term travel when charged through your Wartburg student account.
- **On-campus rent for residential students —** These funds are applied immediately to your current semester's rent balance; any overage is applied to your student account balance.

Important: External funds that are undesignated, or designated for tuition, reduce Wartburg scholarship awards accordingly — they supplement rather than stack on top of institutional aid. Any overage remaining after direct educational costs or on-campus rent are covered will also reduce Wartburg scholarship awards.

Tracking funds: When funds are sent to student accounts, they move through several statuses in the students' Financial Aid Portal — Estimated, Accepted, Post, and Funded — as they're processed and applied to student accounts. Here's what each status means and the timing that can be expected:

Status	What It Means	Estimated Timing
Estimated	Estimated funding details are visible in your Financial Aid Portal.	Semesterly, following registration for courses and completion of Financial Aid Information Form.
Accepted	You accept your awards; funds remain in this status until funded.	You must accept all awards by the end of the first month of classes.
Post	Funds have been awarded but are not yet applied to your account.	By the end of the first week of the second month of classes and every month thereafter.
Funded	Funds are applied in your account.	By the end of the first week of October (institutional and FFL funds), November (external funds), December (external funds), March (institutional and FFL funds), April (external funds), May (external funds)

EXTERNAL FUNDS WARTBURG CANNOT ACCEPT ON STUDENTS' BEHALF

With the exception of scholarships from ELCA Fund for Leaders or other ELCA Churchwide funding sources, Wartburg is unable to accept external funds intended for indirect expenses or work stipends. This includes things like:

- Guest housing or off-campus housing
- J-term travel not charged through your student account, CPE tuition
- Living expenses, meals, equipment, books, Swag Shop purchases
- Pulpit supply payment

If this applies: Funds for these expenses should be sent directly to the student, rather than to Wartburg. If the Business Office receives funds of this kind, we'll reach out to the donor to arrange return of the payment. If we're unable to reach the donor, the check is automatically returned within two weeks.

Satisfactory Academic Progress

To be eligible for financial aid, students must maintain satisfactory academic progress, as defined by both the seminary and federal regulations. More information on satisfactory academic progress can be found in the Academic Policies section of this handbook.

Financial Aid during Academic Probation

Full-time master's degree students on academic probation are generally ineligible for Wartburg tuition and housing scholarships. However, students may file a petition for consideration to retain financial aid during their probationary semester.

Students must submit a petition for continuation of institutional financial aid as soon as possible after being notified of academic probation and no later than before the start of the probationary semester. The form is available on the Financial Aid page of the Student section on MyWTS or upon request from the Director of Financial Aid and Reporting. The petition must include:

- Explanation of Circumstances: A detailed explanation of the factors that led to academic probation.
- Plan for Improvement: A clear and actionable plan for completing the terms of probation and returning to good academic standing by the end of the probationary semester.
- Course Plan: A list of courses the student plans to take during the probationary period to demonstrate a focus on academic progress.
- Statement of Understanding: A signed statement of understanding that students on academic probation must be enrolled full-time to continue receiving financial aid. Students enrolled part-time or less during their probationary period are not eligible for continued financial aid.
- Statement from Academic Advisor: A signed confirmation from the academic advisor stating that they and the student have discussed the student's academic standing, the petition, and a plan for success moving forward.

The Scholarship Review Committee will evaluate petitions on a case-by-case basis. If the petition is approved, some or all of the student's financial aid may be reinstated for the probationary semester. During probation, students may still receive scholarships and grants from external sources, such as congregations and synods, per the terms of those awards.

This policy ensures fair consideration for students while maintaining Wartburg's academic and financial aid standards.

Refund Policy

Wartburg Seminary's refund policy aligns with federal student aid regulations. If a student enrolls but does not complete the semester, they may qualify for a refund of institutional charges (tuition, fees, room, and board, if applicable). However, they may also be required to return a portion of financial aid funds, according to federal guidelines. The refund policy does not cover non-campus housing rent or other budgeted items.

FEDERAL REFUND POLICY FOR TITLE IV FUNDS

If a recipient of Title IV financial aid withdraws, a portion of their aid may need to be returned to the source based on federal requirements.

Withdrawal date – The withdrawal date is determined as follows:

- Student-Initiated Withdrawal: The date the student submits the withdrawal form through the MyWTS

web portal.

- Unreported Withdrawal: For students who do not formally withdraw, the withdrawal date is the last documented date of class attendance, as confirmed by faculty.
- Special Circumstances: In cases such as illness, accident, or personal loss, the seminary may determine an alternate withdrawal date based on the situation.

Percentage of Enrollment Period Completed – The percentage of the payment period (or period of enrollment) completed is calculated by dividing the total number of calendar days in the period by the number of days completed as of the withdrawal date.

Title IV Assistance Earned –Students earn federal financial aid (Title IV aid) proportionally, by attending and completing classes. If a student is enrolled through at least 60% of the term, they are considered to have earned 100% of their aid. Before reaching that point, the amount of aid earned is based upon the percentage of the term completed. For example, if a student completes 30% of the term, they have earned 30% of the aid. The remainder is considered unearned and may need to be returned.

Title IV Assistance Not Earned – If a student withdraws from all classes before reaching the 60% point in the term, federal regulations require the seminary to determine the amount of aid that was unearned. This is calculated by subtracting the earned percentage from 100% and applying that to the total amount of Title IV aid received. The unearned portion must be returned to the federal government.

Returning Unearned Funds – The seminary is responsible for returning the lesser of the total unearned aid or the amount that equals the institutional charges multiplied by the unearned percentage. If there is unearned aid remaining after the seminary returns its portion, the student may be responsible for repaying the difference. In such cases, the student will be notified with details and provided information on repayment options.

Order of Return of Title IV Funds – Federal rules require that unearned funds be returned in a specific order. Aid is returned first from Federal Direct Unsubsidized Loans, then from Federal Direct Subsidized Loans, followed by Federal Direct PLUS Loans. Any other remaining federal aid is returned afterward. Once all federal aid obligations have been met, any remaining funds are applied to seminary grants. If there are any funds left after those steps, they will be refunded to the student if eligible.

Leave of Absence and Title IV Funds – An approved leave of absence (up to 180 days within a 12-month period) is not considered a withdrawal, so no return of Title IV funds is required. If a student does not return at the end of the leave, the seminary will calculate the Title IV loan assistance to be returned, based on the official withdrawal date. This date will be recorded as the first day of leave, which may also end the student's federal loan grace period.

The seminary has a formal leave of absence policy and procedure. To request a leave of absence, students must follow the official process, and the seminary must approve the request in accordance with the policy. For additional details, refer to the official Leave of Absence policy in this handbook.

Non-Title IV Funds – If a student withdraws before completing 60% of an enrollment period, refunds for non-federal (non-Title IV) payments will be calculated in the same manner as federal funds. If the student has already

paid the full institutional charges for the enrollment period, a refund will be issued for the portion of the semester the student was not enrolled. No refund will be issued if the student withdraws after completing 60% of the enrollment period.

Non-Refundable Charges – The following charges are non-refundable: rent for family housing paid monthly (in advance), fees for Wartburg Associated Students organization, and all student fees.

Leave of Absence or Withdrawal

For the financial aid implications of a leave of absence or withdrawal, see Leave of Absence or Withdrawal – Financial Aid Implications under Academic Policies in the Academic Life section of this handbook.

Military Activation Policy

Wartburg Theological Seminary deeply values and supports students who serve in the United States Armed Forces. We recognize their military obligations, particularly active-duty deployments, may necessitate flexibility in academic and financial arrangements. In the event of such deployments, the following options are available:

1. **Full Withdrawal**
   The student may choose to withdraw from all enrolled courses. In this case, 100% of tuition and mandatory fees will be refunded.

2. **Course Completion through Grades or Incompletes**
   If the student arranges with instructors to receive grades or incompletes (to be completed at a later time), registration for those courses will remain active, and full tuition and fees will be charged accordingly.

3. **Partial Withdrawal**
   If arrangements for grades or incompletes are made for only some courses, registration and tuition will remain in place for those specific courses. Courses for which no such arrangements can be made may be dropped, and the tuition and mandatory fees for those dropped courses will be refunded.

   The appropriate option will depend on the timing of the deployment within the academic term. Financial aid will be adjusted and refunded in accordance with existing Wartburg Seminary and federal policies based on the selected option. Students are encouraged to consult the Director of Financial Aid and Reporting for guidance.

   Note: These procedures do not apply to routine annual two-week active-duty training for reservists. Additionally, this policy extends to the spouse of a deployed active-duty service member, provided they share a dependent child with that service member.

   Students who are called to active duty and are recipients of federal Direct Loans should contact their loan servicer as soon as possible to discuss available options and responsibilities.

**This policy has been adapted from practices at the University of Iowa and Iowa State University*

VETERANS BENEFITS AND TRANSITION ACT COMPLIANCE

In accordance with the Veterans Benefits and Transition Act of 2018, Wartburg Theological Seminary adopted the following policy:

1. *The assessment of late fees.*
2. *The denial of access to classes.*
3. *The denial of access to libraries or other institutional facilities; or*
4. *The requirement for a Chapter 31 or Chapter 33 recipient to borrow additional funds to cover VA-related financial obligations while awaiting payment.*

Financial Aid for Interim (J-Term)

Institutional aid, in the form of the Grossman Tower Scholarship, includes a portion allocated specifically for J-Term tuition. When a student registers for a J-Term course, this portion is applied directly to the tuition charged. If a student does not enroll in a J-Term course, the allocated portion is not disbursed, as no J-Term tuition is assessed.

Financial aid opportunities are also available to students participating in J-Term travel, including funding for the Holy Land Trip and subsidies for cross-cultural credit requirements.

Students traveling to the Holy Land (or an alternate location as designated by the Wartburg Theological Seminary Administration) are eligible for financial support through the Gronlund Endowment. This funding is specifically designated to assist with expenses related to this significant educational and spiritual experience.

All students participating in J-Term travel as part of a course that satisfies their cross-cultural credit requirement are eligible for a one-time travel subsidy during their seminary career. This subsidy covers 50% of the transportation costs associated with the trip, providing financial relief for this essential component of their academic program.

Note: Students are eligible for either the Gronlund Endowment funding or the 50% cross-cultural travel subsidy, but not both for the same J-Term trip.

This policy affirms WTS's commitment to supporting students in enriching their theological education through meaningful travel experiences.

Financial Aid for Study Abroad

Students approved by Wartburg Seminary Faculty to study abroad at a designated location and that enroll in courses that count towards their degree program may be eligible for Federal Student Aid. To apply, students must complete their FAFSA as usual and follow the standard financial aid process. In addition, there must be a completed contractual agreement between the student, Wartburg Seminary, and the international institution.

In order for Federal Student Aid to be used for study abroad, the following federal requirements must be met:

1. **FAFSA Application:** Students must complete the FAFSA to apply for federal financial aid.

2. **Coursework Approval:** The courses taken abroad must be pre-approved by Wartburg Seminary to ensure they count towards the student's degree.
3. **Enrollment Requirements:** Students must be enrolled at least half-time in the study abroad program to maintain eligibility for federal aid.
4. **Disbursement of Funds:** Financial aid will be disbursed to Wartburg Seminary,

which will apply the aid to the student's study abroad tuition and fees

5. **Satisfactory Academic Progress:** Students must maintain satisfactory academic progress as required by federal guidelines while studying abroad

By meeting these requirements, students can use federal aid to support their study abroad experience, in addition to any other applicable financial arrangements with the international institution.

Payment of Semester Charges

Bills for payment of tuition, fees, and on-campus housing are produced and communicated monthly. All bills must be paid in full each semester by November 15/April 15. Student account balances must be paid in full in order to be eligible for registration for the next term or to receive a diploma.

Students who are unable to pay the entire amount due for the semester may request a payment plan with the Business Office. Arrangements must be approved by the Vice President for Finance, Operations, and Human Resources and include regularly scheduled ACH payments.

Student Accounts

Students must pay for all costs in full by the end of each semester. If a student's account shows a debit balance, they will not be allowed to register for the next semester until the account is paid, or an arrangement for payment has been made. Payment arrangement may involve signing a promissory note for a student loan. Class grades and academic transcripts will not be released until student accounts are cleared.

Final year students must clear their accounts by May 1st, prior to graduation. A student who has not complied will not receive their academic degree, and a notice to that effect will be sent to their synod bishop.

The business office will hold student accounts receivable, including seminary student loans, for one month after graduation, and then will turn those accounts over to an agency for collection. The agency will then follow normal procedures for notification that payment is due. If the person does not pay in a timely manner, the agency will report the outstanding debt to credit bureaus, according to standard practice.

Complaints Regarding Federal Student Aid

Students with concerns about federal student aid or its processing should first contact the Director of Financial Aid and Reporting. If the issue remains unresolved, the student may escalate the concern to the Vice President of Vocation and Formation.

If a satisfactory resolution is still not reached, students may submit a complaint through the Federal Student Aid

Feedback Center, a resource maintained by the U.S. Department of Education to assist with the federal student aid concerns. Complaints can be submitted to the Student Aid Feedback Center

7 Safety and Security

Emergency Response and Evacuation

Wartburg Theological Seminary conducts annual emergency response exercises, including fire drills, tornado drills, and fire alarm tests, and an emergency response drill. These exercises are designed to evaluate and improve the seminary's emergency plans and response capabilities.

General information about Wartburg's emergency response and evacuation procedures is shared annually as part of the institution's Clery Act compliance efforts and is outlined in the student, staff, and faculty handbooks.

Wartburg Theological Seminary uses OneCall Now, an SMS (text message) and email alert system primarily serving the Wartburg community, especially residential students, staff, and faculty.

Messages sent through OneCall Now are received by intended recipients within seconds. OneCall Now syncs with Wartburg's database daily to ensure contact information is current in their system. OneCall Now is maintained by Wartburg's Director for Technology and is used in conjunction with the main campus Simplex system.

If a significant emergency or dangerous situation posing an immediate threat to campus safety, the President of Wartburg Theological Seminary or cabinet member will evaluate the situation and coordinate a response with key personnel. Other departments, including local, state, and federal agencies, may be involved depending on the nature of the incident. If needed, 911 will be called immediately.

All members of the Wartburg community are reminded annually of their responsibility to report any significant emergency or incident on campus to local authorities – including the Dubuque Fire Department, Emergency Medical Services, and the Dubuque Police Department. When it is safe to do so, they should also notify one of the following seminary officials: the President, a Vice President or Academic Dean, the Director of Financial Aid and Reporting, the Director of Community Life and Candidacy, or the Director of Maintenance. Wartburg Theological Seminary works closely with Dubuque emergency services and first responders to ensure a coordinated response to campus emergencies.

Immediate Threat Notification

In the event of a significant emergency or dangerous situation that poses an immediate threat to the safety of the Wartburg community, members of the Cabinet will work together to determine the content and initiation of emergency communications through the OneCall Now alert system. Messages will include information about the emergency and, if applicable, instructions for how community members should respond. Other notification methods, such as building alarms, may be used instead of – or in conjunction with – OneCall Now alerts. The safety of the Wartburg community will remain the top priority when crafting and issuing notifications.

The system will be activated as quickly as possible unless, in the judgement of administrative leadership or first responders (including, but not limited to, the Dubuque Police Department, Dubuque Fire Department, or

Dubuque County Emergency Management), doing so would compromise efforts to assist victims or respond to, contain, or otherwise mitigate the emergency. With support from responding authorities, key administrators will also determine whether and how to communicate emergency information to the wider public.

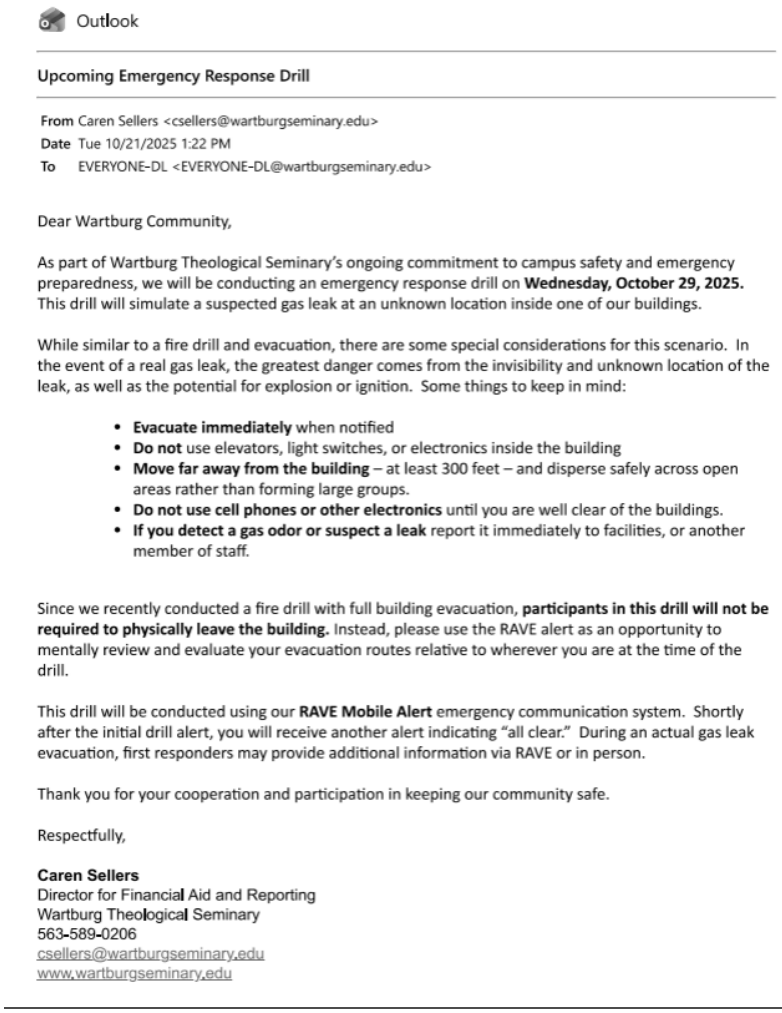
Documentation of the Annual Emergency Response Test

In compliance with federal regulations, Wartburg Theological Seminary conducts at least one emergency response and evacuation drill each year. The documentation below includes two recent tests:

- The October 2025 drill, conducted under the leadership of the former Director of Financial Aid and Reporting Caren Sellers
- The April 2026 drill, conducted and led by Bill Link, former Facilities Director

Both tests included advance notification to the community, activation of emergency communications systems, and post-test discussions to support continued improvement of campus safety systems.

October 2025: Gas Leak Drill



Outlook

Upcoming Emergency Response Drill

From Caren Sellers <csellers@wartburgseminary.edu>
Date Tue 10/21/2025 1:22 PM
To EVERYONE-DL <EVERYONE-DL@wartburgseminary.edu>

Dear Wartburg Community,

As part of Wartburg Theological Seminary's ongoing commitment to campus safety and emergency preparedness, we will be conducting an emergency response drill on **Wednesday, October 29, 2025.** This drill will simulate a suspected gas leak at an unknown location inside one of our buildings.

While similar to a fire drill and evacuation, there are some special considerations for this scenario. In the event of a real gas leak, the greatest danger comes from the invisibility and unknown location of the leak, as well as the potential for explosion or ignition. Some things to keep in mind:

- **Evacuate immediately** when notified
- **Do not** use elevators, light switches, or electronics inside the building
- **Move far away from the building** – at least 300 feet – and disperse safely across open areas rather than forming large groups.
- **Do not use cell phones or other electronics** until you are well clear of the buildings.
- **If you detect a gas odor or suspect a leak** report it immediately to facilities, or another member of staff.

Since we recently conducted a fire drill with full building evacuation, **participants in this drill will not be required to physically leave the building.** Instead, please use the RAVE alert as an opportunity to mentally review and evaluate your evacuation routes relative to wherever you are at the time of the drill.

This drill will be conducted using our **RAVE Mobile Alert** emergency communication system. Shortly after the initial drill alert, you will receive another alert indicating "all clear." During an actual gas leak evacuation, first responders may provide additional information via RAVE or in person.

Thank you for your cooperation and participation in keeping our community safe.

Respectfully,

Caren Sellers
Director for Financial Aid and Reporting
Wartburg Theological Seminary
563-589-0206
csellers@wartburgseminary.edu
www.wartburgseminary.edu

April 2026: Fire Drill

Outlook

Fire Drill tomorrow Tuesday.

From Bill Link <blink@wartburgseminary.edu>
Date Mon 4/13/2026 12:25 PM
To STUDENTS-RESIDENTIAL-DL <STUDENTS-RESIDENTIAL-DL@wartburgseminary.edu>; Meeting Faculty-DL <MeetingFaculty-DL@wartburgseminary.edu>; STAFF-DL <STAFF-DL@wartburgseminary.edu>

Wartburg will be performing a fire drill on Tuesday April 14, 2026. Practice be mindful as to where you are at all times and what would be your quickest and safest way out

Do this at your residence along with the main campus building. Check your egress options go through safety steps with everyone in your household.

Helpful tips for fire prevention

Go to this link to learn more. https://www.nfpa.org/events/fire-prevention-week

Along with the web site, here are some other steps I ask you to make yourself aware of.

- Please note that there is a fire extinguisher in or close to each unit. Please take note of where it is and check to be sure it is fully charged.
- It also is a good practice to check the smoke detectors on a regular basis. (Residence Hall smoke detectors do NOT have batteries). Some may need a battery others are hard wired in. If they do not work after replacing the battery please let maintenance know and we will replace the detector. NOTE recently we have been replacing smoke detectors with 10 Year detectors and are to be disposed of after 10 years and not able to change the battery
- For your own safety please be mindful of any hazards that might be present
  1. **Extension cords are a violation of city fire code. Only power strips are allowed**
  2. **Do not store anything within 2 feet of a furnace or water heater**
  3. **If something isn't working correctly or at all, be sure to disconnect it till it is repaired.**
  4. **Be sure that everyone in your unit knows the way out in case of fire and that all routes are clear of furnishings or debris**
  5. **Have a meeting area outside your unit so everyone is accounted for.**

Be sure to practice these steps and a drill with your family. It is a good practice for children to learn also.

Thank you.

Bill Link
Facilities Director

Wartburg Seminary
333 Wartburg Pl
Dubuque, Iowa 52003
Ph. 563-589-0215

Timely Warning Policy

In compliance with the Clery Act, Wartburg Theological Seminary is committed to issuing Timely Warning Notices to alert the campus community about certain crimes that pose a serious or continuing threat to the safety of students, employees, and campus visitors.

The President – or a designated appointee – will evaluate reports of Clery Act crimes occurring on campus, on public property adjacent to campus, or in other Clery-reportable locations. The decision to issue a timely warning is made on a case-by-case basis, taking into account the nature of the crime, the circumstances

surrounding the incident, whether the suspect has been apprehended, and whether there is an ongoing risk to the community. Input from local law enforcement may also be considered when appropriate.

If a timely warning is warranted, it will be communicated to the campus community as soon as relevant information is available, using the most effective and expedient methods, such as the RAVE Mobile Alert system, campus-wide emails, or physical postings. Timely Warnings will include sufficient details to aid in the prevention of similar crimes, such as the type of crime, the general location, the date, and time of the incident, and recommended safety precautions. Warnings will not include personally identifying information about victims.

Missing Student and Emergency Contact Registration

Wartburg Theological Seminary requests that all students provide, on a voluntary basis at the time of registration, confidential emergency contact information. This information will only by accessible to authorized seminary personnel and will be used in the event a student is reported missing while enrolled at the institution.

If a Wartburg student living in seminary-operated housing is suspected to be missing, faculty, staff, and students should immediately report this concern to the Director of Community Life and Candidacy or the President's Office. If a student is reported missing for 24 hours, this report MUST be made to the same offices.

In the case of a student who resides off-campus, individuals may report concerns directly to local law enforcement agencies, which have jurisdiction to investigate.

All missing student reports received by the seminary will be taken seriously and investigated promptly, with priority over other non-emergency matters. If the student is determined to have been missing for more than 24 hours the seminary will, within the next 24 hours:

- Notify the individual the student has identified as their emergency contact.
- Notify local law enforcement with jurisdiction if the student is over 18.
- If the student is under 18 and not emancipated, notify the student's parent or legal guardian, in addition to any designated contact person.

Campus Security

Crime Awareness

Wartburg Theological Seminary is committed to providing a safe, secure, working and living environment for students and their families, members of faculty, and staff. The seminary is dedicated to the practice of fair and impartial enforcement of law, apprehension of violators, maintenance of order, protection of property, and provision of services to the seminary community. Wartburg Seminary assumes the obligation to reduce the likelihood and opportunities for criminal activity in its community and attempts to be proactive in preventing crime. The seminary promotes the attitude that prevention of crime is the responsibility of everyone. Special security personnel are not employed but the campus security authorities (CSAs) on campus are the president, cabinet members, director for financial aid and reporting, director of community life and candidacy,

superintendent for maintenance. CSAs are responsible per their position for reporting crime information to the director of financial aid and reporting in a timely manner with confidentiality. The seminary works harmoniously and confidentially with local law enforcement agencies in all matters of security relevant to the seminary community.

Access to Wartburg Seminary buildings is available during scheduled school and working hours. At other times access is available only to authorized persons. Security and access to Wartburg Seminary's on-campus housing follows:

Residence Hall:

It is up to residents to lock their individual rooms and to not prop doors open or allow unknown individuals to enter the residence hall. Guests who are renting rooms in the residence hall are given a key to the outside doors, as well as their individual guest rooms. Wartburg Theological Seminary only rents to guests who have some connection to the seminary.

Other On-Campus Housing:

Blair Court Houses: All residents are given 1-2 sets of keys to their home. It is the responsibility of the residents to lock their homes.

Denver Court Houses: All residents are given 1-2 sets of keys to their home. It is the responsibility of the residents to lock their homes.

Patrols by local police as well as vigilance by on-campus residents are utilized to maintain safety and security. All exterior locations, including student housing areas, are lit during hours of darkness. Students, faculty, and staff should lock their cars.

Be advised there are no off-campus student organizations connected with Wartburg Theological Seminary. All seminary-owned student housing is located on the campus. Although Wartburg Seminary students are involved in many off- campus learning situations (internship, collaborative learning, distance learning, etc.) the seminary cannot assume responsibility for their safety in all situations. However, the seminary does instruct students to report all off-campus occurrences of crime to the agency in whose jurisdiction the crime occurred and as soon as possible to report incidents pertaining to Wartburg Seminary to the Director of Community Life and Candidacy.

Crime Awareness Education

All students and employees are reminded of campus safety procedures and crime prevention and their individual responsibility for preventing and reporting incidents of crime through the annual security report, publication of policies and procedures in the respective handbooks, and at periodic meetings of students, faculty, and employees.

Reporting Crimes and Incidents

Students, staff, and faculty members should report any law, safety, or security concerns at any time to CSAs (director of community life and candidacy, superintendent for maintenance, director for financial aid and

reporting, and president) or to faculty or staff. Many staff and faculty work in roles with students as pastoral counselors for students, and with other faculty and staff. These pastors are encouraged to inform their counselee to report crimes on a voluntary, confidential basis. Victims of any crime or witnesses to any criminal or crime- related activity should report the incident immediately. All reports will be handled in a confidential and professional manner. When an incident or offense is reported, assistance will be given as needed to resolve the matter and identify the offender or hazard. Consultation, if deemed appropriate with legal authorities/law enforcement, will disclose in a timely manner the results of a disciplinary proceeding for any violent crime or non-forcible sex offense.

PROCEDURE

For reporting any Clery crime (murder, non-negligent manslaughter, negligent manslaughter, aggravated assault, arson, burglary, robbery, motor vehicle theft) * the following procedures are to be followed:

1. **IF THE SITUATION IS AN EMERGENCY, TELEPHONE 911.**
2. If not an emergency, contact by phone or in person one of the following: campus security authorities (director of community life and candidacy, superintendent of maintenance, president, or faculty or staff – 563-589-0200) or the Dubuque Police.
3. The above offices or persons will take the following immediate action: Contact Dubuque Police, if necessary and not already done. Notify the seminary president, initiate a local investigation by the seminary with the Title IX coordinator.
4. Appropriate action will be taken by police and/or the seminary.

Incident Reporting Form

In accordance with Title IX regulations and best practices for community safety and well-being, Wartburg Theological Seminary uses a confidential online incident reporting system that can be used to make reports in instances of concerning behavior, unethical situations, harassment, or other incidents that may be in violation of Title IX, including sexual harassment, discrimination, or misconduct. The Title IX Coordinator may consult with the deputy Title IX Coordinator as necessary to determine appropriate next steps.

Next steps may include a variety of remediation techniques designed to promote accountability and foster opportunities for growth out of care for the Wartburg community, the individuals involved, and the Church we serve. Remediation opportunities may include referrals to counseling services, conversations with candidacy committees, mediated conversations, or investigations that could lead to other remediation tactics.

Reporters are strongly encouraged to include their name with their report; this is a healthy community practice that will increase resources for follow-up and remediation. Anonymous reports will also be accepted.

Access the Incident Reporting Form (IRF) here.

Firearms, Weapons, and Explosives

As a safety precaution, the possession or use of firearms – including shotguns, rifles, handguns, air guns, bows

and arrows, paintball equipment, knives that exceed the state legal limits, ammunition, and other potentially dangerous weapons or equipment is strictly prohibited on campus. This includes seminary-owned buildings, facilities, and residences. In addition, all types of explosive materials and devices, including – but not limited to – fireworks, are not allowed on campus under any circumstances.

Any student, (or their family members,) found to be in violation of this policy may face disciplinary action, up to and including dismissal from the seminary. (See section Procedure for Appeal of Dismissal for Disciplinary Reasons.)

Law Enforcement on Campus

*This includes ICE or other, similar government agencies (CBP, ATF, etc.)

Procedures At-a-Glance

1. **Only registered students, guests, and current employees are allowed in the private spaces of the seminary.** The President's Office reserves the right to manage access to public spaces for safety, security, and the well-being of the community.
2. **No information about individuals or the community demographics may be shared with law enforcement agencies** without the express permission of the President's Office, with support from legal representation and other offices, as needed.
3. **Emergencies are defined as life-threatening medical, fire, violent, or other active threats.** All non-emergency visits from law enforcement must have permission from the President's Office to enter private campus spaces.
4. **All Wartburg Seminary community members are encouraged to know their First, Fourth, and Fifth amendment protections.**
    a. First: freedom of speech, religion, press, assembly, petition
    b. Fourth: protection against unreasonable search and seizure
    c. Fifth: ensures due process and protects an individual's life, liberty, and property

The full procedures, including Designated Campus Authorities and Public/Private Spaces, are in Appendix E.

Fire Safety

Fire Safety System

Wartburg Seminary Fire Safety System consists of a Simplex monitoring system providing smoke and heat detection that will automatically call a 24-hour monitoring service for emergency dispatch. The residential portion of our main campus building has a fire sprinkler system provided, as do approximately half of our administrative buildings. See residential fire safety policies for each type of on-campus housing. No further improvements are planned at this time.

Fire Reporting

Fires should be reported to the director for maintenance and director for financial aid and reporting.

Fire Drill

Two fire drills are performed annually. Spring drills take place in March or April. Fall drills happen in September or October. Notification is sent out to everyone prior to the drill.

- For the 2024-2025 academic year, the fall fire drill was performed on 10/10/24 and the spring fire drill was performed on 4/7/25.
- For the 2025-2026 academic year, the fall fire drill was performed on 10/6/25 and the spring fire drill was performed on 4/13/26.

Fire Safety Education and Training

- Fire safety month annual email was sent October 6, 2025
- Student managers educate in on-campus housing regarding fire evacuation

Housing Fire Safety and Evacuation

SMOKE DETECTORS

If the early warning fire protection system (smoke detector) is battery operated, every occupant is responsible to maintain the device in proper working condition, provide and install a new battery when needed, and to notify the maintenance superintendent whenever the device is inoperable even though a new battery has been installed. No occupant shall cause a smoke detector to be removed or disconnected from its power source.

RESIDENCE HALL FIRE SAFETY POLICY

The Residence Hall is equipped with smoke and heat detection systems, a sprinkler system, fire extinguishers, and fire-rated doors, all of which are inspected periodically throughout each year. Bi-annual fire drills are performed to help students recognize what the alarm sounds like and to evaluate where they should go in case of an emergency. Evacuation map floor plans are on each occupant's door with an arrow showing the shortest route to an exit. Below are the instructions given to each resident on the evacuation procedures.

Small appliances are allowed, but please check all power cords for safety. Fire department regulations specify that extension cords are not allowed and that only power strips plugged directly into the wall are acceptable. Microwaves, refrigerators (up to five cubic feet), coffee makers, and electric kettles are the only appliances allowed. No other type of hot plate or heating device is to be used in the residence hall.

All stairways and hallways are to remain clear at all times. Please do not store any items in these areas at any time.

Resident hall rooms with kitchenettes:

Rooms with this feature are set up with appliances (microwave, induction cooktop and fridge). The rooms were altered in ways to meet city code from fire to electrical and plumbing requirements in order to allow the appliances.

RESIDENCE HALL FIRE EVACUATION PROCEDURE

When the alarm sounds, please proceed to the nearest exit and exit the building ASAP. If you go out the back door to the parking lot, please go around to the front of the building and meet at the Martin Luther Statue on the sidewalk next to the street. Please note that your neighbor and floor mates are all outside. Let the residence hall representative/police/fire person know if someone is missing and not outside. (Please be in communication with one another if you are going to be gone for the weekend etc.)

If your room is the one that the situation occurred in, please stand near the edge of the group so that the residence hall representative can find you readily and be made aware of the situation. If the residence hall representative is not there for some reason you need to tell the fire department/police department the situation.

If the fire situation is unknown and the residence hall representative is not there, please let the Fire/Police people know if there are any residents that have any type of disability that could still be in their room if they are not outside, please send the fire/police for them.

Exterior doors to the Residence Hall are locked 24/7. If the residence hall representative or their fill in person is not there, the fire department has a key to the lock box that can let you back into the dorm, once the alarm has been cleared.

OTHER BUILDINGS

Blair Court Houses and Denver Court Housing Fire Safety Policy and Plans for Fire Evacuation

Since these units are single or duplex units. It is up to the occupant or neighboring occupants to notify the fire/police department if a fire occurs. All units are equipped with smoke detectors and fire extinguishers. Residents are responsible for checking the battery of the smoke detectors at least twice per year. Each tenant is responsible for coming up with and practicing their own plans for fire evacuation.

ELECTRICAL CORDS AND LIGHTS

Temporary electrical wiring or extension cords are prohibited. Only power strips plugged directly into wall outlets are acceptable. Halogen lamps are prohibited because of fire hazard. Residents are responsible for supplying and replacing light bulbs during their stay.

CANDLES

The Dubuque Fire Marshall has strongly cautioned Wartburg regarding the use of candles, halogen bulbs, and incense. Since most of our housing units are connected to another unit, it is our policy to strictly prohibit the use of candles, oil lamps, halogen bulbs, and incense in any on-campus unit. Soot

that gets on the walls and ceilings is virtually impossible to remove, and always requires extra cleaning and painting. Consequently, students will lose their housing deposit and may receive additional charges to cover the cost of the extra cleaning required.

KEROSENE SPACE HEATERS

Kerosene space heaters are illegal to use in the City of Dubuque; therefore, they are not allowed in Wartburg housing. All heating issues need to be brought to maintenance's attention.

GRILLS

Grills in good working condition may be housed and used in Blair Court and Denver Drive campus housing only. Residential Hall is not equipped as a commercials space to accommodate the storage or use of grills.

Grilling Operation Requirements

- All grilling operations should be operated in a safe manner and while using access to a fire extinguisher and working water hose must be readily available.
- Grilling operations may not be on balconies, decks, or wooden surfaces and shall be on ground level areas at least 20 feet from a building or structure.
- Charcoal grills will be allowed; however, embers/ash shall not be disposed of on/in Seminary property or containers. Charcoal must be properly disposed of in a non-flammable metal container by the user.
- All grills should be always supervised and stored properly.
- All hot surfaces greater than 160 degrees F shall be protected/guarded and anyone not cooking shall be kept away from hot surfaces.
- Food safety rules should be followed.
- Only liquid starter fluid intended for charcoal starting may be used and should not exceed 32oz per grilling operation.

Annual Fire Statistics for 2025-26

Number and cause of each fire
Intentional fires – 0
Unintentional fires – 0.
Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
Number of deaths related to a fire – 0
Value of property damage caused by a fire – 0
Fire statistics (even if zero) must be reported by facility:
Fritschel/Tower Buildings –
Number and cause of each fire
Intentional fires – 0

Unintentional fires – 0
Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
Number of deaths related to a fire – 0
Value of property damage caused by a fire – 0

Campus Grounds

Number and cause of each fire
Intentional fires – 0
Unintentional fires – 0
Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
Number of deaths related to a fire – 0
Value of property damage caused by a fire– 0

Residence Hall

Number and cause of each fire
Intentional fires – 0
Unintentional fires – 0
Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
Number of deaths related to a fire – 0
Value of property damage caused by a fire – 0

Mendota Guest House

Number and cause of each fire
Intentional fires – 0
Unintentional fires – 0
Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
Number of deaths related to a fire – 0
Value of property damage caused by a fire – 0

Blair Court and Denver Court

Number and cause of each fire
Intentional fires – 0
Unintentional fires – 0
Number of persons who received fire- related injuries that resulted in treatment at a medical facility – 0
Number of deaths related to a fire – 0
Value of property damage caused by a fire– $0

Wartburg Place duplexes and president's residence

Number and cause of each fire
Intentional fires – 0
Unintentional fires – 0
Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
Number of deaths related to a fire – 0
Value of property damage caused by a fire – 0

Annual Security and Fire Safety Reports

The Wartburg Theological Seminary Campus Safety and Security Report & Fire Safety Report is published in September annually and distributed to all current students and employees as well as to prospective students and employees. This is the compliance document to the Federal Student Right to Know Act of 1990, also known as the Clery Act, With Higher Education Amendments. Please click here: Accreditation & Consumer Information

| Wartburg Seminaryhttps://www.wartburgseminary.edu/accreditation-consumer-information/. Full PDF is located here, or see the director of financial aid and student services to request a paper copy.

Crime Information and Statistics

In accordance with the Crime Awareness and Campus Security Act of 1990 (now known as the Jeanne Clery Act), Wartburg Theological Seminary provides annual statistics on the occurrence of specific criminal offenses reported on campus, in residence halls, and on adjacent public property. These statistics are made available to current and prospective students, faculty, and staff each year.

For a complete summary of the most recent three years of crime statistics – including criminal offenses, hate crimes, and arrests – please refer to the seminary's Annual Security and Fire Safety Report (ASSR), available at: Annual Security and Fire Safety Report

To request a printed copy of the ASSR, please contact the Director of Financial Aid and Reporting at financialaid@wartburgseminary.edu or (563) 589-0207.

Information Regarding Registered Sex Offenders

A sex offender registry may be found at: www.nsopw.gov

8 Student Rights and Responsibilities

Student Privacy Rights (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records and directory information. **Education records** are defined as all records which contain information directly related to a student and maintained by an educational agency or institution or by a party acting for the agency or institution. **Directory information** includes student name, most recent previous school attended, photographs, degree, pathway (RL, CL or DL), dates of attendance, admission/enrollment status, currently enrolled (y/n), and student activities.) Your rights are:

1. **The right to inspect and review your education records within 45 days of the day Wartburg receives your request for access**. Students should provide a written request identifying the record(s) they wish to inspect to the office of the registrar. When the registrar receives the written request, the registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. **The right to request the amendment of your education records that you believe are inaccurate or misleading.** Students may ask WTS to amend a record that they believe is inaccurate or misleading by completing the bottom half of the "Student Request to Inspect and Review Education Records" form, identifying the part of the record they want to change, and specifying why it is inaccurate or misleading. If WTS decides not to amend the record as requested, WTS will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Refer to section “Procedure for Appeal of Administrative Decisions”
3. **The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent**. There are several instances of disclosure without consent including but not limited to the following: federal, state, local authorities conducting an audit, evaluation, or enforcement, institutionally approved research studies, accrediting organizations, and disclosure to school officials with legitimate educational interests. A school official is a person employed by Wartburg Seminary in an administrative, supervisory, academic, or support staff position; a person or company with whom Wartburg has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
4. **The right to prevent disclosure of “directory information” including name, date and place of birth, most recent previous school attended, photographs, degree, pathway (RL, CL, or DL), dates of attendance admission/enrollment status, currently enrolled (y/n), activities**. FERPA has specifically identified directory information that may be disclosed without the student’s consent. Although directory information (as defined above) may be disclosed without student consent under FERPA, WTS is not required to release directory information. Social Security numbers and student identification numbers

will not be released at any time.

Students can choose non-disclosure of the listed directory information as well as non-disclosure of personal information on the Annual Student Information Form which is completed at fall registration to prevent directory and personal information from being published in the campus directory.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wartburg Theological Seminary to comply with the requirements of FERPA can be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5920

Privacy Policy Statement on Outside Requests for Student Personal Information

Wartburg Seminary upholds a vital interest in protecting the privacy of student, faculty, staff, and alumni information. Although directory information may be disclosed without student consent under FERPA, WTS is not required to release directory information. As a matter of extended policy, Wartburg Seminary does not disclose addresses, phone numbers, or email addresses (general directory information) in response to requests from outside of the seminary.

The seminary compiles an electronic directory (students, faculty, and staff) available on MyWTS which is password protected. As stated under FERPA rights for students, students can choose non-disclosure of personal information on the Annual Student Information Form. However, within the seminary, if faculty, staff, or students request unpublished information, the information may be given on a need-to-know basis.

All requests for information from outside the seminary related to currently enrolled students or requests pertaining to degree verification should be directed to the director of community life and candidacy. All requests from outside the institution for names, addresses, telephone numbers, or email addresses related to Wartburg Seminary alumni should be directed to the development office. Normally, if possible, the seminary forwards such requests to the owners of the information who may then provide the requested information.

Release of Information

“Directory information” including name, degree, pathway (RL, CL or DL), dates of attendance admission/enrollment status, currently enrolled (y/n), and/or activities may be released without consent, unless student indicates non-disclosure.

The integration of candidacy and seminary requires coordination and release of certain information from seminary to synod. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Wartburg Theological Seminary protects the privacy of student records and limits access to information contained in those records. Wartburg's FERPA form allows students to grant seminary officials permission to disclose protected education records to designated third parties for the purpose of education, formation, candidacy, and cooperation amongst partners such as synods. The authorization goes into effect at the start of an applicant’s application process and remains in effect for the duration of a student’s enrollment at Wartburg Theological Seminary.

A student's synod of candidacy may have their own FERPA form that is required.

Completion of FERPA forms requested by synods are in addition to the seminary's FERPA form and neither form replaces the other.

Sexual Misconduct and Title IX

All public and private postsecondary institutions participating in Title IV financial assistance programs - including Wartburg, which participates in the Federal Student Aid program - must comply with the Higher Education Act (HEA) of 1965. The HEA was amended by the Crime Awareness and Campus Security Act of 1990 and later by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in 1998. These laws require institutions to disclose annual campus crime statistics, provide security information, and issue timely warnings of potential threats.

Further amendments to the Clery Act were made through the Violence Against Women

Reauthorization Act of 2013 (VAWA). The following information is a part of Wartburg's Campus Security Report, available on our Consumer Information webpage. This report aligns with Title IX of the Education Amendments of 1972 and incorporates requirements from both the Clery Act and VAWA. Institutions are required to log and report certain crimes occurring on institutional property, including sexual assault, and to issue emergency notifications and timely warnings for any criminal conduct posing an imminent, serious, or ongoing threat to the campus community.

Wartburg Theological Seminary prohibits sexual harassment, including sexual assault, dating violence, domestic violence, and stalking. Reports may be made to the Title IX Coordinator in person, by email or phone, or through the Incident Reporting Form (IRF). After a report, the Title IX Coordinator will contact the Complainant about supportive measures, which are available with or without a Formal Complaint, and explain how to file a Formal Complaint. Retaliation against anyone who reports or participates in the process is prohibited. The complete Title IX policy, including definitions, the grievance process, hearings, and appeals, is in Appendix C.

Local and National Resources

It is important to be aware of local resources available for education in the prevention of and services for rape, acquaintance rape, and other forcible and non-forcible sex offenses. Local state of Iowa, and national resources include:

1. Sexual Abuse Hotline: (800) 284-7821
2. Sexual Violence Prevention https://www.iowacasa.org/resources
3. Riverview Center Dubuque, IA (563) 557-0310
4. YWCA Domestic Violence Program Dubuque, IA (563) 556-1100
5. Helping Services of Northeast Iowa (563) 582-5317

6. Iowa Coalition Against Sexual Assault http://www.iowacasa.org/
7. Rape, Abuse & Incest National Network (RAINN) (800) 656 HOPE (4673)
8. Safety and Prevention https://www.rainn.org/safety-prevention
9. Center for Changing our Campus Culture Victim Services/Advocates http://changingourcampus.org/category/victim-services/

Protection of Minors and Vulnerable Persons

Wartburg Theological Seminary prohibits sexual abuse of students and minors by faculty, staff, and volunteers. The policy applies to all members of the seminary community, including students, student-employees, faculty, staff, volunteers, and independent contractors, in all on-campus and institution-sponsored activities, whether in person or online. Anyone who experiences, knows of, or in good faith suspects sexual abuse is urged to make a report to the Director of Community Life and Candidacy or the Title IX Coordinator, or through the Incident Reporting Form; anonymous reports are accepted. The complete Student and Child Abuse Policy is in Appendix D.

Drug and Alcohol Policy

The welfare and success of Wartburg Seminary depends on the physical and psychological health of all students, faculty, and staff. The abuse of drugs and alcohol poses a significant threat to the community. It is the responsibility of Wartburg Seminary to maintain a safe, healthy, and productive working environment.

To uphold this environment, Wartburg Seminary has adopted the following policies:

1. **Alcohol**: Wartburg Theological Seminary permits students, faculty, staff, and seminary guests of legal drinking age, as defined by state law, to possess and use alcoholic beverages on campus. The possession, use, distribution, or sale of alcohol
    a. to those who are underage is strictly prohibited and will result in disciplinary action, including possible dismissal. Underage drinking laws will be enforced in accordance with state law.
2. **Drugs**: The unlawful possession, use, or distribution of illicit drugs by students or employees on Wartburg Theological Seminary property, or in connection with seminary activities, is prohibited and will be grounds for possible dismissal. Federal and state drug laws will be enforced.
3. **Compliance**: As a condition of enrollment and/or employment, all students, staff, and faculty members agree to abide by the terms of this policy. In accordance with the Drug Free Schools and Campuses Act, Wartburg Seminary will enforce disciplinary sanctions, which may include expulsion, termination, and referral for prosecution, for violations of this policy.
4. **Annual Distribution**: As required by this law, Wartburg Seminary will annually distribute information to all students and employees regarding legal sanctions for the unlawful possession or distribution of drugs and alcohol, as well as a list of the health risks associated substance abuse. Please refer to Appendix B

for more details.

Grievances, Discipline, and Appeals

Students with disabilities may also use the Grievance and Appeals Procedure in the Disability Accommodation Policy (Appendix A).

Student Grievances

Students with grievances have several channels for expressing their concerns and having them heard and addressed. Students may bring complaints and grievances to any of the following persons as appropriate:

- their academic advisor,
- the Wartburg Associated Students (WAS) council representative,
- the student Community Life Committee representatives,
- the Director of Community Life and Candidacy

If grievances are not satisfactorily heard and addressed at those first-level contacts, grievances may be taken to the next levels, as follows:

- the academic advisor will contact the academic dean who, if necessary, will bring the grievances to a faculty meeting
- the WAS or Community Life Committee representative will bring grievances to the WAS Council, or Community Life Committee

Final decisions are made by the president's cabinet on administrative matters, by the faculty on academic matters, and by director of community life and candidacy, in consultation with the vice president for leadership formation, on personal matters affecting students.

If you are unable to resolve your complaint with the school, a student may contact: Iowa Department of Education, https://educate.iowa.gov/higher-ed/student-complaints. Students attending from outside the state of Iowa may contact SARA Student Complaint information https://nc-sara.org/sara-student-complaints-0/.

Non-Academic Discipline

When an allegation of student misconduct is brought to the attention of the Director of Community Life and Candidacy, an immediate investigation and evaluation of the allegation will be initiated. The Deputy Title IX coordinator may be involved in the investigation, as well as the student's academic advisor, the Academic Dean, the Vice President for Leadership Formation, and, if necessary, the President, as well as any other persons who might have information pertaining to the alleged misconduct. After a full investigation and evaluation, the Director may bring a recommendation to the Vice President for Leadership Formation for a final decision and action. If the case necessitates, the case may be brought to the seminary president for an executive decision. Possible action may include the implementation of an accompaniment plan for the student or student dismissal. Any dismissal notice should include whether or not reinstatement is a future possibility for the student.

The appeal process remains available to the student. In any case wherein the President of the seminary has issued an executive decision, a student may appeal to the Board of Directors. All other criteria for appeals, as detailed in this handbook, will otherwise guide the process.

Appeals

APPEALS OF ADMINISTRATIVE DECISIONS

Dissatisfaction and grievance may arise out of decisions and actions taken by faculty or administration. Procedures for appealing such actions vary according to the nature of the issue.

Before a formal appeal is made, grievances should first be discussed with the academic advisor, faculty or administration members to better understand the issues involved and, if possible, resolve the question informally. In cases which cannot be thus resolved, a written appeal may be filed with the appropriate academic or administrative official, as detailed on the next page.

The Issue	The Office
Admissions	Director for Admissions and the Admissions Committee
Academic Dismissal	Academic Dean, who carries the appeal to the faculty
Academic Procedures	Academic Dean, who carries the appeal to the Faculty Policies Committee
Course Grade	Academic Dean and course instructor. Their decision is final.
Community Issues	Director of Community Life and Candidacy
Internship Assignment	Director of Contextual Education who carries the request to the Contextual Education Committee
Housing	Director of Housing & Community Accounts with the Director for Community Life and Candidacy
Financial Aid	Director of Financial Aid and Reporting
Academic Accommodations	Course instructors or the ADA Compliance Officer

Students should consult their advisors in formulating formal written appeals. In all cases where a formal written appeal is filed, a record of all the proceedings shall be made and a permanent record maintained in documentation clearly marked with the name of the student. An issue may be appealed once. See also "Procedure for Appeal of Faculty Decisions" and "Procedure for Appeal of Dismissal for Disciplinary Reasons."

APPEALS OF FACULTY DECISIONS ON ACADEMIC MATTERS

A student's progress from one step to another in seminary education depends on the faculty's evaluation and decision. A student has the right to appeal a faculty decision that they think may be based on incomplete evidence or unfair evaluation.

The student may address a written request for a hearing to the faculty, including reasons for the request, and direct it to the academic dean. The student and the academic dean will discuss the request and agree on the personnel of a committee of four (two faculty, one of whom shall be designated as chair, and two students) appointed to hear the appeal and to re-evaluate details of the case.

The student has the privilege of bringing to this appeals committee a student spokesperson of the students' own choice who may speak, but not vote. The committee subjects all the data involved to a thorough reevaluation, giving particular consideration to any new or extenuating circumstances that may have come to light in the meantime. The committee shall normally reach its decision within 24 hours of the hearing, and shall prepare a formal recommendation to the faculty, which the chair reports to the student.

The committee's recommendation is brought to the faculty at its next regular meeting. (Only in very urgent cases will a special faculty meeting be called.) The faculty reaches its decision with regard to the recommendation by majority vote. That faculty decision is communicated to the student by the president and is final.

APPEALS OF DISMISSAL FOR DISCIPLINARY REASONS

A student has the right to appeal concerning dismissal for disciplinary reasons.

A student must submit the appeal in writing, elucidating reasons for the appeal to the Director of Community Life and Candidacy. The student and the director of community life and candidacy will discuss the request and will agree on the personnel of a committee of four (two faculty, one of whom shall be designated as chair, and two students) to hear the appeal and to reevaluate details of the case.

The student has the privilege of bringing to this appeals committee a student spokesperson of their own choice who may speak, but not vote. The committee may also call as witness any other person known to be involved in the case (e.g. any person who may have been a victim of the alleged misconduct). The committee shall subject all the data concerning the case to a thorough reevaluation, giving particular consideration to any new or extenuating information that may have come to light since the dismissal. The committee shall normally reach its decision within 24-hours after conclusion of the hearing and shall prepare a formal recommendation to faculty and/or President, which the chair shall immediately report to the student. The Director of Community Life and Candidacy shall then communicate the decision, which is final, to the student in writing.

Consumer Information

The United States Department of Education requires participants in Title IV Federal Funding Programs to disclose consumer information annually on our website to enrolled and prospective students and our campus community. Please find the consumer information posted at:
https://www.wartburgseminary.edu/accreditation-consumer-information/

If you desire a paper copy, please write to the Director for Financial Aid and Reporting, Wartburg Theological Seminary, 333 Wartburg Place, Dubuque, IA 52003 or e-mail at financialaid@wartburgseminary.edu.

Appendix A - Disability Accommodation Policy

Accommodation Policy for Individuals with Disabilities

Wartburg Theological Seminary is committed to the inclusion of all individuals and to the principle of individual rights and responsibilities. To this end, policies and procedures aim to ensure all reasonable accommodations so that persons with documented disabilities will not, on the basis of that disability, be denied equal access to programs (academic, co-curricular, or employment), activities, benefits, or services, or otherwise be subjected to discrimination under programs or activities offered by Wartburg Theological Seminary.

This policy was developed to ensure access at Wartburg Theological Seminary for individuals with disabilities and to ensure full compliance with all pertinent Federal, State, and local legislation.

Rights and Responsibilities

To ensure the full translation of the Accommodation Policy for Individuals with Disabilities into policies and procedures, two important areas of rights and responsibilities have to be considered: (a) The right of the individual to be included on the basis of criteria that does not unfairly discriminate because of the disability and (b) the right of the seminary to set and maintain standards for admitting and evaluating the progress of students.

To assure full consideration of both areas, this document outlines the rights and responsibilities of Wartburg Theological Seminary and the rights and responsibilities of students who have disabilities.

Note: The following policy addresses the rights and responsibilities of students with learning disabilities and AD/HD (the phrase AD/HD refers to all forms of attention-deficit/hyperactivity disorders). However, any student with a documented disability can request accommodations and the ADA Compliance Officer for the Seminary can request that the seminary assist in the provision of these services. Therefore, many of the policies in this document are applicable to all students with qualified disabilities who apply to or are admitted to the seminary.

Philosophy of the Program

We believe that qualified students with learning disabilities at Wartburg Theological Seminary have the right to a quality graduate education. The federal laws that pertain to post- secondary education are Subpart E, 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (See Appendix). Facing the same demands as other students at the seminary, students with documented disabilities are provided accommodations and support services appropriate to their needs.

Wartburg Theological Seminary recognizes the dignity of students with disabilities and challenges them to grow

in the supportive environment offered by the seminary, developing the skills associated with active learners, reflective thinkers, ethical decision-makers and responsible contributors to Christian community.

Staffing

The staff consists of the ADA Compliance Officer, Dean Cheryl Peterson, working in conjunction with the Wartburg Seminary faculty and the administration, to carry out support services for students with disabilities. Within this document, the above-named staff members are referred to as “designated seminary staff.”

Services

Mandated Services are those accommodations required by law and available at no additional charge to students who submit the appropriate documentation. Examples of these accommodations include audio books, text-to-speech programs and/or readers, a distraction-free test environment, extended time for taking tests, and access to available class material notes.

Beyond Mandated Services, other enhanced supports may be available at cost (e.g., peer tutors).

Scanning Guidelines for students with Documented Learning Disabilities

Wartburg Theological Seminary (WTS) is ready and willing to help students with documented learning disabilities to succeed in their studies by helping to provide the necessary reading materials in a form they can access and use. Many resources are readily available to supply resources in an accessible format for students with learning disabilities (for example, Bookshare or Readings for those with blindness or dyslexia). Insofar as students need to have reading materials scanned, Wartburg will assist in the following ways:

1. Students are expected to purchase copies of textbooks to be scanned. This is a matter of compliance with copyright regulations.
2. WTS will scan required material from the books provided by the student. WTS will scan from books in the library collection only as necessary.
3. Students should limit the amount of reading material from recommended sources to the actual amount they intend to read in the semester.
4. Students should submit requests for scanned material at least two weeks in advance and should prioritize the scanning according to what is needed most immediately.
5. WTS encourages students who need larger print or oral reading of a text to procure an Electronic Reader (for example, Kindle Reader) to address their learning needs. Electronic readers can provide both for larger print and oral reading.
    a. Students with an Electronic Reader are encouraged to purchase books and other required materials for the Electronic Reader, whenever available.

Documentation of Other Disabilities

Students with disabilities other than AD/HD or learning disabilities need to submit the appropriate documentation to receive services. Appropriate documentation would be statements from qualified professionals about the disability, including evidence of the impact of the disability upon current functioning, and ideally a list of past accommodations and auxiliary aids that have been helpful.

Grievance and Appeals Procedure

A grievance process is available to students whose request for accommodations has been denied by a staff or faculty member.

Informal Resolution

The student, the person who denied the request, a designated seminary representative, and, if appropriate, the student's advisor, meet to discuss the denial of the accommodation. (Note: The designated staff representative is responsible for arranging the meeting.) The meeting must take place within ten working days of the initial notification of denial. The issue may be resolved at this level. However, if the issue is not resolved, the process moves to filing the formal grievance.

Formal Grievance

Students should consult their academic advisors in formulating a formal written grievance. In all cases where a formal written grievance is filed, a record of all the proceedings shall be made and a permanent record maintained in the student's file.

- Grievances must be submitted to the Disabilities Accommodations Coordinator within 14 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Disabilities Accommodations Coordinator (or their designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Disabilities Accommodations Coordinator will maintain the files and records of Wartburg Theological Seminary relating to such grievances.
- The Disabilities Accommodations Coordinator will issue a written decision on the grievance no later than 2 weeks after its filing.
- The person filing the grievance may appeal the decision of the Disabilities Accommodations Coordinator by writing to the Academic Dean within two weeks of receiving the Disability Accommodations Coordinator's decision. The Academic Dean shall issue a written decision in response to the appeal within 5 working days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the Office for Civil Rights of the U.S. Department of Education.

Office for Civil Rights, Chicago Office

U.S. Department of Education

John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604

Telephone: (312) 730-1560

Facsimile: (312) 730-1576 Email: OCR.Chicago@ed.gov
https://www2.ed.gov/about/offices/list/ocr/index.html

The Office for Civil Rights of the U.S. Department of Education will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing recorded material for the blind, or assuring a barrier-free location for the proceedings. The Disabilities Accommodations Coordinator will be responsible for such arrangements.

Should the appeal be denied, the student may contact the Office for Civil Rights of the

U.S. Department of Education (see contact info above) for further consideration.

Rights and Responsibilities of Students, Instructors, Staff, and Faculty

STUDENT RIGHTS

Students with documented disabilities are first and foremost students of Wartburg Theological Seminary, experiencing the same rights and responsibilities as other students, including the responsibility to meet and maintain the academic standards of the seminary.

Additionally, students with disabilities have the right to:

- Have their disability documentation held confidentially by designated seminary staff.
- Choose to whom information about their disabilities will be disclosed.
- Be treated with respect and honesty.
- An equal opportunity to learn.
- An equal opportunity to participate in and benefit from the academic community, which includes access to services, benefits, honors, co-curricular activities, housing and transportation that are comparable to those provided to any other student.
- Reasonable modifications or accommodations in aspects of their educational experiences such as location, delivery system, or instructional methodologies.
- Information regarding the availability of auxiliary aids and possible modifications or accommodations, as well as procedures for making requests for either.
- Have accommodation requests honored in a timely manner by faculty and staff.
- Be informed of procedures for initiating an appeal of a decision regarding auxiliary aids, modifications or accommodations, through both internal and external channels.

- Information about how to access and use accommodations appropriately.

STUDENT RESPONSIBILITIES

Students with disabilities have the responsibility to:

- Meet the requirements of their chosen program or course of study.
- Advocate for their own individual needs and to seek counsel, information, and assistance as necessary to be effective self-advocates.
- Self-identify their disability and provide professional and appropriate documentation of the disability.
- Demonstrate or document how their disabilities limit their ability to benefit from a particular delivery system, instructional method or evaluation criteria when they make a request for a modification or accommodation.
- Consult with designated seminary staff to discuss appropriate accommodations.
- Consult with faculty, preferably at the beginning of each semester, to discuss accommodation needs.
- Arrange exam accommodations and any modified due dates for assignments with individual faculty well in advance of exam dates and assignment deadlines.
- Notify designated seminary staff if requested accommodations are not being provided or are not effective.
- Treat designated seminary staff with respect.
- Attend class regularly and report their progress honestly.
- Contact peer tutors and set up times and places to meet once designated seminary staff has made the student aware of the name and phone number of the tutor contracted to serve him or her (recognizing a cost to the student may be incurred).
- Pay for lost or damaged equipment loaned from the Seminary.
- Follow published procedures for filing an appeal.

WARTBURG THEOLOGICAL SEMINARY RIGHTS

Wartburg Theological Seminary recognizes the need to ensure the rights of individuals with disabilities to full participation in its programs while at the same time maintaining the academic standards that are fundamental to providing quality academic programs.

To meet this obligation, the seminary has the right to:

- Identify and establish the abilities, skills and knowledge necessary for success in its
- programs and to evaluate applicants and students on this basis.
- Identify and establish the abilities, skills and knowledge that are fundamental to academic programs/courses and evaluate each student's performance against these standards. Fundamental program and course standards are not subject to modifications.

- Select among equally effective modifications for individuals with a disability.
- Refuse an unreasonable modification or one that imposes an undue hardship on the instructor or the seminary.
- Request and review documentation that supports requests for modifications. Wartburg Theological Seminary has a right to deny a request if the documentation demonstrates that no modification is necessary, or if the individual fails to provide such documentation.

STAFF RESPONSIBILITIES

To ensure that students with disabilities are served appropriately, designated seminary staff have the responsibility to:

- Consider the effect of a student's disability on their ability to access programs, services, and activities.
- Identify, through examination of documentation and discussion with the student, reasonable modifications, or accommodations.
- Answer faculty and student questions regarding accommodation needs and requests.
- Facilitate equal access to Wartburg Theological Seminary programs and services for students with disabilities.
- Maintain all professional disability documentation in confidential files and release this documentation to designated individuals only with the student's written request or permission.

WARTBURG THEOLOGICAL SEMINARY FACULTY RIGHTS

Faculty at Wartburg Theological Seminary have the right to:

- Ask for evidence that documentation for a student's disability is on file with the designated seminary staff.
- Require that students with disabilities meet all program/course requirements and standards.
- Consult with the student and/or designated seminary staff members about requested accommodations.

WARTBURG THEOLOGICAL SEMINARY FACULTY RESPONSIBILITIES

Along with their rights regarding teaching students with disabilities, Wartburg Theological Seminary Faculty have the responsibility to:

- Provide identified students full and equal access to participate in Wartburg Theological Seminary programs and activities.
- Cooperate with students and the designated seminary staff in providing authorized accommodations in a fair and timely manner, if the accommodations do not alter the fundamental nature of the course or program.
- Faculty will also include the following statement about accommodations in all syllabi*: It is seminary policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have documented disability conditions that may affect their ability to participate in course activities or to meet course requirements. Students are responsible for informing their instructor of any documented*

disability by the end of the first week of class or upon subsequent diagnosis. Documentation on disability conditions is kept in a confidential file in the ADA Compliance Officer's office.

- Contact the student and/or designated seminary staff with any questions or problems regarding requested accommodations.
- Respect the confidential nature of a student's disability.

The Americans with Disabilities Act (ADA) forbids faculty from questioning whether a documented disability exists or requesting to examine a student's disability documentation if the student does not grant them the permission to do so.

Student Records

The records kept for students include the documentation of the disability, a copy of pertinent application materials, and notes kept by the designated seminary staff person. These records will be kept separate from official academic records. Students receiving Mandated Services have application materials and documentation of their disability on file. *The appendices to this handbook include Wartburg Theological Seminary documents that are approved separately from the handbook and current statements of policies that are mandated by our participation in federal loan programs. These appendices are updated as necessary, without using the formal procedure for amending this handbook.*

Service and Assistance Animal Policy

Normally animals, including pets, are not permitted in Wartburg Theological Seminary's buildings or non-pet designated residences with the exception of approved Service or Assistance Animals for individuals with disabilities. Wartburg is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who require the use of Service or Assistance Animals as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with Wartburg's policies regarding such animals. Students who seek to bring a Service or Assistance Animal to campus should first contact Wartburg's ADA liaison, the Academic Dean. The Academic Dean will determine, on a case-by-case basis, and in collaboration with other offices on campus, whether to approve the student's request for a Service or Assistance Animal. In making this determination, the Academic Dean will consider the needs of the student, as well as the impact of the animal on the campus community. Students seeking to have a Service or Assistance Animal in housing should submit a request for review each academic year. Documentation for approval for a Service or Assistance Animal should be submitted along with the student's application for housing. The animal should not be in residence prior to approval by the Academic Dean. The approval of a request is animal-specific and is not transferable to another animal. Owners of approved service or assistance animals should not be charged pet deposits or fees, and cannot be required to obtain extra insurance. See full policy in the Appendix.

DEFINITIONS

- Service Animal: A "Service Animal" is any dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. Other animals, whether wild or domestic, trained or untrained, do not qualify as Service Animals. (In some limited cases which generally are not applicable

to Wartburg's campus, a miniature horse may be permitted as a Service Animal.) Examples of work or tasks provided by a Service Animal include, but are not limited to, guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, and alerting and protecting a person who is having a seizure. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the functional limitations of the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

- Assistance Animal: "Assistance Animals" (sometimes referred to as "emotional support animals," "social or therapy animals," "companion animals," and/or "comfort animals") are animals that perform tasks and/or provide service, assistance, or emotional support which alleviates one or more identified symptoms or effects of an individual's disability. Assistance Animals may not assist with daily living tasks and are not required to have received special training. Assistance Animals stay only in residence; they do not accompany an individual with a disability at all times (i.e., Assistance Animals do not attend class or enter other educational and formational shared spaces on campus).
- Pet: A "Pet" is an animal kept for ordinary use and companionship. A pet is not considered a Service or an Assistance Animal. Pets are not covered by this policy.
- Individual with a Disability: An Individual with a Disability is a person who (1) has a physical or mental impairment that limits one or more of a person's major life activities or (2) has a record of having, or being perceived as having, a physical or mental impairment.
- Approved Animal: An "Approved Animal" is a Service Animal or an Assistance Animal that has been approved to live in Wartburg's housing as a reasonable accommodation under this policy.
- Owner: The "Owner" is the student who has requested the accommodation and has received approval to bring the "Approved Animal" on campus.

PROCEDURES

1. Service Animals
    a. A resident student seeking to keep a Service Animal in housing should make a formal request to the Academic Dean. Requests should be submitted to the Academic Dean no later than 30 days prior to the date the student would like to bring the animal to residential housing. Requests submitted after the student is already placed in housing may take 30 days or more for approval.
    b. The request to the Academic Dean is to include: (1) documentation stipulating that the Service Animal is required due to the functional limitations of the requesting individual's disability; and (2) documentation stipulating what work or tasks the Service Animal has been trained to perform for the benefit of the owner.
    c. If the request for a Service Animal is approved, the requesting student will be asked to acknowledge, in writing, receipt of, and their agreement to comply with, this policy. If approved, Wartburg's Director of Community Life and Candidacy will also make a reasonable effort to

notify the other residents that a Service Animal will be in the living area. This notice will be limited to information about the animal's presence; there will be no disclosure of the student's disability. Other resident students with medical conditions who are affected by animals (e.g., severe allergies, respiratory diseases), are asked to contact the Academic Dean if they have a health or safety related concern about exposure to a Service Animal. Such affected students may be eligible for a disability accommodation when living in proximity to a Service Animal. The Academic Dean and Director of Community Life and Candidacy will collaborate as necessary to resolve conflicts related to a Service Animal. Staff members will consider the needs and/or accommodations of all resident students involved. The Academic Dean may relocate the Owner and Approved Animal if necessary to accommodate other students with medical condition(s) who are affected by animals or in other circumstances as deemed appropriate in the sole discretion of Wartburg.

d. Service Animals may travel freely with their Owner throughout Wartburg housing and other areas of the Wartburg. A Service Animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the Service Animal's safe, effective performance of work or tasks, in which case the Service Animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

2. Assistance Animals

a. A resident student seeking to keep an Assistance Animal in housing must make a formal request to the Academic Dean. Requests should be submitted to the Academic Dean no later than 30 days prior to the date the student would like to bring the animal to residential housing Requests submitted after the student is already placed in housing may take 30 days or more for approval.

b. The request to the Academic Dean is to include (1) verification of the student's disability, (2) a statement on how the animal serves as an accommodation for the documented disability, and (3) a statement on how the need for the Assistance Animal relates to the ability of the student to use and gain benefit from Wartburg housing. Any necessary documentation must be dated within the last 12 months.

c. If the request for an Assistance Animal is approved, the requesting student will be asked to acknowledge, in writing, receipt of, and their agreement to comply with, this policy. If approved, Director of Community Life and Candidacy will also make a reasonable effort to notify the other residents that an Assistance Animal will be in the living area. This notice will be limited to information about the animal's presence; there will be no disclosure of the student's disability. Other resident students with medical condition(s) who are affected by animals (e.g., severe allergies, respiratory diseases) are asked to contact the Academic Dean if they have a health or safety related concern about exposure to an Assistance Animal. Such affected students may be eligible for a disability accommodation when living in proximity to an Assistance Animal. the Academic Dean and Director of Community Life and Candidacy will collaborate, as necessary to

resolve conflicts related to an Assistance Animal. Staff members will consider the needs and/or accommodations of all resident students involved. Wartburg staff may relocate the Owner and Approved Animal if necessary to accommodate other students with medical condition(s) who are affected by animals or in other circumstances as deemed appropriate in the sole discretion of Wartburg.

d. Assistance Animals must be contained within the privately assigned residential area (room, suite, apartment) at all times, except as otherwise expressly provided. When transported outside the private residential area, assistance animals must be in an animal carrier or controlled by leash or harness. When outside the residence, the Owner of an Assistance Animal shall carry the letter provided by the Academic Dean identifying the animal as an Approved Animal.

3. Responsibilities of the Owner of Service or Assistance Animal

a. The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there. In addition, the Approved Animal must not pose a threat to the health, safety, or property of anyone in the Wartburg community. If Wartburg determines that the Approved Animal threatens the health, safety, or property of anyone in the Wartburg community, or that the Approved Animal is adversely affecting Wartburg's programs and activities, Wartburg will take appropriate measures, up to and including a determination that the Approved Animal may no longer be permitted on campus.

b. The Owner must always be in control of the animal. The care and supervision of the Approved Animal is solely the responsibility of the Owner. The Owner is responsible for ensuring the safety of the Approved Animal and the Wartburg community. The Owner must not have any past or current student conduct issues that may impact the Owner's ability to care for and effectively control an animal. If Wartburg determines that such conduct issues are negatively impacting the safety of the Approved Animal or the Wartburg community, Wartburg will take appropriate measures, up to and including a determination that the Owner may no longer be allowed to live on campus.

c. The Owner is financially responsible for the actions of the Approved Animal, including bodily injury or property damage. The Owner's responsibility covers but is not limited to replacement of furniture, carpet, windows, wall coverings, and the like. The Owner is expected to cover these costs at the time of repair.

d. The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to Wartburg premises that are assessed after the student and animal vacate the residence. Wartburg shall have the right to bill the Owner's account for unmet obligations.

e. The Owner is responsible for ensuring the cleanup of the Approved Animal's waste and, when

appropriate, must toilet the Approved Animal in areas designated by Wartburg consistent with the reasonable capacity of the Owner. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outdoor trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

f. The Owner is financially responsible for any expense of pest treatment that is beyond routine pest control. The Owner's residence may be inspected for pests as needed and the Housing Coordinator will schedule any such inspection. If pests are detected upon inspection, the residence or residence hall will be treated using Wartburg-approved pest control methods and the Owner is expected to cover these costs at the time they are incurred.

g. The Owner understands that Wartburg may use pesticides, pest-control devices, de-icing materials, cleaning supplies and other materials for the maintenance and operation of housing and the Owner acknowledges and agrees that Wartburg is not responsible for any harm to Approved Animals caused by such materials.

h. The Owner is responsible for the overall health and well-being of the Approved Animal. This includes but is not limited to:

   i. Vaccinations: In accordance with local ordinances and regulations, the Approved Animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the normal shots required for a healthy animal. Local licensing requirements must be followed.

   ii. Approved Animals to be housed in Wartburg housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the Approved Animal's health. Wartburg has authority to direct that the Approved Animal receive timely veterinary attention (e.g., if fleas, ticks, or other pests are detected through inspection (as per Section IV.F. above)), and to require documentation demonstrating the Approved Animal has been treated.

   iii. Owners are responsible for the routine care of the Approved Animal, and must provide the Approved Animal with appropriate food, clean water, exercise and mental stimulation, and grooming where necessary. Physical abuse or neglect of an Approved Animal is a violation of this policy and may be a violation of local and state law. Wartburg reserves the right to intervene on behalf of an Approved Animal in situations of perceived abuse, neglect, a visible need for veterinary intervention, or for other concerns about the animal's well-being.

   iv. Approved Animals must be taken with the student if they leave campus for a prolonged period of time Approved Animals may not be left overnight in Wartburg housing unattended.

   v. The Owner must notify the Academic Dean in writing if the Approved Animal is no longer needed or is no longer in residence.

vi. The Owner agrees to continue to abide by all other residential policies. A reasonable accommodation that may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.

vii. The Owner shall indemnify and hold harmless Wartburg from all expenses, injuries, or claims arising out of the Owner's control and/or use of the Approved Animal.

NOTICE AND EDUCATION TO WARTBURG COMMUNITY

Where appropriate, in the sole discretion of Wartburg, the Academic Dean may provide notice of or offer targeted training to members of the Wartburg community most likely to come in contact with a Service or Assistance Animal.

Appendix to the Accommodation Policy

Requirements under Federal Law

Subpart E, Section 504 of The Rehabilitation Act of 1973

General Treatment of Students

- Notice of non-discrimination and availability of accommodations.
- The institution may not exclude qualified students with disabilities from any course, course of study, or other sponsored activity.
- Programs or activities not wholly operated by the institution but used in conjunction with institutionally sponsored programs must provide an equal opportunity for participation by qualified students with disabilities.
- All programs (curricular and co-curricular) must be accessible when viewed as a whole.
- Programs and services must be operated to allow participation by students with disabilities in the most integrated setting possible.
- Appointment of a compliance officer.
- Establish grievance procedures.

Admissions and Recruitment

- The institution may not use any test or criterion for admission that has a disproportionate, adverse effect on individuals with disabilities.
- Admission and recruitment information must be available in accessible formats.
- Admission and recruitment activities must be held in accessible locations.
- Quotas for admissions of students with disabilities are prohibited.
- Preadmission inquiries concerning disabilities are prohibited.

Academic Adjustments

- Institutions must make modifications to academic requirements as necessary to ensure that such

requirements do not discriminate or exclude students on the basis of disability.

- Evaluations of student performance, including course examinations, must be provided with appropriate accommodations to ensure that the evaluation represents a student's achievement rather than reflecting the impact of a student's disability.
- Institutions are responsible for ensuring that students with disabilities are not denied access to the benefits of any sponsored program or activity because of the absence of auxiliary aids or services.

Physical Education and Athletics
Institutions must offer equal opportunity for participation in physical education courses, intercollegiate athletics or intramural athletics to students with disabilities.

Housing
An institution that provides housing to its students must provide comparable, convenient, and accessible housing to students with disabilities at the same cost as to others.

Financial/Employment Assistance to Students

- Institutions may not limit eligibility for or provide less financial assistance to students on the basis of disability.
- Institutions are prohibited from assisting any outside agency, organization or person in providing employment opportunities to its students if such opportunities are not made available to all students, regardless of disability.

Counseling Services
Counseling services, including personal, academic, and career counseling, must be provided without discrimination on the basis of disability.

Social Organizations
An institution that provides significant assistance to fraternities, sororities, or similar organizations shall assure themselves that the membership practices and activities of such organizations do not deny participation on the basis of disability. Title V of the Rehabilitation Act of 1973 is generally regarded as the first national "civil rights" legislation for persons with disabilities. Section 504 of the Act is a program access statute. **It requires that no otherwise qualified person with a disability be denied access to, the benefits of, or be subjected to discrimination by any program or activity provided by any institution or entity receiving federal financial assistance. Subpart E of Section 504 deals specifically with institutions of higher education. It requires that an institution, whether public or private, be prepared to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same programs and activities available to non-disabled students.**

General Requirements under the Americans with Disabilities Act of 1990

- No exclusion on the basis of disability.
- Notice of non-discrimination and availability of accommodations.
- No discrimination through eligibility criteria.

- Modification in policies, practices, and procedures to ensure non-discrimination and accessibility.
- Examinations and courses must be accessible.
- General services and programs must be accessible.
- Participation in the most integrated setting.
- Surcharges to cover the costs of accessibility may not be imposed solely on persons with disabilities.
- No discrimination through contract.
- Appointment of a compliance officer.
- Establish grievance procedures.

The Americans with Disabilities Act (ADA) of 1990 reinforced the provisions of the Rehabilitation Act by requiring that all public facilities, services, and communications be accessible to persons with disabilities and that auxiliary aids and services be provided unless an undue burden would result. The ADA does not require universities to lower academic standards or fundamentally alter the nature of the programs provided.

The Relationship of the ADA to Section 504: - The ADA does not replace Section 504 of the Rehabilitation Act. Where jurisdiction and standard of access of the two Acts overlap the

Department of Justice and the Department of Education's Office of Civil Rights have agreed that complaints will be evaluated and pursued under Section 504 regulations and case law. Where the ADA calls for a higher standard of Access, complaints will be pursued by the Department of Justice under the ADA.

The Relationship Of Federal To State Legislation - The ADA and Section 504 establish minimum accessibility and non-discrimination guidelines. Both Acts defer to any State or local legislation that requires a higher standard.

Documentation of Learning Disability

Documentation of a student's learning disability, submitted by the student to Wartburg Theological Seminary, must be comprehensive and establish that a substantial limitation in a major life activity currently exists for the individual.

Documentation of Attention-Deficit/Hyperactivity Disorder (AD/HD)

To be sure that documentation of AD/HD demonstrates an impact on a major life activity, supports the request for accommodations, academic adjustments, and/or auxiliary aids, and is appropriate to verify eligibility, the following guidelines are offered:

- A qualified person should conduct the evaluation. Such persons include psychologists, neuropsychologists, psychiatrists, and medical doctors who have comprehensive training in the differential diagnosis of AD/HD.
- The name, title, and professional credentials of the evaluator should be included and all

- reports should be on letterhead, typed, dated, and signed by the evaluator.
- The documentation should be current, usually within the past three years.
- The documentation should be comprehensive, complete with information about onset of early impairment and evidence of current impairment with alternative diagnoses or explanations ruled out, relevant testing information provided, DSM-IV criteria, a specific stated diagnosis identified, and a well written interpretive summary.

Each accommodation recommended by the evaluator should include a rationale for that determination.

Accommodation Policy for Individuals with Disabilities: Approval

by The Wartburg Faculty & President's Cabinet Fall 2005

Acknowledgement

Wartburg Theological thanks Loras College (Dubuque, Iowa), and, in particular, Dianne Gibson, Learning Disabilities Program Director at Loras College. The Wartburg Seminary policy was derived almost entirely from the May 2004 version of Loras College's document, Policies for Access for Individuals with Disabilities. Dianne Gibson served as a resource person to Wartburg Seminary during the development of our policy.

In the Loras College Document, the following acknowledgements were provided, repeated here for completeness:

In March, 2001, Dr. L. Scott Lissner, the ADA Officer/Coordinator at Ohio State University presented a workshop to assist colleges in developing policies affecting students with disabilities. At this workshop sponsored by the Illinois/Iowa Chapter of AHEAD, the Association on Higher Education and Disability (ILLOWA/AHEAD), Dr. Lissner provided the attendees with a framework for policy development and sample policy statements. I want to thank Dr. Lissner for his thoughtful, comprehensive approach to developing policies and procedures and acknowledge that his words and structure are the basis of this document.

Dianne Gibson, L.D. Program Director, Loras College, Spring, 2003

Wartburg Theological Seminary is committed to the inclusion of all individuals and to the principle of individual rights and responsibilities. To this end, policies and procedures aim to ensure all reasonable accommodations so that persons with documented disabilities will not, on the basis of that disability, be denied equal access to programs (academic, co-curricular, or employment), activities, benefits, or services, or otherwise be subjected to discrimination under programs or activities offered by Wartburg Theological Seminary.

This policy was developed to ensure access at Wartburg Theological Seminary for individuals with disabilities and to ensure full compliance with all pertinent Federal, State, and local legislation.

Appendix B - Drug and Alcohol Information

Drug Free Schools and Campus Act of 1990

These policies, along with the following sections and Appendix B, ensure compliance with The Drug-Free Schools and Campuses Act (DFSCA), of 1990. This federal mandate requires all institutions receiving federal student aid to implement a drug prevention program.

Drug and Alcohol Abuse Prevention Biennial Review – January 1, 2024 – December 31, 2025

A biennial review of Wartburg Theological Seminary's drug and alcohol abuse prevention program was submitted for the period of January 1, 2024, through December 31, 2025, by Director of Financial Aid and Reporting Caren Sellers. The review assessed compliance with the Department of Education regulations for the Drug and Alcohol Prevention Program and Drug-Free Workplace requirements. Wartburg's program was found to be in compliance with these regulations. The policy is outlined in this Student and Community Life Handbook, the Faculty and Staff Handbook and in the Annual Safety and Security Report.

There have been no reported alcohol- or drug-related incidents, disciplinary actions, or policy violations at Wartburg Theological Seminary since 2015. This consistent record reflects the strength of the seminary's community standards, clear communication of expectations, and a culture or personal accountability rooted in shared values.

Wartburg Associated Students' Statement on Responsible Alcohol

Use at WAS Sponsored Events

ALCOHOL USE AT WAS SPONSORED EVENTS

Introduction

Wartburg Associated Students (WAS) is committed to maintaining an environment conducive to healthy lifestyles, including the academic and personal development of all members of the Wartburg community. Members of this community are accountable for their own actions and are expected to make responsible, lawful decisions regarding the use of alcohol.

Understanding that Wartburg Theological Seminary has the ultimate authority to determine the specific institutional events in which alcoholic beverages are consumed on seminary property, this statement addresses how WAS will operate regarding the use of alcohol at WAS sponsored events.

Statement

Alcohol should be used only in ways which are lawful and do not harm or degrade individuals or the community. WAS encourages responsible behavior for those individuals who consume alcohol and respects the rights of

individuals who choose to consume alcohol. Consistent with these rights, WAS will encourage responsible decision-making regarding the consumption of alcoholic beverages. WAS recognizes that some individuals have difficulty with alcohol because they are chemically dependent. Although this body has an interest in helping those individuals, it neither ensures the safety of nor protects those individuals from the consequences of their actions.

Safety

Drinking activities that are potentially dangerous, such as "chugging" of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure to force participants to consume alcohol are discouraged. Alcohol should not to be used as an award or prize.

Supervision and Compliance

When alcoholic beverages are served at a social function, WAS should ensure compliance with all the applicable laws, ordinances, and rules governing the distribution, possession, and consumption of alcoholic beverages. Self-service bars are discouraged. This includes those events in which alcohol will be provided for guests and events that are BYOB. It is strongly encouraged that a person(s) be assigned to distribute and control the amount of alcohol served to guests and should themselves refrain from drinking before and during this service. Non-alcoholic beverages and food should be provided whenever alcohol is being served. They should be displayed as prominently as the alcohol and should be made available in appropriate quantities depending on the number of people in attendance.

The quantity of alcohol provided at an event should be proportionate to the number of people of legal drinking age expected in attendance and the duration of the activity. WAS should ensure that a reminder to drink responsibly is posted at all events in which alcohol is being served.

WAS must not violate the Iowa State Liquor laws. For the purchase of alcohol, WAS budget funds may be used for the alcohol purchased for use during WAS sponsored events. However, no additional fee may be collected, in ANY form, to cover the cost of the alcohol purchase.

This includes, but is not limited to, ANY designation (e.g., wrist bands, stamps, etc.) indicating admittance into an event where alcohol is served. Such designation may indicate a charge for the alcohol available even if such alcohol is not consumed by the wearer of such designating mark.

No alcohol will be served to a guest under age 21. A designation of those 21 years and older who are consuming alcohol, is encouraged. Again, this designation should not be linked with any financial transaction for the privilege of such consumption.

All individuals must comply with the laws of the State of Iowa, the ordinances of the City of Dubuque, and the policies of Wartburg Theological Seminary. It is the duty and responsibility of WAS to comply with all applicable laws and seminary regulations.

All coordinators of WAS events should heed these recommendations understanding that failure to do so risks legal and institutional punishment.

See also The EIIA Guidelines and Best Practices for Hosting Social Events with Alcohol Beverages as found in

Appendix VII of the WAS Co-President Handbook for additional information.

SOURCES

Alcohol policies provided by WTS' Representative at EIIA. These resources included policies from Iowa State University, and a statement from an unnamed theological seminary (which sites policies from Rice University, Vanderbilt University, University of Denver, University of North Carolina at Chapel Hill, and Tulane University)

See also the statement "The Drug-Free Schools and Campus Act, 1990"

found in the Wartburg Theological Seminary Student and Community Life Handbook

123.30.3.a This law regards the sale of alcohol at non-profit institutions. The selling of alcohol by non-profit organizations requires a class "A" liquor license, which WAS does not currently hold. As a result, WAS should not use proceeds from the event to pay for the alcohol as this would be constructive sales and be in violation of the law. No additional fees for alcohol should be collected; and solicited or suggested donations should not exceed the cost of food, non-alcoholic beverages, and hospitality services of the event.

Source: https://www.legis.iowa.gov/docs/code/123.30.pdf

Drug Prevention Information

The Drug-Free Schools and Campuses Act, enacted August 16, 1990, mandates that all institutions of higher education which receive Federal Student Aid Funds must certify that they have adopted and implemented a drug prevention program. The following information is provided for the student body with this act in mind.

Visit https://www.dea.gov/factsheets for detailed information about drugs within broad categories.

Federal Trafficking Penalities are located at https://www.dea.gov/sites/default/files/2020-04/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20_0.pdf.

Visit for details regarding tracking penalties for various types of drugs.

Federal Student Aid and Drug Convictions

Effective July 1, 2023, a student's eligibility for federal student aid (FSA) is no longer affected by drug convictions, pursuant to provisions in the FAFSA Simplification Act*. Drug convictions no longer disqualify a student from receiving Title IV aid, regardless of when the offense occurred.

While federal aid eligibility is no longer impacted by such convictions, Wartburg Theological Seminary remains committed to fostering a safe, healthy, and lawful campus environment. In compliance with the Drug-Free Schools and Communities Act of 1986 (DFSCA), the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Campuses Act of 1990, the seminary strictly prohibits the unlawful possession, use, or distribution of illicit drugs by students and employees, on campus or as part of any seminary sponsored activities. Violations of this policy are subject to disciplinary action, including possible dismissal. Federal and state drug laws, as well as state underage drinking laws, will be enforced. The possession, use, distribution, or sale of alcoholic beverages by

individuals under the legal drinking age is also prohibited and subject to discipline, including possible dismissal.

Students struggling with substance use are encouraged to seek assistance. Information on available resources can be found in section 2.9.4.2 of the Student and Community Life Handbook

**FAFSA Simplification Act, part of the Consolidated Appropriations Act, 2021 (Pub. L. 116-260), Title VII, Division FF, § 479A(c)(1), amending HEA § 484(r); effective July 1, 2023.*

Appendix C - Wartburg Theological Seminary Title IX Regulations

I. Policy Overview

II. Statement of Non-Discrimination

III. Scope

IV. Prohibited Sexual Harassment

V. Other Definitions

VI. Reporting Prohibited Sexual Harassment

VII. Procedures for Resolving Complaints of Prohibited Sexual Harassment

VIII. Hearings for Formal Complaints of Sexual Harassment

IX. Appeals

X. Remedies & Sanctions

XI. Retaliation

XII. Confidentiality

XIII. Training

XIV. Record-Keeping

I. Policy Overview

This policy sets forth Wartburg Theological Seminary's obligations under the 2020 Title IX Regulations. This policy also includes Wartburg's obligations under the 2013 Clery Amendments pertaining to sexual assault, dating violence, domestic violence, and stalking.

Our Title IX Coordinator is:

Kellie Lisi klisi@wartburgseminary.edu 563-589-0274

333 Wartburg Pl

Dubuque, Iowa 52003

Questions about Title IX may be referred to the Title IX Coordinator or to the assistant secretary for civil rights:

Civil Rights Commission Grimes State Office Building 400 E 14th St

Des Moines, IA 50319-1004

515-281-4121 or 800-457-4416 https://icrc.iowa.gov/

The Director of Community Life and Candidacy is the designated Title IX Coordinator. Students or employees may address complaints and grievances related to Title IX to the Title IX coordinator. Reports may be made in person, via email or phone, or via the Incident Reporting Form (IRF). The coordinator will then coordinate an immediate and thorough investigation of student and employee complaints and grievances which will provide a prompt and equitable resolution.

II. Statement of Non-Discrimination

Wartburg Theological Seminary does not discriminate on the basis of sex in its educational programs and activities, including employment and admission. Complaints of discrimination on the basis of sex will be handled under the following sections from the Student and Community Life Handbook:

i. **Sex Discrimination**
Sex Discrimination is defined by Iowa Code Sec. 216.6 as follows: 30 The Iowa Civil Rights Act prohibits discrimination in employment based on sex, marital status, pregnancy (including childbirth or related conditions), gender identity, and sexual orientation The Act defines "gender identity" as the gender-related identity of a person, regardless of the person's assigned sex at birth. The term "sexual orientation" is defined to include actual or perceived heterosexuality, homosexuality, or bisexuality.

ii. **Redress of Complaints**
Complaints based on the conduct of seminary students, faculty and staff members, other persons acting in official capacities, and visitors should be reported to the appropriate administrative official. Any individual who believes they have been harassed or discriminated against should address their complaint to the Title IX coordinator.

III. Scope

This policy applies to all students, faculty, staff, or others who experience prohibited sexual harassment while participating in Wartburg Theological Seminary's education programs or activities. This includes locations, events, or circumstances over which Wartburg Theological Seminary exercised substantial control over both the Respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Wartburg Theological Seminary. Wartburg Theological Seminary has other policies and procedures that may be applicable if the conduct does not meet the definition of prohibited sexual harassment under this policy or otherwise fall within the scope of this policy.

IV. Prohibited Sexual Harassment

In accordance with its obligations under the Title IX Regulations of 2020, Wartburg Theological Seminary prohibits sexual harassment, which is conduct on the basis of sex that satisfies one or more of the following definitions:

1. Quid Pro Quo Conduct. An employee conditions the provision of an aid, benefit, or service of Wartburg Theological Seminary on an individual's participation in unwelcome sexual conduct;
2. Unwelcome Conduct. Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to Wartburg Theological Seminary's education program or activity; or
3. Sexual assault. An offense classified as a forcible or nonforcible sex offense. This category of prohibited conduct includes the following:
    i. Sex Offenses—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
    ii. Rape— (Except Statutory Rape) The actual or attempted carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity.
    iii. Sodomy—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
    iv. Sexual Assault with An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
    v. Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
    vi. Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    vii. Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.
4. Dating violence. Violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence. A felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the

domestic or family violence laws of the state of Iowa or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Iowa.

6. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

v. Definitions

1. Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.
    - Lack of protest or resistance does not mean consent.
    - Silence does not mean consent.
    - The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

- The Complainant was asleep or unconscious.
- The Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity.
- The Complainant was unable to communicate due to a mental or physical condition.

In addition, it shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:

- The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Respondent.

- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

2. Complainant means an individual who is alleged to be the victim of conduct that could

constitute sexual harassment under this policy.

3. Formal complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that Wartburg Theological Seminary investigate the allegation of sexual harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of Wartburg Theological Seminary with which the Formal Complaint is filed.
4. Grievance Process means the fact-finding process from the time of the filing of the Formal Complaint through the final determination of an appeal (if any).
5. Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under this policy.
6. Supportive Measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Wartburg Theological Seminary's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Wartburg Theological Seminary's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures. Supportive measures may also include written notification about available services both within the institution and the community and options for available assistance as required by the Clery Act. Supportive measures are not disciplinary measures.

VI. Reporting Prohibited Sexual Harassment

1. Notice of Allegations. Wartburg Theological Seminary has notice of sexual harassment or allegations of sexual harassment when such conduct is reported to the Title IX Coordinator or any official of Wartburg Theological Seminary who has authority to institute corrective measures on behalf of Wartburg Theological Seminary. However, all employees are required to report sexual harassment, as defined and prohibited by this policy, to the Title IX Coordinator, consistent with the requests of the Complainant.
2. Response to a Report. With or without a Formal Complaint, upon a report of sexual harassment, the Title IX Coordinate will promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with

respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Information Packet. Upon a receipt of a report of sexual assault, dating violence, domestic violence or stalking, Wartburg Theological Seminary shall provide an information packet that contains procedures to follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about—

   i. The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;

   ii. How and to whom the alleged offense should be reported;

   iii. Options regarding law enforcement and campus authorities, including notification of the option to:

      a. notify proper law enforcement authorities, including on-campus and local police,

      b. be assisted by campus authorities in voluntarily notifying law enforcement authorities;

   c. decline to notify such authorities.

   iv. Where applicable, their rights and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

   v. Information about appropriate and available services both at the institution and in the community; and

   vi. Options for, available reasonably available assistance and accommodations and how to request them.

Wartburg Theological Seminary's information packet for victims of sexual assault, dating violence, domestic violence and stalking is located in the Student and Community Life Handbook or available from the Title IX Coordinator.

4. Implementation of Supportive Measures. Wartburg Theological Seminary shall treat parties equitably by offering Supportive Measures to the Complainant, and by following a grievance process that complies with this policy before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures as against the Respondent. Wartburg Theological Seminary will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of Wartburg Theological Seminary to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures. The Title IX Coordinator should record and retain records regarding requests and

provision of Supportive Measure in accordance with the requirements set out at XIV. Record Keeping, below.

5. Emergency removal. Nothing in this part precludes a recipient from removing a Respondent

from Wartburg Theological Seminary's education program or activity on an emergency basis, provided that Wartburg Theological Seminary undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

6. Administrative Leave. Wartburg Theological Seminary reserves the right to place a non-student employee Respondent on administrative leave during the pendency of a grievance process.

VII. Procedures for Resolving Complaints of Prohibited Sexual Harassment

1. Informal Resolution

Consistent with the requirements of this section, at any time prior to reaching a determination regarding responsibility Wartburg Theological Seminary may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that Wartburg Theological Seminary

i. Provides to the parties a written notice disclosing:

a. The allegations,

b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint, and

c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

ii. Obtains the parties' voluntary, written consent to the informal resolution process; and

iii. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

iv. Completes the informal resolution process within 60 days of receiving the Formal Complaint, unless unusual or complex circumstances exist.

Wartburg Theological Seminary does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of sexual harassment

under this policy. Wartburg Theological Seminary shall not require the parties to participate in an informal resolution process and will not offer an informal resolution process unless a Formal Complaint is filed.

2. Formal Complaint and the Grievance Process

i. Filing a Formal Complaint. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator above. A ‘‘document filed by a Complainant’’ means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Wartburg Theological Seminary that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party. A Formal Complaint shall trigger an investigation except as specified below.

ii. Dismissal of a Formal Complaint. Wartburg Theological Seminary shall investigate the allegations in a Formal Complaint, except as follows:

a. Wartburg Theological Seminary shall dismiss the Formal Complaint if the conduct alleged in the Formal Complaint.

i. would not constitute sexual harassment as defined by this policy, even if proved,

ii. did not occur in Wartburg Theological Seminary’s education program or activity,

iii. or did not occur against a person in the United States.

iv. This dismissal does not preclude action under another policy or procedure of Wartburg Theological Seminary.

b. Wartburg Theological Seminary may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:

i. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein:

ii. The Respondent is no longer enrolled or employed by Wartburg Theological Seminary or

iii. Specific circumstances prevent Wartburg Theological Seminary from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

c. Upon a dismissal required or permitted under this section, Wartburg Theological Seminary will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.

iii. Consolidation of Formal Complaints.

Wartburg Theological Seminary may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular ‘‘party,’’ ‘‘Complainant,’’ or ‘‘Respondent’’ include the plural, as applicable.

iv. Notice of Charges

i. Initial Notice of Charges. Upon Receipt of a Formal Complaint, prior to commencing the investigation, Wartburg Theological Seminary shall provide the following written notice to the parties who are known. This notice shall include:

a. This policy (as a link or attachment).

b. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident, if known.

c. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

d. Notification to the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney.

e. Notification to the parties that they may inspect and review evidence, as set forth in this policy.

f. Any provision in Wartburg Theological Seminary code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

g. Describes the standard of evidence that will be used.

h. Lists all possible sanction the institution may imposed.

v. Amended Notice of Charges. If, in the course of an investigation, Wartburg Theological Seminary decides to investigate allegations about the Complainant or Respondent that are not included in the initial notice of charge, Wartburg Theological Seminary must provide notice of the additional allegations to the

parties whose identities are known.

vi. Principles for the Grievance Process

Under this grievance process, Wartburg Theological Seminary shall:

a. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Wartburg Theological Seminary and not on the parties provided that Wartburg Theological Seminary cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Wartburg

Theological Seminary obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an ''eligible student,'' as defined in 34 CFR 99.3, then Wartburg Theological Seminary must obtain the voluntary, written consent of a ''parent,'' as defined in 34 CFR 99.3).

b. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

c. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

d. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of

advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, Wartburg Theological Seminary may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

e. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

f. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence— and provide that credibility determinations may not be based on a person's status as a

Complainant, Respondent, or witness.

g. Require that any individual designated as a Title IX Coordinator, investigator, decisionmaker, or any person to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. Wartburg Theological Seminary may use internal personnel or external parties in the informal resolution process or the grievance process, provided that they meet this requirement.

h. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

i. Use the following standard of evidence to determine responsibility for allegations in a Formal Complaint of sexual harassment: the preponderance of the evidence standard/clear and convincing evidence standard. The standard of evidence shall be the same for Formal Complaints against students as for Formal Complaints against faculty and staff.

j. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

vii. Extensions of the Grievance Process

The Title IX Coordinator may grant or deny requests from either party to temporarily delay the grievance process or may issue the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

viii. Investigation of Formal Complaints

When investigating a Formal Complaint Wartburg Theological Seminary shall, within 30 days of receiving the Formal Complaint, unless unusual or complex circumstances exist:

a. Engage in fact-gathering of all relevant facts. Credibility resolutions and fact-finding shall be conducted in the live hearing phase of the grievance process.

b. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which Wartburg Theological Seminary does not intend to rely in reaching a determination regarding responsibility and inculpatory or

exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

c. Prior to completion of the investigative report, send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

d. Make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and

e. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing or other time of determination regarding responsibility, send to each party and

the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

VIII. Live Hearings Under the Grievance Process

1. Requirement of a Live Hearing for Fact-Finding and Determining Responsibility.

i. Following the investigation, within 30 days of sending the final investigative report to the parties, unless unusual or complex circumstances exist Wartburg Theological Seminary shall conduct a live

hearing for the purposes of determining responsibility for allegations of sexual harassment in the Formal Complaint.

ii. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator or the investigator(s).

iii. If a party does not have an advisor present at the live hearing, Wartburg Theological Seminary shall provide without fee or charge to that party, an advisor of Wartburg Theological Seminary's choice, who may be, but is not required to be, an attorney, to conduct cross examination on behalf of that party. Wartburg Theological Seminary is obligated to ensure each Party has an advisor, either of the Party's or Wartburg Theological Seminary's choice regardless of whether or not the Party is present at the hearing.

iv. Live hearings may be conducted with all parties physically present in the same geographic location or, at Wartburg Theological Seminary's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear

each other.

v. At the request of either party, Wartburg Theological Seminary shall provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

vi. Wartburg Theological Seminary shall create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

2. Questioning at the Live Hearing

i. At the live hearing, the decisionmaker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

ii. Only relevant cross examination and other questions may be asked of a party or witness.

iii. Cross examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding Wartburg Theological Seminary]'s ability to otherwise restrict the extent to which advisors may participate in the proceedings.

iv. Before the Complainant, Respondent, or witness answers a cross examination or other question, the decision-maker(s) must first determine whether the question is relevant. The decision-maker(s) must

explain to the party proposing the questions any decision to exclude a question as not relevant.

v. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

3. Use of Witness Statements

i. If a party or witness does not submit to cross examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility.

ii. The decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

4. Written Determination of the Decision-Maker

i. The decision-maker(s) shall issue a written determination regarding

responsibility. To reach this determination, the decision-maker must apply the standard of evidence required by this policy. The written determination must include:

a. Identification of the allegations potentially constituting sexual harassment as defined by this policy;

b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

c. Findings of fact supporting the determination;

d. Conclusions regarding the application of Wartburg Theological Seminary's policy to the facts;

e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to Wartburg Theological Seminary's education program or activity will be provided to the complainant; and

IX. Appeals

f. The procedures and permissible bases for the Complainant and Respondent to appeal, as set forth in this policy.

ii. Wartburg Theological Seminary shall provide the written determination to the parties simultaneously.

iii. The determination regarding responsibility becomes final either on the date that Wartburg Theological Seminary provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Within 10 days of receiving the written determination, either party may appeal from a determination regarding responsibility, and from Wartburg Theological Seminary's dismissal of a Formal Complaint or any allegations therein, on the following grounds:

Ground 1: Procedural irregularity that affected the outcome of the matter; Ground 2: New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

Ground 3: The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. As to all appeals, the Title IX Coordinator (or designee) shall:

i. Notify the other party in writing immediately when an appeal is filed and implement appeal procedures equally for both parties;

ii. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

iii. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in this policy;

iv. Give the non-appealing party an opportunity to submit a written statement in response to the appeal within 10 days of receiving the appeal, which shall be transmitted within 2 business days to the Appeal Officer;

Within 20 days of receiving the appeal and the response, the Appeal Officer shall issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

x. Remedies and Sanctions

Remedies must be designed to restore or preserve equal access to Wartburg Theological Seminary's education program or activity. List the possible disciplinary sanctions and remedies that institution may implement following any determination of responsibility. The Title IX Coordinator is responsible for effective implementation of any remedies.

XI. Retaliation Prohibited

No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right established by this policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of sexual harassment, for the purpose of interfering with any right under this Policy constitutes retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this section.

Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination available in the Student and Community Life Handbook.

XII. Retaliation

Retaliation of any kind against anyone filing a complaint or third-party report, or otherwise participates in the investigative and/or disciplinary process (e.g., as a witness), of sexual harassment, discrimination, or abuse is prohibited. The seminary will take a strong responsive action if retaliation occurs. Retaliation is to be reported to the Title IX coordinator:

Initiating a complaint of harassment will not affect a complainant's employment, compensation, or work assignment or, in the case of a student, grades, class selection, or any other matter pertaining to student status. Initiating a false claim may result in disciplinary action.

False accusations of harassment, discrimination, or abuse can seriously harm innocent people.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under of this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. Confidentiality

Consistent with the requirements of this policy, Wartburg Theological Seminary shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

XIV. Required Trainings

The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process (whether internal or external) shall receive training on the definition of sexual harassment under this policy, the scope of Wartburg Theological Seminary's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. These individuals shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Decisionmakers shall receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators shall receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of sexual harassment.

XV. Recordkeeping.

Wartburg Theological Seminary shall maintain for a period of seven years records of— (A) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under this policy, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to Wartburg Theological Seminary's education programs or activities; (B) Any appeal and the result therefrom; (C) Any informal resolution and the result therefrom; and (D) All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. A recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public.

Wartburg Theological Seminary shall create, and maintain for a period of seven years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of sexual harassment. In each instance, Wartburg Theological Seminary will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Wartburg Theological Seminary's education program or activity. If Wartburg Theological Seminary does not provide a complainant with Supportive Measures, then Wartburg Theological Seminary must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit Wartburg Theological Seminary in the future

from providing additional explanations or detailing additional measures taken.

XVI. Effective Date; Revisions

This policy is effective as of August 1, 2020 and was approved by the Wartburg Theological Seminary's Board of Trustees on August 14, 2020.

Appendix D - Student and Child Abuse Policy Statement

I. STATEMENT OF POLICY

This policy is to prevent and prohibit:

- Sexual abuse of students and minors by faculty, staff, and volunteers affiliated with Wartburg Theological Seminary

Sexual abuse is unacceptable and will not be tolerated at Wartburg Theological Seminary. Wartburg Theological Seminary urges an individual to make a formal report to the Director of Community Life and Candidacy if that individual is the victim of sexual abuse, has knowledge of another person in Wartburg Theological Seminary's community being the victim of sexual abuse, or believes in good faith that they have witnessed a possible warning sign of sexual abuse by or against someone in Wartburg Theological Seminary's community. A report of sexual abuse will be investigated promptly. Confidentiality will be maintained to the greatest extent possible.

Violators will be subject to disciplinary action that may include termination, expulsion, suspension, removal from campus, cancellation of contract, other appropriate institutional sanctions, or any other means necessary to address the behavior. Referral to other policies of Wartburg Theological Seminary may occur. Prosecution by civil or criminal authorities may also occur.

II. SCOPE OF POLICY

All members of Wartburg Theological Seminary's community regardless of role, tenure, or compensation, including, but not limited to students, student-employees, faculty, staff, medical personnel, volunteers, and independent contractors are subject to this policy.

When interacting with minors, members of the Wartburg Theological Seminary's community should be aware of the vulnerability of minors and themselves in such interactions and be particularly aware of the importance of maintaining appropriate physical, emotional, and sexual boundaries in such interactions. Members of the Wartburg Theological Seminary's community must not engage in any covert or overt sexual behaviors with minors, including seductive speech, gestures, or physical contact that exploits, abuses, or harasses.

All on-campus activities and institution-sponsored activities off-campus are subject to this policy. In-person interactions, videoconferencing, or interaction via other digital forums are all covered by this policy.

Communication with minors is only allowed for the purpose of conducting Wartburg Theological Seminary business or otherwise furthering the program-related objectives upon which the interaction with the minor is based. Personal or social communications are prohibited. The following steps should be followed to reduce the risk of otherwise inappropriate communication:

- Communication that is outside the role of the professional or volunteer relationship (teacher, coach, host, etc.) is prohibited.
- Faculty, staff, and volunteers who use any form of electronic communications, including social media (Facebook, Twitter, etc.) and text messaging to communicate with minors may only do so for activities involving Wartburg Theological Seminary business and programming.
- Before any online communications are sent, the program must first inform the minor's parent or guardian which adults are permitted to communicate through the use of such electronic tools.
- Never photograph, film, or otherwise record a minor without the prior parental or guardian consent. Blanket consent may be obtained for group photos or group activities where a minor is present in a non-private setting.

This policy does not address sexual harassment or sexual misconduct that is not considered sexual abuse under this policy. That conduct is addressed in a separate policy located in the Student and Community. This can be confusing. Please do not let this stop you from reporting. Any report of suspected sexual abuse can be made to the Title IX Coordinator (or designee) who can assist in assessing the application of Wartburg Theological Seminary's policies.

III. CONDUCT PROHIBITED BY THIS POLICY

A. Prohibited Sexual Abuse

Wartburg Theological Seminary prohibits sexual harassment and sexual assault under other policies located in this handbook. In addition to conduct prohibited under those policies, this policy specifically prohibits sexual abuse of minors and students, which includes serial sexual misconduct and child molestation:

- **Serial Sexual Misconduct.** Serial Sexual Misconduct is any actual or alleged illegal or otherwise wrongful sexual conduct: (a) with more than one victim and (b) committed by or alleged to have been committed by any perpetrator who is covered by this policy.
- **Child Molestation.** Child molestation means actual or alleged illegal or other sexual abuse with a minor by a person who is covered by this policy.

Sexual abuse with respect to a Protected Person includes the intent to arouse or satisfy the sexual desires of either the Protected Person or the perpetrator. This policy also prohibits sexual abuse defined by state law as: Iowa Legislative Code Chapter 709 - Sexual Abuse

B. Retaliation

Wartburg Theological Seminary prohibits retaliation against any individual who in good faith reports an incident of sexual abuse or the possible witnessing of the warning signs of sexual abuse.

Wartburg Theological Seminary prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

C. Improper Conduct During an Investigation

Any member of Wartburg Theological Seminary's community who provides knowingly false information or who refuses to cooperate in an investigation related to this policy will be subject to disciplinary action, up to and including expulsion, suspension, termination, removal from campus, cancellation of contract, or any other means necessary to address the behavior.

IV. CONFIDENTIALITY OF INFORMATION

Wartburg Theological Seminary will make every effort reasonably possible to preserve the privacy of an individual who makes a report under this policy and to protect the confidentiality of the information reported. The degree to which confidentiality can be protected, however, depends upon the Wartburg Theological Seminary's legal duty to respond to the information reported and the professional role of the person being consulted. The person being consulted should make these limits clear before disclosing any facts.

As required by law, all disclosures to any Wartburg Theological Seminary employee of an on-campus an act of sexual abuse are tabulated for statistical purposes without personally-identifiable information. Further information regarding disclosure is set forth below.

V. WHAT TO DO FOLLOWING AN ACT OF SEXUAL ABUSE

A member of Wartburg Theological Seminary's community who is the victim of sexual abuse, has knowledge of another person being the victim of sexual abuse, or believes in good faith that they have witnessed a possible warning sign of sexual abuse as defined by this policy is urged to make a formal report to the police and/or the Director of Community Life and Candidacy.

All victims of sexual abuse are urged to seek appropriate help, which may include a medical evaluation and obtaining information, support, and counseling, either on or off campus. The resources in this policy may be used to assist in accessing the full range of services available.

A. Medical Treatment

A person who is the victim of sexual abuse is urged to seek appropriate medical evaluation as promptly as possible.

For life-threatening conditions, call 911.

Unity Point Health – Finley Hospital 350 N. Grandview Ave
Dubuque, Iowa 52001
563-582-1881

Mercy One Dubuque 250 Mercy Dr
Dubuque, Iowa 52001
563-589-8000

B. Medical-Legal Evidence Collection

A person who is the victim of sexual abuse is encouraged to request collection of medical-legal evidence.

Collection of evidence entails interaction with police and filing of a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action.

Unity Point Health – Finley Hospital 350 N. Grandview Ave
Dubuque, Iowa 52001
563-582-1881

Mercy One Dubuque 250 Mercy Dr
Dubuque, Iowa 52001
563-589-8000

C. Obtaining Information, Support, and Counseling

Whether or not one makes a formal report, a person who is the victim of sexual abuse is encouraged to obtain information, counseling, and support. Counselors at a variety of agencies, both on and off campus, can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, or filing a report with authorities.

Information, support, and advice are available for anyone who wishes to discuss issues related to sexual abuse, whether or not an act of sexual abuse has actually occurred, and whether or not the person seeking information has been assaulted, accused of an act of sexual abuse, or is a third-party.

The degree to which confidentiality can be protected depends upon whether Wartburg Theological Seminary has a legal duty to respond and investigate formal and informal allegations and the professional role of the person consulted. The scope of confidentiality should be addressed by that professional person before specific facts are disclosed.

Counseling and support can be obtained through the following local resources.

Riverview Center 2600 Dodge Street
Dubuque, IA 52001
(563) 557-0310

YWCA Domestic Violence Program 625 N. Booth St.
Dubuque, IA 52001
(563) 556-1100

Helping Services of Northeast Iowa 2728 Asbury Road,
Ste. 510
Dubuque, IA 52001
(563) 582-5317

Iowa Coalition Against Sexual Assault http://www.iowacasa.org/ Sexual Abuse Hotline: (800) 284-7821

Sexual Violence Prevention https://www.iowacasa.org/resources

Rape, Abuse & Incest National Network (RAINN) (800) 656 HOPE (4673)

Safety and Prevention https://www.rainn.org/safety-prevention

Victim Services/Advocates http://changingourcampus.org/category/victim-services/

VI. REPORTING SEXUAL ABUSE

Confidential Reporting
Wartburg Theological Seminary has a board-approved policy and procedures in place for the confidential reporting by faculty, staff, and students of ethics-related issues such as sexual abuse, which includes:

A. Incident Reporting Form

In accordance with Title IX regulations and best practices for community safety and well-being, Wartburg Theological Seminary uses a confidential online incident reporting system that can be used to make reports in instances of concerning behavior, unethical situations, harassment, or other incidents that may be in violation of Title IX, including sexual misconduct. The Title IX Coordinator may consult with the deputy Title IX Coordinator as necessary to determine appropriate next steps.

Next steps may include a variety of remediation techniques designed to promote accountability and foster opportunities for growth out of care for the Wartburg community, the individuals involved, and the Church we serve. Remediation opportunities may include referrals to counseling services, conversations with candidacy committees, mediated conversations, or investigations that could lead to other remediation tactics.

Reporters are strongly encouraged to include their name with their report; this is a healthy community practice that will increase resources for follow-up and remediation. Anonymous reports will also be accepted.

Access the Incident Reporting Form (IRF) here.

B. Internal Reporting

Any employee regardless of role, tenure, or compensation, and any volunteer or contractor who has knowledge of a minor or student being the victim of sexual abuse, or believes in good faith that they have witnessed a possible warning sign of sexual abuse is required to make a formal report, as soon as possible, to:

The designated Title IX Coordinator, Kellie Lisi, or and/or another institutional official/administrator.

Local law enforcement authorities:

If in an emergency or life-threatening situation, call 911

Dubuque Police Department 770 Iowa St.
Dubuque, Iowa 52001
563-589-4415

To the extent consistent with state and federal regulations, medical personnel will also report any suspected or reported sexual abuse of minors and students.

C. External Mandatory Reporting

Consistent with state law, any employee, regardless of role, tenure, or compensation, or any volunteer or contractor who has knowledge of alleged or actual sexual abuse involving a minor or believes in good faith that they have witnessed a possible warning sign of sexual abuse, is required to make a formal report, as soon as possible, to local law enforcement, child protective services, or similar government agency, as well as to Wartburg Seminary's Title IX Coordinator, Vice President of Leadership Formation, Kellie Lisi, President Kristin Largen, and/or Campus Security Authority, Director of Financial Aid Caren Sellers. Additionally, the employee must comply with any applicable state laws requiring reporting of allegations or conduct constituting sexual abuse. The minor's parent or guardians will be notified. Any report of serial sexual abuse will be reported to campus administrators.

D. Failure to Report

A failure of an employee or volunteer to report sexual abuse as required by this policy may result in discipline up to and including termination.

VII. POLICY ENFORCEMENT

A. Disciplinary Action for Sexual Abuse

All reported alleged incidents of sexual abuse will be reviewed and investigated, if necessary, by Title IX Coordinator, Kellie Lisi and in conjunction with Wartburg

Theological Seminary's contracted partner, Grand River Solutions, Inc., Saratoga, CA.

Depending on the nature of the allegations and the parties involved, reports of sexual abuse will be investigated under this policy, or the procedures set forth in Wartburg

Theological Seminary's Policy on Handling Complaints of Prohibited Discrimination or the

Policy on Sexual Harassment Prohibited by Title IX.

Wartburg Theological Seminary may resolve complaints at the investigation stage if the facts warrant resolution. However, if the evidence supports the allegation, the applicable Wartburg Theological Seminary judicial procedures as described in the applicable handbook for students, faculty, and staff will be initiated. For policy violations, possible sanctions may include, but are not limited to, expulsion, suspension, removal from campus, cancellation of contract, and/or termination. Other members of Wartburg

Theological Seminary's community who are not subject to an explicit judicial procedure, upon a finding of a violation, shall be subject to adverse actions such as removal from campus, cancellation of contract, or any other means necessary to address the behavior.

B. Title IX Compliance

Where applicable, any actions under this policy shall be consistent with Wartburg

Theological Seminary's obligations under the Policy on Sexual Harassment Prohibited by

Title IX.

VIII. INSTITUTIONAL DISCLOSURES OF INFORMATION

A. Request from the Public

All requests from the media, the campus community at large, or the general public for information concerning an alleged incident of sexual abuse should be directed to Vice President for Leadership Formation Kellie Lisi, who is also Wartburg Seminary's Title IX Coordinator. It is critical to protect the privacy of those involved, particularly minors.

Failure to comply with this requirement may be subject to possible sanctions including, but not limited to, expulsion, suspension, removal from campus, cancellation of contract, and/or termination.

B. Public Notification of Incidents

As required by law, Wartburg Theological Seminary collects and annually reports statistical information concerning sexual abuse occurring within its jurisdiction. To promote public safety, Wartburg Theological Seminary also alerts the campus community to incidents and trends of immediate concern.

IX. EDUCATION AND PREVENTION EFFORTS

A. Title IX Coordinator

Wartburg Theological Seminary's designated Title IX Coordinator is:

Vice President for Leadership Formation, Kellie Lisi 563-589-0274 klisi@wartburgseminary.edu

Information concerning sexual abuse prohibited by this policy can be reported to the Title IX Coordinator or to President Kristin Largen, 563-589-0200, klargen@wartburgseminary.edu

Questions about Title IX may be referred to the Title IX Coordinator or to the assistant secretary for civil rights:

Civil Rights Commission Grimes State Office Building 400 E 14th St

Des Moines, IA 50319-1004

515-281-4121 or 800-457-4416 https://icrc.iowa.gov/

B. Educational Programs

Wartburg Theological Seminary provides resources for education about and prevention of sexual abuse. Members of Wartburg Theological Seminary's community are urged to take advantage of the following on-campus prevention and educational resources:

Title IX and Sexual Violence Prevention And

Sexual Violence Prevention for Graduate Students both products of Vector Solutions.

C. Background Checks

Wartburg Theological Seminary performs pre-employment background checks on all new employees as a condition of employment.

Wartburg Theological Seminary performs background checks on adjunct faculty and part-time employees whose work involves contact with students, minors, or other Protected Persons as soon as possible after they have been appointed and prior to any contact with students or Protected Persons.

Background checks are not required on current employees except for those employees changing positions. For current employees changing positions, including those filling interim positions, a background check is only required when the new position increases the impact of the perceptible risk factor (contact with Protected Persons). If an employee experiences a position change within the same or greater perceptible risk factor, a new background check needs to be conducted if it has been five or more years since their last background check.

Wartburg Theological Seminary performs background checks on all students prior to acceptance.

D. Training

Sexual abuse often takes place when there is a power imbalance. A sound sexual abuse prevention training program prioritizes awareness directly tied to prevention of the sexual abuse of minors and adult students, along with strategies for a proactive response once a warning sign emerges. Training will also include required internal reporting and mandated reporting under state law (for sexual abuse of minors.)

Sexual abuse prevention training, including training related to the reporting requirements described in this policy, is required for members of the Wartburg Theological Seminary campus community according to the following schedule:

Title IX Coordinators and campus safety personnel/law enforcement, within 30 days of hire;

New faculty and staff, within six months of hire;

All faculty and staff who come in contact with Protected Persons, biennially;

All faculty and staff who do not come in contact with protected persons, biennially; Administrative staff or faculty members who are considered state mandated reporters for sexual abuse of minors, must take the Iowa Department of Human Services 2-hour Mandatory Reporter training and the 1-hour recertification training within 3 years of the initial training and every 3 years thereafter in order to remain in compliance with the law. Members of Wartburg Theological Seminary's Board of Directors, within six months of joining Wartburg Theological Seminary's Board of Directors.

Volunteers who come in contact with Protected Persons, biennially; and Independent contractor who come in contact with Protected Persons, biennially.

X. OTHER DEFINITIONS

A. Background Checks

This policy defines background checks as including, but not limited to, the following:

- A search for sex-related offenses in an individual's counties of residence for the past seven years;
- A search of the state registry of sex offenders; and

- A database search for criminal activity in the individual's states of residence for the past seven years.
- Key Students
- This policy defines Key Students as those students in practicum involving Protected Persons or the medical field, student teachers, resident assistants, and employed students working with Protected Persons.

B. Camp Counselors and Program Leaders

This policy defines Camp Counselors and Program Leaders as those students, faculty, staff, and volunteers who in the course and scope of their employment or service to Wartburg Theological Seminary conduct activities at or on behalf of Wartburg Theological Seminary and come in contact with Protected Persons.

C. Minors

This policy defines minors are those individuals who have not yet reached the age of majority (not yet 18) and are participating in any programs or activities of Wartburg Theological Seminary.

D. Protected Persons

This policy defines Protected Persons to include minors, students, and vulnerable individuals regardless of age. Vulnerable individuals include those who are mentally incapacitated, whether temporarily or permanently, for any cause, including, but not limited to, intoxication, drugs, or mental incapacity.

Appendix E - Law Enforcement Procedures

Full Procedures

1. **Purpose**
   To establish clear procedures for responding to law enforcement presence on campus in a manner that ensures legal compliance while maintaining protection of individual rights and integrity of the institution. This policy aligns with Wartburg's mission and commitment to providing a safe, secure environment.

2. **Scope**
   This procedure applies to all students, faculty, staff, and visitors to Wartburg Theological Seminary and provides guidelines for law enforcement interactions (both scheduled and unscheduled) on seminary property.

3. **Procedure Overview**
   Wartburg Theological Seminary respects the role of law enforcement in maintaining public safety while also upholding the rights, privacy, and care of its community. The seminary will cooperate with law enforcement officials in a manner consistent with institutional policies, applicable legal requirements, and the well-being of students, faculty, and staff.

   Except in life-threatening emergency situations, such as medical emergencies, fire, active shooter, or other active threats to life or safety, law enforcement officials must check in at the DVF reception desk upon arrival. If no one is available at that location, a sign will direct officials to the President's Office Suite. Access to nonpublic areas of campus (e.g., residential spaces, offices, classrooms) requires a valid search warrant, arrest warrant, or consent of the President or another Cabinet member. Public areas (e.g. parking lots, streets surrounding campus, lobbies, courtyards) are generally accessible without a warrant. However, students, faculty, and staff are reminded that in these public areas, Fourth Amendment protections against unlawful search and seizure still apply.

   Access to nonpublic spaces or the disclosure of any personal information should not be granted without first contacting the designated campus authority or the Office of the President. Please see Attachment A for a list of designated campus authorities. See Attachment B for a list of public/private spaces. In all non-emergency situations, guidance should be obtained before taking any action to ensure compliance with institutional policies and to protect the rights and safety of community members. As a reminder, faculty and staff maintain authority over access to their personal spaces and are encouraged to involve a trusted colleague or administrator for support when appropriate.

4. **Law Enforcement Interactions: Guidelines and Protocols**
   Wartburg Theological Seminary is committed to protecting the rights and privacy of its students, faculty, and staff while cooperating appropriately with law enforcement. The following procedures apply to non-emergency interactions with law enforcement officials on campus:

General Guidelines

Law enforcement officials must check in at the designated location upon arrival, unless responding to an immediate emergency. The designated location is the Administrative

Assistant's desk in Fritschel Hall, where the Administrative Assistant to the Department of Vocation and Formation will be the first contact. The Executive Assistant to the President will be the second contact.

Seminary personnel who become aware of law enforcement activity on campus must promptly notify the President's Office or other on-site cabinet member, who will also contact Caren Sellers, a designated campus safety authority. If none of these individuals are immediately available, employees should refer to the list of campus safety authorities in Attachment A to ensure that at least one other seminary employee is present during any interaction. Having at least two people involved helps ensure accurate observation, shared understanding of the situation, and consistent follow-up. When appropriate, administration will notify the institution's legal counsel, who may be present along with a designated seminary representative, during interactions with law enforcement.

Students and employees will not share personal information, allow access to nonpublic areas, sign or accept legal documents (such as warrants or subpoenas), or permit interviews without prior consultation with legal counsel. Suggested responses for an employee in this situation can include,

"I need to get someone from administration to come over here if you don't mind waiting a moment."
"I'm not able to authorize any of this, a member from administration will need to assist you."

Requests for Information or Records

No personal information will be shared outside of legitimate emergency situations. All requests for student or employee information, including but not limited to visa status, employment records, enrollment status, contact details, or disciplinary history, must be referred to the appropriate office for legal review and FERPA compliance:

- All student records: Office of the Registrar
    - F-1 International student records: Director for Financial Aid and Reporting (Wartburg's Primary Designated School Official-PDSO), Director of Community Life and Candidacy (Wartburg's Designated School Official-DSO)
- All employee records: Office of Human Resources

No student or employee information may be shared without proper authorization, a valid, legal subpoena or warrant, or in cases of imminent danger. Legal counsel must review all related documents before any information is released. Legal warrants are issued and signed by a judge. A legal warrant will include the individual's name, address, the date, place to be searched, and the name of the agency conducting the search or arrest.

Investigations and Interviews on Campus

Requests from law enforcement to interview a student, faculty member, or staff member must be coordinated

through the President or other Cabinet member. Legal counsel should be consulted immediately upon receiving such a request.

Individuals have the right to decline an interview, request personal legal representation, or ask that a staff member or administrative representative be present. Any interviews that do occur should take place in a private, neutral location to maintain confidentiality and reduce disruption to campus operations.

Search and Arrest Procedures

Law enforcement officials must present a valid, legal search or arrest warrant or court order before conducting a search of seminary property, including offices, residence halls, and other nonpublic areas. A search may also proceed with the consent of the President or other Cabinet member, the individual whose person or property is being searched, or in the case of exigent circumstances (i.e., situations involving imminent danger or risk of evidence destruction).

If an arrest is to occur on campus, the President or another Cabinet member must be notified as soon as possible. If neither is immediately available, the next available campus safety authority (see Attachment A) should be contacted. Every effort should be made to ensure senior leadership is informed promptly to support community safety, communication, and proper documentation.

Emergency Situations

In emergency situations requiring immediate law enforcement response (such as active threats, medical emergencies, or violent incidents), officers may bypass normal check-in and access procedures in order to respond quickly and effectively. Raids or visits by agencies such as ICE may be presented as emergency situations, but do not qualify unless they meet the demonstrable criteria listed above. In a legitimate emergency situation, campus personnel should cooperate fully, provide any necessary assistance to protect the seminary community, and notify the President and/or Cabinet as soon as it is safe and practical to do so.

Following such an incident, a debriefing with seminary leadership (and first responders if appropriate) should take place to review the response, document key details, and address any concerns or areas for improvement.

Documentation, Communication, and Community Support

All incidents involving law enforcement on campus must be documented in an internal report completed by the Director of Financial Aid and Reporting. Depending on the nature of the incident, the Director of Community Life and Candidacy, or other designated official, may provide communication to the student community. This includes situations involving employees, students, or student-employee interactions. A communication plan will be implemented as needed to provide accurate and timely information to the community while upholding confidentiality, legal obligations, and institutional integrity.

Following any law enforcement interaction that significantly impacts the seminary community, pastoral care and support services will be made available to affected individuals. The seminary is committed to the emotional, spiritual, and psychological well-being of all members of its community.

While employees, faculty, and students are instructed to promptly contact the President or another Cabinet

member when law enforcement activity occurs, they are also encouraged to pay close attention, observe respectfully, and document the actions of law enforcement officials when appropriate. Video recordings of any interactions are encouraged, and witnesses may make reports via email or use Wartburg's Incident Reporting Form. Multiple perspectives help ensure accountability, accuracy, and clarity in the seminary's response and follow-up efforts.

1. **Training and Awareness**

   All faculty, staff, and students will receive periodic training on their rights and responsibilities when interacting with law enforcement. Training will be designed to promote awareness, ensure a consistent institutional response, and protect the rights and safety of all community members, with content tailored to the specific roles of Cabinet members, faculty/staff, and students. Designated representatives will receive specialized training in handling law enforcement requests and ensuring compliance with seminary policies and applicable laws.

2. **Review and Compliance**

   These procedures will be reviewed annually by Cabinet and updated as necessary to maintain alignment with legal standards and institutional policies. Noncompliance with these procedures may result in administrative action in accordance with Wartburg Theological Seminary's employee or student conduct policies.

ATTACHMENT A: DESIGNATED CAMPUS AUTHORITIES

1. President's Office
2. Cabinet members on-campus
3. Campus Safety Authority
4. Campus Maintenance

ATTACHMENT B: PUBLIC/PRIVATE SPACES

Definitions

- **Public Spaces –** Areas that are open and accessible to the public during designated times, such as chapel services and community events.
- **Private Spaces –** Areas that are restricted to authorized individuals, including currently registered students and currently employed faculty and staff. Entry into these areas requires explicit permission and, in certain cases, legal authorization.

Public Spaces

The following areas are designated as public spaces during daily chapel and community events that are specifically advertised to the public. *While these areas are open to the public during worship and community events, the President's Office reserves the right to manage access as needed for safety, security, and the well-being of the community.*

- Loehe Chapel
- Narthex/Lobby
- Refectory
- Weiblen
- Restrooms by the kitchen
- Seminary grounds and parking lots
- Fritschel foyer

Private Spaces

The following areas are designated as private spaces at all times, requiring prior authorization or an invitation for entry. In some cases, access may also require a background check:

- Fritschel building, beyond the foyer
- Tower building
- Mendota
- Afton
- Residence Hall
- Campus housing
- Weiblen, Refectory, and Chapel when public events are not in session
- All other spaces not specifically named as public

Appendix F - Wartburg Associated Students

The Constitution of the Wartburg Associated Students (WAS)

PREAMBLE

We the students of Wartburg Theological Seminary (WTS), as people preparing for ministry in God's Church, acknowledge and accept the invitation and expectations of the faculty and the board of directors to exercise our voice in matters of student concern, and to help shape the environment in which degree students, faculty, and other groups work together in the interest of Wartburg Theological Seminary and the Church. To these ends, therefore, we establish this constitution.

ARTICLE I: NAME

The name of this organization shall be the Wartburg Associated Students (WAS).

ARTICLE II: MEMBERSHIP

All degree seeking students enrolled full-time (enrolled in 9 or more credit hours each semester) through Wartburg Theological Seminary shall be members of the Wartburg Associated Students. Furthermore, all part-time, degree seeking students, and international students, and theological education for emerging ministries (TEEM) students shall be members of the Wartburg Associated Students.

ARTICLE III: MISSION STATEMENT AND PURPOSE

The Mission Statement of WAS shall be:

"*Wartburg Associated Students seek to foster communication and provide support for students and families in our life together.*"
The purposes of WAS shall be:

A. to function as the official voice for all degree seeking students, (M.Div.,MA, and MADM), international students, and TEEM students;
B. to provide a forum for expression of student concerns;
C. to facilitate communication between students and faculty, administration, staff, and other groups at WTS;
D. to encourage the academic involvement and social interaction of students and other groups.

ARTICLE IV: EXECUTIVE OFFICERS

Section 1 - President or Co-Presidents
The president or co-presidents shall:

A. be a full-time, final year, residential student(s) in good academic standing, enrolled at WTS for the full academic year of service;
B. be the WAS Chief Executive Officer(s);

C. call and preside at all WAS and WAS Council meetings;

D. represent WAS at faculty and board of directors' meetings and at official WTS functions.

In the case of co-presidents, both may attend faculty and board of directors' meetings;

E. sit ex-officio on WAS committees and on faculty committees. In the case of co-presidents, only one will attend faculty committee meetings unless otherwise requested;

F. vote on actions before the WAS Council only in the case of a tie. In the case of co-presidents, they will only cast one vote. If they cannot agree on how to vote, the tie will remain and the motion will be defeated; if one co-president is absent in the case of a tie, the absent co-president may give written consent to give the full vote to the co-president present;

G. in the case of co-presidents, if one of the co-presidents leaves or is removed from office, the vice-president, or a co-vice-president, move to the vacant co-president position, (see Section 2d).

Section 2 - Vice-President or Co-Vice-Presidents
The vice-president or co-vice-presidents shall:

A. be a full-time, final year, student(s) in good academic standing, enrolled at WTS for the full academic year of service;

B. be a voting member of the WAS Council, and in attendance at all meetings unless excused by the Office of the WAS president;

o in the case of co-vice-presidents, cast only one vote reflecting the unanimous will of the co-vice-presidents; if both individuals cannot agree on a single unanimous vote, the co-vice-presidents shall abstain; if one co-vice-president is absent, the absent co-vice-president may give written consent to give the full vote to the co-vice-president present;

C. not hold another voting position on the WAS Council;

D. assume the duties of the president or co-president(s) in his/her/their absence or removal from office, or at his/her/their request (see Article IV, Section 1);

- o in the event of two, residential co-vice-presidents, the WAS Council shall vote between the co-vice-presidents to fill the vacated presidential office using the method of blind vote, while dismissing the co-vice-presidents during the vote;
- o in the event of co-vice-presidents where one student is residential and the other is non-residential, the residential student shall assume the duties of the president;
- o in the case of a non-residential vice-president or co-vice-presidents, the WAS Council shall conduct a special WAS election as soon as possible;

E. provide oversight to the WAS Treasurer;

F. perform the duties of parliamentarian at WAS Council meetings, to advise and rule on procedure, and other duties as requested by the Office of the WAS President.

Section 3 - Secretary
The secretary shall:

A. be a full-time, continuing year student in good academic standing, enrolled at WTS for the full academic year of service;

B. be a voting member of the WAS Council, and in attendance at all meetings unless excused by the Office of the WAS President;

C. not hold another voting position on the WAS Council;

D. record and distribute the minutes of all WAS and WAS Council meetings;

E. have charge of all WAS correspondence and records;

F. post all official WAS announcements;

G. shall record and distribute minutes of all WAS Council meetings to the Offices of the WAS President-elect, Vice-President-elect, and Secretary-elect for the next academic year;

H. perform other duties as requested by the Office of the WAS President.

Section 4 - Treasurer
The treasurer shall:

A. be a full-time, residential, continuing year student in good academic standing, enrolled at WTS for the full academic year of service;

B. be a voting member of the WAS Council, and in attendance at all meetings unless excused by the Office of the WAS President;

C. not hold another voting position on the WAS Council;

D. have charge of all WAS financial records;

E. administer the WAS budget and other WAS funds;

F. prepare, prior to the end of the Spring semester, a proposed and balanced budget for the next academic year;

G. receive oversight from the office of the vice-president;

H. perform other duties as requested by the Office of the WAS President.

ARTICLE V: CLASS OFFICERS
Section 1 - Class President(s) or Co-President(s)
The following classes shall be represented by presidents:

- First year, degree seeking students (MDiv, MADM, and MA students)
- Continuing year, degree seeking students (MDiv, MADM, and MA students)
- Final year, degree seeking students (MDiv, MADM, and MA students) The class presidents shall:

A. be full-time students in good academic standing, enrolled at WTS for the full academic year of service;

B. be voting members of the WAS Council;

C. not hold another voting position on the WAS Council;

D. call and preside at class meetings as required;

E. represent the perspectives and concerns of their classes at WAS Council meetings;

F. in the case of co-presidents, together they cast only one vote. If the class vice president is absent, both co-presidents shall vote; if one co-president is absent, the absent co-president may give written consent to give the full vote to the co-president present.

Section 2 - Class Vice-President(s) or Co-Vice- President(s)
The following classes shall be represented by vice presidents

- First year, degree seeking students (MDiv, MADM, and MA students)
- Continuing year, degree seeking students (MDiv, MADM, and MA students)
- Final year, degree seeking students (MDiv, MADM, and MA students) The class vice-presidents shall:

A. be full-time students in good academic standing, enrolled at WTS for the full academic year of service;

B. be voting members of the WAS Council;

C. not hold another voting position on the WAS Council;

D. assume the duties of their class president in the event that the class president is unable to perform those duties;

E. assist their class president in conducting the business of the classes;

F. represent the perspectives and concerns of their classes at WAS council meetings.

G. in the case of co-vice-presidents, together they cast only one vote; if one co-vice-president is absent, the absent co-vice-president may give written consent to give the full vote to the co-vice-president present.

Section 3 - International Student Representative
The international student representative shall:

A. be enrolled at WTS through the international student program;

B. not hold another voting position on the WAS Council;

C. represent and present the international student perspectives and concerns at WTS, acting as a liaison between the international student group and WAS Council;

D. be a voting member of the WAS Council;

E. conduct meetings of International Students.

In the event that there are three or fewer total international students in the student body, the international students may, at the discretion of the WAS Executive Board in consultation with the international students, be incorporated into the class into which they would otherwise fall for purposes of representation in WAS.

Section 4 – Master of Arts (MA/MADM) Student Representative
The MA/MADM student representative shall:

A. be a student in good academic standing, and a member of WAS as defined in Article II, enrolled at WTS in an MA program [One-year MA, Two-year MA, MADM] for the full academic year of service;

B. not hold another voting position on the WAS Council;

C. represent and present the MA/MADM perspectives and concerns at WTS, acting as a liaison between the MA student group and WAS Council;

D. be a voting member of the WAS Council;

E. conduct meetings of MA/MADM Students.

Section 5- Theological Education for Emerging Ministries (TEEM) Representative
The TEEM student representative shall:

A. be a student in good academic standing, a member of WAS as defined in Article II, and be enrolled in the TEEM program for the full academic year of service;

B. Represent and present TEEM perspectives and concerns at WTS, acting as a liaison between the TEEM student group and WAS council;

C. Be a voting member of the WAS council;

D. Conduct meetings of TEEM students.

ARTICLE VI: MEETINGS

Section 1 – WAS

A. The WAS shall meet to discuss issues and concerns as deemed necessary or appropriate by the WAS President(s) and/or the WAS Council;

B. The WAS Council shall meet to discuss issues and concerns as deemed necessary or appropriate by the WAS President(s) and/or 25% of the WAS Council.

C. The WAS Executive Board shall meet to discuss issues and concerns as deemed necessary or appropriate by the WAS President(s).

Section 2 - The Classes
Degree seeking students (first years, continuing, and final years), international students, MA/MADM students, and TEEM students, shall meet to discuss issues and concerns, and to conduct their business, as deemed necessary or appropriate by their class representatives and/or the WAS Council.

ARTICLE VII: COUNCIL

Section 1 - Membership

A. the WAS Council shall consist of the WAS President or Co- Presidents, Vice President or Co-Vice-Presidents, Secretary, Treasurer, and the class representatives, the International Student representative, the MA/MADM Representative, TEEM Representative, and the chairs of the WAS Standing committees

B. voting members of the council shall include the Office of the WAS Vice President, Secretary, Treasurer, class representatives, International Student representative, the MA/MADM representative, and the TEEM Representative;

C. the Vice president for admissions and student services shall be an ex officio advisory member.

Section 2 – Powers and Responsibilities
The WAS Council shall:

A. discuss and disseminate information about proposed faculty and administrative actions;

B. be empowered to state the WAS position on pertinent issues;

C. approve and oversee the WAS budget;

D. appoint WAS Standing Committee chairpersons;

E. establish other WAS committees and task forces as necessary;

F. be empowered to propose amendments to this constitution or the bylaws per articles VIII and IX of this constitution;

G. be the final interpreter of this Constitution and By-Laws;

H. meet regularly to conduct the business of WAS.

Section 3 - Procedures

A. the WAS Council shall conduct its business according to the current edition of Robert's Rules of Order, Revised, and by other rules deemed necessary;

B. a quorum of the WAS Council shall consist of 2/3 of the voting members;

C. the WAS Council shall inform WAS about matters under its consideration;

D. all WAS Council business meetings shall be open to members of WAS. The WAS Council may meet in closed session for the purpose of discussion only;

E. all members of WAS shall have the right to speak on any item of business and to bring matters of concern before the WAS Council in an orderly manner.

ARTICLE VIII: INITIATIVE, REFERENDUM, RECALL

Section 1 - Initiative

Upon petition of 10% of WAS, a general meeting of WAS shall be called as soon as possible for the purpose of considering the issue(s) specified in the petition.

Section 2 - Referendum

Upon petition of 10% of WAS, actions of the WAS Council shall be submitted to an election of WAS as soon as possible for final approval or disapproval. A simple majority (51%) of those voting shall decide.

Section 3 - Recall

Upon petition of 25% of the constituency of any officer, a recall election within that constituency shall be held as soon as possible. A simple majority (51%) of that constituency in favor of recall shall remove the officer immediately.

ARTICLE VIII: AMENDMENTS

Section 1 – Proposal

Amendments to this Constitution may be proposed by a simple majority (51%) of the voting members of the WAS Council, or by petition of 10% of WAS.

Section 2 – Adoption

Proposed amendments shall be submitted to WAS in an amendment election as soon as possible. Amendments approved by a simple majority of WAS, and approved by the Board of Directors of Wartburg Theological

Seminary, shall go into effect immediately.

ARTICLE IX: BYLAWS

Section 1 – Proposal
WAS may amend the Bylaws. No bylaw may conflict with this constitution. Bylaws may be proposed by a simple majority (51%) of all the voting members of the WAS Council, or by petition of 10% of WAS.

Section 2 – Adoption

A. Amendments to the Bylaws proposed by a simple majority of the voting members of the WAS Council shall be subject to a council amendment election. Proposed amendments to the Bylaws approved by a 2/3 majority of all the voting members of the WAS Council, and approved by the Board of Directors of Wartburg Theological Seminary, shall go into effect immediately.

B. Amendments to the Bylaws proposed by a petition of 10% of WAS shall be submitted to WAS in an amendment election as soon as possible. Amendments to the Bylaws approved

by a simple majority (51%) of WAS, and approved by the Board of Directors of Wartburg Theological Seminary, shall go into effect immediately.

ARTICLE X: CONTINUING RESOLUTIONS

The WAS Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this body. Continuing resolutions shall be enacted or amended by a simple majority (51%) vote of all voting members of the WAS Council or a majority vote of WAS.

ARTICLE XI: RATIFICATION

This constitution shall be ratified upon approval by a simple majority (51%) of the students voting, and approval by the Board of Directors of Wartburg Theological Seminary

Ratified March 1980	Revised April 1995	Revised May 2011
Revised November 1983	Revised May 1997	Revised May 2013
Revised April 1986	Revised May 1998	Revised June 2016
Revised May 1988	Revised May 2000	Revised June 2018
Revised April 1989	Revised May 2003	Revised June 2019
Revised December 1990	Revised May 2005	Revised July 2019
Revised April 1990	Revised May 2007	Revised June 2020
Revised May 2022		

The Bylaws of the Wartburg Associated Students (WAS)

ARTICLE I: ELECTIONS AND APPOINTMENTS

Section 1 - WAS President or Co-Presidents, Vice-President, Secretary, Treasurer

A. The WAS President or Co-Presidents, Vice-President or Co-Vice-Presidents, Secretary, and Treasurer shall be elected during the spring semester. The Offices of WAS President and Vice-President shall be elected to serve two years hence. The WAS Secretary and Treasurer shall be

elected to serve in the next academic year.

B. Election shall be by electronic ballot and by a simple majority of those voting.

C. Provision shall be made for the electronic casting of ballots by WTS interns, WTS students completing off-campus fieldwork, non-residential students, and other WAS members absent from the WTS campus at the time of election.

D. If no nominee for a given office receives a clear majority, a run-off election between the two who received the most votes shall be held within two weeks.

E. The WAS Vice-President shall announce the election date and nomination procedures at least three weeks prior to the election. Nominations shall be open at that time.

F. Nominations shall be by petition of 10% of the WAS membership. This petition shall be by hardcopy or electronic copy. Students may sign more than one petition for a given office.

G. Nominations shall close two weeks prior to the election. Petitions shall be presented to the WAS vice-president by that time.

H. The WAS vice-president shall certify the nominees as being eligible for election as stipulated in the WAS Constitution, Article IV, Sections 1-4.

I. The WAS vice-president shall post an official ballot at least two days prior to the election.

J. The Offices of WAS President and Vice-President shall administer the elections and count the ballots.

Section 2 - Class Officers and Committee Representatives

A. Class elections shall be conducted by the WAS President or Co-Presidents and Vice-President or Co-Vice Presidents within the first two full weeks of the fall semester.

B. Elections shall be for class president(s) and vice-president(s), international student representative, MA representative, and appointed for faculty and WAS Standing Committee volunteer representatives.

C. Nominations shall be from the floor.

D. Election shall be by show of hands and by a simple majority.

E. If no nominee for a given office receives a clear majority, a run-off election between the two who received the most votes shall be held.

Section 3 - Standing Committee Chairpersons

A. The Standing Committee Chairpersons:

- of SAC shall be full-time, continuing, residential students in good academic standing, enrolled at WTS for the full academic year of service;
- of STF shall be full-time, continuing, residential students in good academic standing, enrolled at WTS for the full academic year of service;
- of GAC shall be full-time, continuing students in good academic standing, enrolled at WTS for the full academic year of service;
- of FWS shall be spouses of a ~~residential~~ students in good academic standing, enrolled at

WTS for the full academic year of service.

B. The Standing Committee Chairpersons shall be appointed by the WAS Council during the Spring semester prior to their academic year of service. Persons seeking such appointment shall make written application to the WAS Council at a time announced by the Office of the President. All applicants will be interviewed by a committee from the WAS Council.

ARTICLE II: VACANCIES

Section 1 - WAS Council

A. A vacancy occurring in a WAS office of Vice-President, Secretary, or Treasurer at the beginning of the academic year shall be filled by the appointment of WAS Council.

B. A vacancy occurring in a WAS office of Vice-President, Secretary, or Treasurer, shall be filled by appointment of one who fulfills the specifications of the office as found in the WAS Constitution (Article IV, Sections 2-4)

C. Any other vacancy (class representative [MDiv, MA] or International Student representative or) occurring on the WAS Council shall be filled by a special election in the appropriate constituency.

Section 2 - Faculty and WAS Standing Committees

A. A vacancy occurring among class representatives shall be filled by a special appointment or election.

B. If for any reason a Standing Committee chair is vacated, the WAS Council shall appoint a chairperson. The only exception is in FWS, who will follow their own procedure to fill a vacancy.

ARTICLE III: WAS STANDING COMMITTEES

The WAS Standing Committees shall be Global Advocacy, Social Activities, Fellowship of Wartburg Spouses, and Sustainability Task Force.

Section 1 - Global Advocacy Committee

The Global Advocacy Committee shall:

A. consist of the chairperson(s), one or two representatives from each class, and may include representatives from the Fellowship of Wartburg Spouses and the faculty;

B. assist WAS in the struggle to name structures and forces that affect human life, justice, and dignity, so that the members of the WTS community may participate more sensitively in the interconnected global community;

o nurture spontaneous concerns of the community by advising, resourcing, and coordinating persons and groups with special concerns;

o encourage and facilitate theological reflection and integration of this struggle into our personal lives and ministries;

C. administer the funds budgeted for its activities by the WAS Council;

D. submit to the WAS Treasurer, prior to the end of the Spring semester, a proposed budget for the next academic year;

E. be directly responsible to the WAS Council and report through its chairperson at all Council

meetings;

F. appoint a student representative from the committee to serve as a liaison between this committee and the Globalization committee.

Section 2 - Social Activities Committee
The Social Activities Committee shall:

A. consist of the chairperson(s), one or two representatives from each class, and may include representatives from the Fellowship of Wartburg Spouses and the faculty;

B. schedule and organize social events for WAS;

C. appoint task forces as necessary for the planning and carrying out of such social events;

D. administer the funds budgeted for its activities by the WAS Council;

E. submit to the WAS Treasurer, prior to the end of the Spring semester, a proposed budget for the next academic year;

F. be directly responsible to the WAS Council, and report through its chairperson at all Council meetings.

Section 3 - Sustainability Task Force
The Sustainability Task Force shall:

A. consist of the chairperson(s) who acts as the youth room coordinator, one or two representatives from each class, and may include representatives from the Fellowship of Wartburg Spouses, the faculty, and up to two youth representatives;

B. provide education, consultation, and activities related to the mission of fostering sustainable living practices for the Wartburg community and its ministry; provide a setting for students to gain experience implementing sustainable practices in support of a healthy lifestyle and the care of creation

- encourage the theological reflection on our connection to Creation
- foster a holistic view of sustainable living throughout the WTS community
- consult different groups and persons of the community in implementing sustainable practices

C. administer the funds budgeted for its activities by the WAS Council;

D. submit to the WAS Treasurer, prior to the end of the Spring semester, a proposed budget for the next academic year;

E. be directly responsible to the WAS Council and report through its chairperson at all Council meetings.

Section 4 – Fellowship of Wartburg Spouses
The Fellowship of Wartburg Spouses shall:

A. consist of a chairperson(s) who is the spouse of a full-time student enrolled at WTS and the other spouses of WTS as members;

B. conduct meetings of the Fellowship of Wartburg Spouses and establish its own rhythm of activities;

C. represent perspectives and concerns of students' spouses, acting as a liaison between the Fellowship of Wartburg Spouses and the WAS Council;

D. administer the funds budgeted for its activities by the WAS Council;

E. submit to the WAS Treasurer, prior to the end of the Spring semester, a proposed budget for the next academic year;

F. be directly responsible to the WAS Council and report through its chairperson or authorized designee at all Council meetings; the authorized designee shall be chosen by the FWS chair at the beginning of the fall semester, and shall submit the name of the designee in writing to the WAS President(s).

Section 5 – Funding

A. Funding for WAS Standing Committees shall be allocated by the WAS Council from activity fees and from WTS funds;

B. All WAS Standing Committees' funds shall be handled by the WAS Treasurer.

ARTICLE IV: FACULTY COMMITTEE REPRESENTATIVES

Section 1 – Class Representatives

Class representatives on faculty committees shall report to their class officers on issues and concerns pertinent to the class. The Final Year representative to the Educational and Curricular Policies Committee, the international representative to the Globalization Committee, and the MA representative to the Community Life Committee shall be responsible for reporting committee actions and considerations directly to the WAS Council. Representation to the faculty committees shall be as outlined in Article IV, Section 2. If the described representation cannot be fulfilled by class election, WAS Council may appoint students at large to fill the vacancies.

Section 2 – Community, Curricular, and Educational Policies Committees

A. Educational and Curricular Policies Committee student representatives consist of one representative from each class.

B. Globalization Committee student representatives consist of one representative from each class.

C. Community Life Committee student representatives consist of one representative from each class, and may include a representative from the Fellowship of Wartburg Spouses.

ARTICLE V: DUES AND ACTIVITIES FEES

All WAS members shall be assessed an activities fee equal to 1% of the current annual tuition. Adjustments shall be made as necessary and appropriate as determined by the WAS council.

ARTICLE VI: STIPENDS

Section 1 - WAS President or Co-Presidents

A. The WAS President shall receive from WAS funds a stipend of 1/2 the current tuition rate, and from WTS funds a stipend of 1/2 the current tuition rate. The WAS Co- Presidents shall each

receive from WAS funds a stipend of 1/4 the current tuition rate, and from WTS funds a stipend of 1/4 the current tuition rate.

- The WAS President/Co-President stipend shall be 1/2 of tuition, beginning in the 2015-2016 school year. The WAS president shall receive from WAS funds a stipend of 1/4 the current tuition rate, and from the WTS funds a stipend of 1/4 the current tuition rate. The WAS Co-Presidents shall each receive from WAS funds a stipend of 1/8 the current tuition rate, and from WTS funds a stipend of 1/8 the current tuition rate.

B. In the event that the WAS President leaves or is removed from office during the academic year:

- the student vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
- the successors shall receive a prorated stipend under the above terms.

Section 2 - Social Activities Chairperson(s)

A. The Social Activities Chairperson shall receive from WAS funds a stipend of 1/8 the current tuition rate, and from WTS funds a stipend of 1/8 the current tuition rate. In the event of Co-Chairpersons each shall receive from WAS funds a stipend of 1/16 of the current tuition rate, and from WTS funds a stipend of 1/16 the current tuition rate.

B. In the event that the chairperson leaves or is removed from office during the academic year:

- the student vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
- the successors shall receive a prorated stipend under the above terms.

Section 3 – Global Advocacy Chairperson(s)

A. The Global Advocacy Chairperson shall receive from WAS funds a stipend of 1/8 the current tuition rate, and from WTS funds a stipend of 1/8 the current tuition rate. In the event of Co-Chairpersons each shall receive from WAS funds a stipend of 1/16 of the current tuition rate, and from WTS funds a stipend of 1/16 the current tuition rate.

B. In the event that the chairperson leaves or is removed from office during the academic year:

- the student vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
- the successors shall receive a prorated stipend under the above terms.

Section 4 - Fellowship of Wartburg Spouses Chairperson(s)

A. The Fellowship of Wartburg Spouses chairperson shall receive from WAS funds a stipend of $400.00 per semester. In the event of Co-Chairpersons each shall receive from WAS funds a stipend of 1/16 of the current tuition rate, and from WTS funds a stipend of 1/16 the current tuition rate. The stipend is provided through the student account of the spouse.

B. In the event that the chairperson leaves or is removed from office during the academic year:

- the person vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
- the successors shall receive a prorated stipend under the above terms.

Section 5 - Sustainability Task Force Chairperson(s)

A. The Sustainability Task Force chairperson(s) shall receive from WAS funds a stipend of 1/8 the current tuition rate, and from WTS funds a stipend of 1/8 the current tuition rate. In the event of Co-Chairpersons each shall receive from WAS funds a stipend of 1/16 of the current tuition rate, and from WTS funds a stipend of 1/16 the current tuition rate.

B. In the event that the chairperson leaves or is removed from office during the academic year:

- the student vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
- the successors shall receive a prorated stipend under the above terms.

ARTICLE VIII: WAS ACCOUNT

Section 1 - Signatories

The WAS President or Co-Presidents and Treasurer shall serve as signatories on the WAS account. A minimum of two (2) signatories are required.

Section 2 - Expenditures

A. Any expenditure must be approved by the Standing Committee/Class/WAS President(s) responsible for the funds that are to be dispersed.

B. Any expenditures outside the approved budget must be approved by WAS Council.

C. No personal checks to Standing Committee members or WAS Council members will be issued without supporting receipts.

Section 3 – Disbursements

A. Primary signer of WAS Council checks shall be the office of the president with the Treasurer as secondary signer.

7.0 Appendix D - Style Guide for Revisions of the Student and Community Life Handbook For consistency in future editions and revisions of the Student and Community Life Handbook, the following style guidelines are suggested:

1. Margins: Top and Bottom at 1 inch. Left and Right at ¾ inch.

2. Table of Contents: After updates to section(s) have been completed, simply click the title 'Table of contents' with the mouse pointer and click the 'Update Table' button that appears. Select 'Update Entire Table' and click 'OK'.

3. Body: Main Heading (Style Name: Heading 1) are Sanchez Regular size 16, bold. Sub-headings (Style Name: Heading 2) are Open Sans, size 14, bold, Section headings (Style Name: Heading 3) are size 12, bold. The body of each section (Style Name: Normal) is Times New Roman, size 11, single-spaced. Source documentation is size 10, italicized.