



2023-2024

**Student & Community Life  
Handbook**  
**SCLH**

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*Wartburg Theological Seminary*

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## Preface

Welcome to Wartburg Theological Seminary!

This Student & Community Life Handbook is for all Wartburg students in all degree 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, 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 most recently approved 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 Administrative Cabinet by mid-May for Board approval in June.



## **1.0 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.

### **1.1 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. 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?

## **Embodying Wartburg Seminary's Mission Statement: Twelve Pastoral-Diaconal Practices**

**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.
  - a. Has ability to interpret texts and contexts with insight.
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.

## ***1.2 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 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.

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, 37<sup>th</sup> Flr, Chicago, IL 60604 or by email at [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

## **1.3 Seminary Communications**

### **1.3.1 Master Calendar**

A [master calendar](#) of seminary events is managed by the office of the president. The master calendar lists all events, meetings, and other important dates. The master calendar may be accessed in SharePoint through MyWTS. Any person or group wishing to schedule a meeting, social gathering, or event should first review the calendar to see if facilities are available. If so, add the meeting/event to the master calendar and it will be approved or denied based on other events, or lack thereof, on campus at that time. The [master calendar](#) is not to be confused with the [academic calendar](#) found on the [WTS website](#).

### **1.3.2 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](https://mywts.wartburgseminary.edu/ICS/Employee_Info/Name_Change_Requests.jnz)

### **1.3.3 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.

### **1.3.4 Department of Vocation and Formation Newsletter**

A weekly, or bi-weekly, newsletter from the Department of Vocation and Formation (DVF) will go out to all students, staff, and faculty. The purpose of this newsletter is to educate the Wartburg community on important information related to vocation and formation, including worship life, community life, contextual education, admissions, candidacy, upcoming events, job postings 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. Refer to the most recent edition of the DVF newsletter for up-to-date communications. Announcements for this newsletter can be sent to the Director of Community Life and Candidacy for consideration.

### **1.3.5 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.

### **1.3.6 Announcements**

Verbal community announcements are made at various times throughout the week, following chapel. It is WAS practice that the announcements are emailed to everyone via the weekly Rally Orange newsletter. Individuals or groups wishing to share a student-centered announcement should contact the WAS President or Secretary via email.

### **1.3.7 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. All students are encouraged to take advantage of the opportunity to practice their leadership skills in context, while it is recommended that students have successfully completed a Wartburg preaching course prior to taking pulpit supply opportunities.

### **1.3.8 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.

### **1.3.9 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 President's Office.
- 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.
- The Refectory bulletin board is approved for posting by WAS.

### **1.3.10 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 Ms. Barb Roling, Director for Financial Aid and Reporting, Wartburg Theological Seminary, 333 Wartburg Place, Dubuque, IA 52003 or e-mail her at [broling@wartburgseminary.edu](mailto:broling@wartburgseminary.edu).

### **1.3.11 Annual Security Report and Annual Fire Safety Report**

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:

<https://www.wartburgseminary.edu/accreditation-consumer-information/> for the full pdf or see the director of financial aid and student services to request a paper copy.

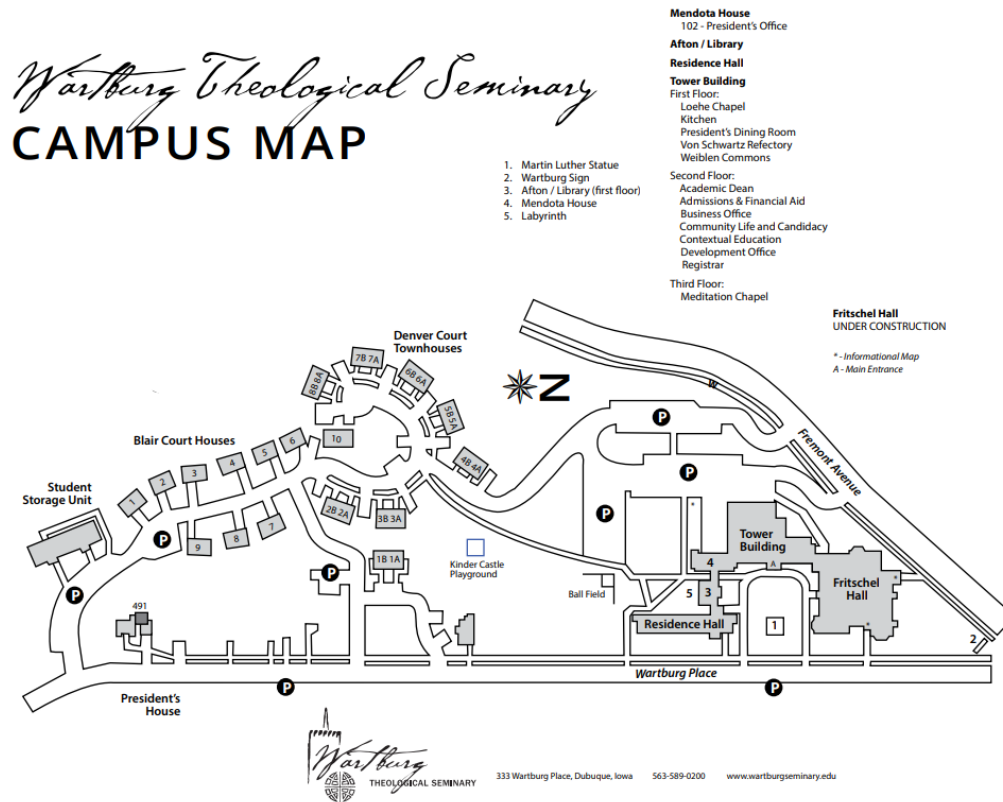
### **1.3.12 Snow and Severe Weather Policy**

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.

## ***1.4 Campus-wide Smoking Policy***

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.

## 1.5 Campus Map



## **2.0 Student and Community Life**

### **2.1 *Worship at Wartburg***

#### **2.1.1 Daily Chapel**

Every weekday morning the Wartburg community gathers for worship in Loehe Chapel to hear the Word of God and to pray. Following the pattern of the daily lectionary in Evangelical Lutheran Worship, 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 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.

#### **2.1.2 Weekly Presider**

For each chapel week, a member of the faculty or staff serves as the “weekly presider.” The weekly presider works with chapel staff members to provide leadership and guidance to students who serve on the chapel planning group for a given week as they prepare the services for that week. Weekly presiders normally preach on Thursday at the beginning of the chapel week and at Holy Communion on the Wednesday that concludes the week.

#### **2.1.3 Student Participation**

Students participate in Chapel by their regular attendance. Residential and Distributed learning students also participate by serving in a chapel planning group at least once per year. DL students whose work schedules make their participation difficult should talk with the Dean of the Chapel.

Guided by the weekly presider, 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 leadership 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, the chapel choir is open to all on-campus members of the Wartburg community. The choir rehearses weekly and often sings at the Eucharist and at special services.

Members of the graduating class preparing for rostered ministry are invited to preach on Mondays during the year. These homilies are important 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.

#### **2.1.4 Other Worship Opportunities**

The Dubuque faith community also 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 prayer life of the seminary community. Students are encouraged to worship in their home congregations, internship, and ministry sites as well.

It is particularly appropriate to look for pastoral care by the pastor of the local congregation with which you worship. Visit [www.elca.org](http://www.elca.org) to search for ELCA congregations.

### **2.2 Wartburg 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.

Our Spiritual Practices course, which involves nearly the entire Wartburg Seminary 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."*

### Individual 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

It is ironic that church professionals often struggle to maintain healthy spiritual lives. The work of preparing sermons or classes often means our Bible reading is task-oriented. Some leaders find that leading worship makes it difficult for them actually to worship. Lengthy lists of things to do can make attending to one's spiritual life feel like simply one more task to accomplish. Within the Wartburg Seminary community, we commit ourselves to help one another on this journey.

## **2.3 Pastoral Resources for Wartburg 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.

### **2.3.1 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.

With regard to 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 well-being, leadership development, or other needs
- Academic advisors are available for course-related conversations, academic planning, conversations around difficult topics, or other needs

### **2.3.2 Collaborative Support Team**

When wrap-around support is needed from a variety of faculty and/or staff members, the director of community life and candidacy will convene a Collaborative Support Team (CST) to address an individual's needs in partnership with key parties. The CST process will include the following:

- A pre-meeting with the director of community life and candidacy and the student to determine shared objectives, needs, and participants for the CST
- CST with full participation from key parties
- Follow-up with check-ins and deadlines, as established by the CST

## ***2.4 Support Groups at Wartburg***

### **2.4.1 Advisee Groups**

Students from each class and program are assigned to a faculty advisor. Meetings of the advisee groups may occur during the school year.

### **2.4.2 Fellowship of Wartburg Spouses**

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

### **2.4.3 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.

## ***2.5 Counseling and Spiritual Direction***

Wartburg Seminary provides a counseling and/or spiritual direction subsidy for degree seeking students. Students may find counseling services or spiritual direction important for in-depth personal matters and/or for working on issues that impact their candidacy and professional leadership in the church. 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)

In February 2021, the WTS community was asked to send in their recommendations for spiritual directors and counselors. This list is the result. **Please Note: Wartburg Seminary as an institution does not endorse, research, vet or recommend anyone.**

### **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.

### **Catholic Charities**

1229 Mt. Loretta Ave, Dubuque, IA  
563.588.0558  
[www.catholiccharitiesdubuque.com](http://www.catholiccharitiesdubuque.com)

### **Harbour Wellness & Counseling Center**

805 Century Dr, Ste 5  
Dubuque, IA  
563.556.4961

### **Body and Soul**

Dubuque, IA  
563.556.9642  
[bodyandsoul@relaxlivewell.com](mailto:bodyandsoul@relaxlivewell.com)

### **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](http://www.routleycenter.net)

**University of Dubuque Counseling and Life Services**

2nd Flr Peters Commons

2000 University Ave

Dubuque, IA 52001

563.589.3911

**Iowa Help Line – crisis support**

855.800.1239

[www.IowaHelpLine.org](http://www.IowaHelpLine.org)

**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](http://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.

**Diane Frambach**

[dframbach@mchsi.com](mailto:dframbach@mchsi.com)

563.663.5205

**Rev. Christine Engstrom**

[Revchristea@me.com](mailto:Revchristea@me.com)

507.263.2296

**Rev. Ginger Anderson Larson, ELCA**

563.495.2445

[gal1213@gmail.com](mailto:gal1213@gmail.com)

[ZOOM appointments](#)

**Rev. Rodney Bluml, ELCA**

319.389.6153

[Blumlwa@gmail.com](mailto:Blumlwa@gmail.com)

**Mary Therese Johnson, OP**

**Christa Cunningham, OP**

**Jean Tranel, OP**

608.748.4411

[communication@sinsinawa.org](mailto:communication@sinsinawa.org)

**Sr. Julia Wingert**

563.588.2008

[www.dubuquepresentations.org](http://www.dubuquepresentations.org)

**New Melleray Abbey**

563.588.2319

[www.newmelleray.org](http://www.newmelleray.org)

**Beth O'Brien**

608-698-3596

[www.contemplativepresence.org](http://www.contemplativepresence.org)

**Kathy Quinn**

515-608-2968

[KVJQ@hotmail.com](mailto:KVJQ@hotmail.com)

**Heidi Lender**

651.329.0962

[heidialender@gmail.com](mailto:heidialender@gmail.com)

**Rev. Brian Norsman**

651.276.1992

[briannorsman.com](http://briannorsman.com)

**Kristen Vincent**

<http://www.kristenevincent.com/spiritual-direction/>

**Rev. Margaret Yackel-Juleen**

[mryj2232@gmail.com](mailto:mryj2232@gmail.com)

## Support for Substance Abuse:

Wartburg Seminary also seeks to retain valuable students and employees and maintain productivity by identifying personal drug or alcohol problems at early stages and motivating individuals to seek help with these problems. The seminary suggests confidential, off-campus, Dubuque counseling services or encourages finding a program in your local community.

These organizations provide access to substance abuse evaluations and outpatient treatment programs.

### **Gambling, Alcohol, Drug, and Other Substance Abuse Help**

Mercy Turning Point Treatment Center	Dubuque	IA	563.589.9299	<a href="https://www.mercyone.org/dubuque/">https://www.mercyone.org/dubuque/</a>
SASC: Set Sail – True North	Dubuque	IA	563.583.1216	<a href="http://www.treatmentfirst.org">www.TreatmentFirst.org</a> <a href="http://www.sasc-dbq.org/">http://www.sasc-dbq.org/</a>
FreeRehabCenters.org	National			<a href="https://freerehabcenters.org/">https://freerehabcenters.org/</a>

## 2.6 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.

## 2.7 Candidacy for Rosters in the Evangelical Lutheran Church in America (ELCA)

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](mailto:candidacy@wartburgseminary.edu). The seminary requires up-to-date candidacy documentation from all students pursuing rostering in the ELCA following graduation.

## ***2.8 Student Notification of Rights under 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, 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), 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 2.22.3.1 "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.

**5) 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

### **2.8.1 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 office for Admissions and Student Services. All requests from outside the institution for names, addresses, telephone numbers, or email addresses related to Wartburg Seminary alumni should be directed to the mission support office. Normally, if possible, the seminary forwards such requests to the owners of the information who may then provide the requested information.

## **2.8.2 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.

A student must request and submit a written release (FERPA form found [here](#)) in order to have information related to their education record, financial aid, or student account released by the applicable Wartburg Theological Seminary office to any outside individual or agency. Here are some examples where a written release is required: grades, transcript requests, candidacy, financial information, access to student account, internship evaluations, etc.

## **2.9 Campus Security Policies and Procedures**

### **2.9.1 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 director of community life and candidacy, superintendent for maintenance, director for financial aid and reporting, and the president. CSAs are responsible per their position for reporting crime information to the director of community life and candidacy 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:**

All residents are given a key to their individual room, as well as the outside doors. Outside doors are locked 24/7. It is up to the 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.

All residential students may be provided a key to the Tower building for access to the Reformation room and Afton Lounge.

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 lighted 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.

### **2.9.2 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.

### **2.9.3 Reporting Crime or Crime Related 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 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.**

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.

2) 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.

3) Appropriate action will be taken by police and/or the seminary.

*\*See crime statistics table at the end of this handbook*

## **2.9.4 Wartburg Seminary Drug and Alcohol Policy**

The welfare and success of Wartburg Seminary depends on the physical and psychological health of all its students, faculty, and staff. The abuse of drugs and alcohol poses a threat to all studying and working in this place. It is the responsibility of Wartburg Seminary to maintain a safe, healthful, and efficient working environment.

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

1) Wartburg Theological Seminary permits students, faculty and staff and seminary guests of legal drinking age per state laws to possess and use alcoholic beverages on our campus. Alcohol possession, use, distribution, or sale of alcoholic beverages to those who are underage is prohibited and will be subject to discipline, including possible dismissal. State underage drinking laws will be enforced.

The unlawful possession, use, or distribution of illicit drugs by students or employees on Wartburg Theological Seminary property, or as a part of Wartburg Theological Seminary activities, is prohibited and will constitute grounds for possible dismissal. Federal and state drug laws will be enforced.

2) Each student, staff, and faculty member, as a condition of enrollment and/or employment, will agree to abide by the terms of this statement. Further, as required by the Drug Free Schools and Campuses Act, Wartburg Seminary agrees to impose disciplinary sanctions upon students and employees, which may include expulsion or termination of employment, and referral for prosecution for violation of the standards of conduct.

3) As required by this law, WTS will annually distribute to students and employees a description of the applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol and a list of the health risks associated with the use of illicit drugs and abuse of alcohol. Please See Appendix B for more details.

#### 2.9.4.1 Drug Free Schools and Campus Act of 1990

These policies, as well as the following two sections and Appendix B are to comply with The Drug-Free Schools and Campuses Act, enacted August 16, 1990, which 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.

#### 2.9.4.2 Referral for Help

Wartburg Seminary seeks to retain valuable students and employees and maintain productivity by identifying personal drug or alcohol problems at early stages and motivating individuals to seek help with these issues. The seminary suggests confidential, off-campus, Dubuque counseling services: **Turning Point Treatment Center** (563) 589-8291 or **SASC: Substance Abuse Services Center** (563) 582-3784. These organizations provide access to substance abuse evaluations and outpatient treatment programs. A state organization for assistance is the **Iowa Department of Public Health Your Life Iowa**, <https://yourlifeiowa.org/resources>, (855) 581-8111.

If you are not located in Dubuque, please either find a local service that can provide similar programs or here are some national organizations you may contact:

[StartYourRecovery.org](https://startyourrecovery.org) was developed by bringing together experts in substance misuse treatment from leading non-profit, academic, and government institutions. Through this resource, students can hear stories from people with similar experiences and learn how to recognize and deal with substance misuse.

[Alcoholics Anonymous](#)

[Alcohol & Your Health](#)

[Public education materials](#)

[Behavioral Health Treatment Services Locator](#)

[Drug Enforcement Administration](#)

[Drug Information](#)

[Foundation For A Drug-Free World](#)

[National Institute on Drug Abuse](#)

If you are experiencing drug or alcohol related problems, or if your studying is affected by such problems, your academic advisor, another faculty member, the director of community life and candidacy, supervisor, or human resources may refer you to a drug/alcohol abuse program when it is believed that these issues may affect your performance or behavior. Any disciplinary action or termination resulting could be suspended pending the outcome of the referral to a drug/alcohol abuse agency. Attendance in a program is not a substitute for actual correction of any unacceptable performance or behavior. You remain responsible for making a required improvement, whether or not you participate in the program.

The advisor or supervisor will request a report from the drug abuse agency about your participation only in the case of referral. This report will be limited to a confirmation that you have participated. With your consent, it may also indicate whether you have made satisfactory progress. Except for the reports just mentioned, all contacts with the drug abuse agency will be treated in strict confidence. All records kept by the agency shall be kept for the exclusive use of that agency.

#### **2.9.4.3 Drug and Alcohol Abuse Prevention Biennial Review –School Year 2020-2021**

A biennial review which included an assessment of Wartburg Theological Seminary's drug and alcohol abuse prevention program was completed by Barb Roling, director for financial aid and reporting. The review entailed reviewing the requirements of the Department of Education Regulations for the Drug and Alcohol Prevention Program and the Drug-free Workplace requirements and Wartburg's prevention program was deemed to be in compliance with these requirements. Wartburg's policy is outlined in the student and community life handbook, the staff handbook, and the faculty handbook. Having had zero (0) drug or alcohol related incidences since the last biennial review, Wartburg Theological Seminary's drug and alcohol abuse prevention program was deemed to be effective and only requiring updates to the posted drug and alcohol incident statistics and the Biennial Review report. These changes have been made.

Wartburg has had zero (0) drug and alcohol related violation and zero (0) fatalities that occurred on campus or as a part of any of the school's activities since the 2015-2016 biennial review. Wartburg has not had to impose any kind of sanctions for drug and alcohol-related violations and fatalities that occurred on campus or as part of any of the school's activities.

### **2.10 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](#).

## **2.11 Sexual Misconduct: Harassment, Offense, Abuse, or Child Abuse Policy Statement**

All public and private postsecondary institutions that participate in any of the Title IV financial assistance programs (Wartburg participates in the Federal Student program of Title IV) must comply with the *Higher Education Act (HEA) of 1965*, amended to the *Crime Awareness and Campus Security Act of 1990* and to the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in 1998*, to disclose campus crime statistics and security information annually as well as to issue timely warnings. *The Violence Against Women Reauthorization Act of 2013* (VAWA) included amendments to the Clery Act. What follows is a portion of the Campus Security Report (found on our Consumer Information page on our website) which falls under the umbrella of *Title IX of the Education Amendments of 1972, intertwined with the Clery Act and VAWA*, which requires institutions to log and report certain crimes that occur on institutional property, including the crime of sexual assault. The Clery Act also requires institutions to issue emergency notifications and timely warnings for criminal conduct that presents an imminent, serious, or continuing threat to campus.

### **2.11.1 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

563-589-0203

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 she or he has 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 Coordinator 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
  - 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.

## **IX. Appeals**

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.

**2.11.1.1 Information Regarding Registered Sex Offenders**

A sex offender registry may be found at: [www.nsopw.gov](http://www.nsopw.gov)

### **2.11.1.2 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:

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>

Center for Changing our Campus Culture  
Victim Services/Advocates  
<http://changingourcampus.org/category/victim-services/>

## **2. 11. 2 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 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.

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>

Center for Changing our Campus Culture  
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, Director of Community Life and Candidacy Kellie Lisi, or and/or 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, Director of Community Life and Candidacy Kellie Lisi, President Kristin Largen, and/or Campus Security Authority, Director of Financial Aid Barb Roling. 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, Director of Community Life and Candidacy 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 Director of Community Life and Candidacy 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:

Director of Community Life and Candidacy Kellie Lisi  
563-589-0203  
[klisi@wartburgseminary.edu](mailto: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](mailto: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.

## ***2.12 Emergency Response and Evacuation***

Wartburg Seminary conducts emergency response exercises each year, such as fire drills, tornado drills, and tests of the fire alarm system, we also conduct an annual emergency response drill. These tests are designed to assess and evaluate the emergency plans and capabilities of the seminary. General information about the emergency response and evacuation procedures for Wartburg Theological Seminary is publicized each year as part of the institution's Clery Act compliance efforts and in our student, staff, and faculty handbooks.

Wartburg Theological Seminary uses RAVE Mobile Safety (RAVE). This is a SMS (short message service), texting and email alert system for the Wartburg Seminary community and particularly for the residential community. A message sent through this system is received by intended recipients within seconds. The RAVE software uploads the Wartburg database daily to ensure that emails and cell phone numbers remain current in their system. RAVE maintains this system and is monitored by Wartburg's Director for Technology. RAVE is used in conjunction with our main campus Simplex system.

When a significant emergency or dangerous situation occurs that causes an immediate threat to the campus, Wartburg Theological Seminary's President will assess the situation and work together with the vice presidents and academic dean, director of community life and candidacy, superintendent for maintenance, the director for financial aid and reporting, the assistant to the president, and the director for communication depending on the nature of the incident, to respond, communicate, and manage the situation. Depending on the nature of the incident, other Wartburg departments and other local or federal agencies could also be involved in responding to the incident. If the situation warrants, the president or another will call 911 immediately.

All members of the Wartburg community are notified on an annual basis that they are required to notify the Dubuque Fire and Emergency Medical Services, Dubuque Police Department, and one of the following on the seminary campus - the president, vice presidents and academic dean, the director of community life and candidacy, the director for human resources, the superintendent for maintenance, or the director for financial aid and reporting of any situation or incident on campus that involves a significant emergency. Wartburg Theological Seminary works with Dubuque local authorities and first responders to the scene such as the Dubuque Fire and Emergency Medical Services and the Dubuque Police Department.

### **2.12.1 Notification to the Wartburg Community about an Immediate Threat**

If there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Wartburg Community, the president on their own or together with some or all the vice presidents and academic dean, director of community life and candidacy, assistant to the president, superintendent for maintenance, the director for financial aid and reporting, and the director for

communication will collaborate to determine the content of the message. They will use some or all the systems described below to communicate the threat to the Wartburg community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The president will take into account the safety of the community and determine the content of the notification. The president or appointee will initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Dubuque Police Department, Dubuque Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The president will determine how to communicate the emergency information to the larger community with the assistance of the local authorities, administrative colleagues, and the director for communications.

In the event of a significant emergency or dangerous situation that poses an immediate threat to members of the Wartburg Seminary community, the seminary has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Wartburg community. These methods of communication include RAVE system, network emails, campus phone system, a PA/Fire alarm system that is strategically placed throughout the Fritschel building, Tower building, residence hall and Mendota Guesthouse. The public address feature could be used to further communicate with the Wartburg Seminary community of any current significant emergency. Individuals could call recorded information on the telephone line at (563) 589-0300. The notification's content will be determined on a case-by-case basis per the given situation. The notification may include information or instructions to evacuate all of or specific segments of campus or to shelter in place in all or specific segments of campus.

If notification indicates that community members should evacuate, the notification will include instructions to proceed to the nearest exit and follow the posted evacuation maps to the safest area outside the confines of the building. Evacuation and exit directions are posted on building entrances and exits. Evacuees' gathering locations will be dependent on each situation. If notification indicates that community members should shelter in place, the notification will include instructions for sheltering in place, similar to the following:

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter in place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

A shelter in place notification will be sent through the seminary's communication tools. If the building you are in is not damaged, stay inside – seeking an interior room – until you are told it is safe to come out. If your building is damaged, follow the evacuation guidelines and seek shelter in the closest building as quickly as possible. If police or fire department officials are present, follow their directions.

If you are notified to shelter in place, follow these basic instructions, unless instructed otherwise:

- Stay in an interior room with the least number of windows.
- Collect emergency supplies and a telephone to be used in an emergency.
- Shut and lock all windows and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Make a list of people with you and ask someone to call 563.589.0300 to provide a list of those who are sheltering with you.
- Turn on a radio or TV or computer and listen for further instructions.
- Make yourself comfortable.

## 2.12.2 Documentation of the Annual Emergency Response Test

### Reverse Evacuation - Shelter in Place Drill

Superintendent for Maintenance Management Bill Link and Director for Financial Aid and Reporting Barb Roling met March 29, 2023, at 2:00 p.m. to discuss options for the spring 2023 emergency drill required by the Clery Act. It was decided to perform an earthquake drill.

On 04.14.2023, this email was sent by Barb Roling:

**From:** Barb Roling <[broling@wartburgseminary.edu](mailto:broling@wartburgseminary.edu)>

**Sent:** Friday, April 14, 2023, 2:40 PM

**To:** FACULTY-DL <[FACULTY-DL@wartburgseminary.edu](mailto:FACULTY-DL@wartburgseminary.edu)>; STAFF-DL <[STAFF-DL@wartburgseminary.edu](mailto:STAFF-DL@wartburgseminary.edu)>; STUDENTS-DL <[STUDENTS-DL@wartburgseminary.edu](mailto:STUDENTS-DL@wartburgseminary.edu)>

**Subject:** Earthquake Drill April 18 at 1:00

**Importance:** High

As part of the [Clery Act](#), we are required to perform emergency drills yearly. This year, we will perform an earthquake (yes – it could happen here) drill. Please read below for directions for this drill.

Earthquake Drill Instructions for April 18 at 1:00 - [New Madrid Seismic Zone](#) – for interesting reading

A RAVE message (RAVE only – no PA message will sound) will be sent to faculty/staff/students at 1:00 on April 18th via text message and email. Follow the instructions below based on your location when the message is received. Federal Government guidelines emphasized taking cover where you are when the quake strikes. If you are outside when an earthquake strikes, do your best to stay clear of powerlines, buildings, and trees.

\*1<sup>st</sup> RAVE Message: *Earthquake alert: drop/cover/hold – Immediately!*

After one minute, a second RAVE message will be sent:

\*2<sup>nd</sup> RAVE Message: If inside, find your way to the closest exterior safe zone.

- *Wartburg Place sidewalk in front of Martin Luther statue*
- *parking lot behind the Tower*
- *extra parking pad behind president's house*
- *Denver Court cul de sac*

*If outside, make your way to the closest area noted above.*

See below for instructions as to where you are to gather based on your current location.

#### Earthquake Drill Guidelines

When an earthquake hits, “drop, cover, and hold” per the Department of Homeland Security. Remain where you are until the shaking stops, covering your head and neck with your arms (or books/laptop/other objects within reach). If you are in danger of falling objects and can make your way under a table or desk, do so.

If outside, stay clear of power lines and trees. Stay 50 feet from buildings, if possible.

After the quake, move to the following location based on your location:

Fritschel Hall – sidewalk across Wartburg Place opposite of quad/Martin Luther statue  
(Sherry)

Tower Building – parking lot behind the Tower (Kevin)

Blair Court – extra parking pad behind president's house (Ken)

Denver Court – cul de sac (Bill)

In the event of a real earthquake, notify the following of injuries and damage:

- Police Department: 911
- Respond to the RAVE text message to report injuries and/or damage.

Barb Roling

Director of Financial Aid and Reporting  
Wartburg Theological Seminary  
333 Wartburg Pl  
Dubuque, IA 52003

04.18.2023: The first earthquake RAVE notification was sent out at 12:57 p.m. The second RAVE message was sent at 1:00 p.m. and the 'all clear' was sent at 1:05. The all-clear RAVE notice was sent out at 11:25 a.m. There was one recently hired staff person and four new to campus students who did not receive the RAVE notification. They have since been added to the system.

### **2.12.3 Timely Warning Policy**

The president or the president's appointee will receive information related to reported crimes and determine if a timely warning for the safety and security of the campus community is warranted for the safety of the community or to aid in the prevention of similar crimes. The timely warning should be communicated to the campus in a timely manner through the best form of communication available at the time. Determination of timely warnings will be assessed on a case-by-case basis based on the crime report as well as consideration of if there is a continuing or serious threat to students, families, and employees. In some cases, law enforcement advice will be sought as to if a timely warning is warranted. The timely warning must include information about the crime that triggered the warning as well as advice for caution, response, etc.

### **2.12.4 Missing Student and Emergency Contact Registration**

Wartburg will request all students to provide, on a voluntary basis at the time of registration, emergency contact information. This confidential information will be used only by authorized Wartburg personnel in the event a student is reported missing while at the institution. If a Wartburg student living in Wartburg-operated housing is suspected to be missing from campus, students, faculty and staff are instructed to immediately report this information to the director of community life and candidacy or the president's office. In the event that a student is reported missing after 24 hours, this must be reported to the director of community life and candidacy or the president's office. If the reported missing student resides off-campus, individuals may contact the local law enforcement agencies which have the jurisdiction to investigate. All reports of missing students made to the director of community life and candidacy and/or president's office will be investigated and given priority to other tasks. If the investigation determines that the student has been missing for over 24 hours then within the next 24 hours the seminary staff will:

Notify the individual identified as the student's emergency contact person; if the student is over 18 years of age and has been missing over 24 hours, Wartburg Seminary will notify the appropriate jurisdictional law enforcement agency and others as deemed necessary.

### **2.12.5 Policy Regarding Firearms, Weapons, and Explosives On-Campus**

As a safety precaution, shotguns, rifles, handguns, air guns, bows and arrows, paint ball equipment, knives exceeding the state legal limits, ammunition and other types of potentially dangerous weapons or equipment are not permitted on campus, including seminary-owned facilities or residences. Additionally, all types of explosive materials and devices, including – but not limited to – fireworks, are prohibited on campus.

Furthermore, any student (or family members) found in violation of this policy may be subject to disciplinary action, including dismissal of the student. (See section Procedure for Appeal of Dismissal for Disciplinary Reasons.)

## 2.12.6 Crime Information and Statistics

As mandated by the Crime Awareness and Campus Security Act of 1990, the Wartburg Seminary will provide to its students and employees yearly statistics of on-campus occurrence of the following criminal offenses within the last three years. The Seminary will provide yearly statistics to students, faculty and employees as well as prospective students and employees. The following is a composite summary of statistics of criminal and hate offenses and arrests related to on-campus, residence hall, and public property adjoining the seminary.

Official statistics can be viewed at: <http://ope.ed.gov/security>

Criminal/Hate Offenses	20 16	20 17	20 18	20 19	20 20	20 21	20 22	20 23
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Arrests	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0
Drug law Violations	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0

## **2.13 Campus Fire Safety Policies**

### **2.13.1 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.

### **2.13.2 Fire Reporting**

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

### **2.13.3 Fire Drill**

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

For the 2022 – 2023 academic year, the fall fire drill was performed on October 6<sup>th</sup> and the spring fire drill was performed on March 22<sup>nd</sup>.

### **2.13.4 Fire Safety Education and Training Programs Provided to Students and Employees**

- fire safety month annual email was sent 10.05.2022
- student managers educate in on-campus housing regarding fire evacuation

### **2.13.5 Wartburg Seminary Housing Fire Safety Policy and Fire Evacuation Procedures**

#### **2.13.5.1 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.

#### **2.13.5.2 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.

### **2.13.5.3 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.

### **2.13.5.4 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.

#### **2.13.5.5 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.

#### **2.13.5.6 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. Another reason is because the soot that gets on the walls and ceilings is virtually impossible to remove, and always requires extra cleaning and painting. Consequently, besides losing the deposit originally made for housing, the resident receives additional charges to cover the cost of the extra cleaning required.

#### **2.13.5.7 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.

### **2.13.6 Annual Fire Statistics for 2022-23**

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

- iii. Unintentional fires – 0
  - iv. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire – 0
- b. Campus Grounds
  - i. Number and cause of each fire
  - ii. Intentional fires – 0
  - iii. Unintentional fires – 0
  - iv. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire – 0
- c. Residence Hall
  - i. Number and cause of each fire
  - ii. Intentional fires – 0
  - iii. Unintentional fires – 0
  - iv. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire – 0
- d. Mendota Guest House
  - i. Number and cause of each fire
  - ii. Intentional fires – 0
  - iii. Unintentional fires – 0
  - iv. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire – 0
- e. Blair Court and Denver Court
  - i. Number and cause of each fire
  - ii. Intentional fires – 0

- iii. Unintentional fires – 0
- iv. Number of persons who received fire- related injuries that resulted in treatment at a medical facility – 0
- v. Number of deaths related to a fire – 0
- vi. Value of property damage caused by a fire– \$0
- f. Wartburg Place duplexes and president's residence
  - i. Number and cause of each fire
  - ii. Intentional fires – 0
  - iii. Unintentional fires – 0
  - iv. Number of persons who received fire-related injuries that resulted in treatment at a medical facility – 0
  - v. Number of deaths related to a fire – 0
  - vi. Value of property damage caused by a fire – 0

## ***2.14 Community Organizational Structures***

### **2.14.1 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, 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 of their second year, the WAS president takes office after internship at the beginning of the final 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.

### **2.14.2 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.

*Faculty Policies* – addresses faculty matters; chaired by the president; and by academic dean in president's absence.

*Globalization* – Addresses issues pertaining to the Center for Global Theologies, international faculty and student concerns, overseas immersion programs, globalization of curriculum, and the International Student Program.

*Community Life* – Addresses issues regarding how we live and worship as a community, spiritual formation, and convocations.

## **2.15 Wartburg Residential Housing**

### **2.15.1 General 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 somewhat 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, basic cable, 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 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 \$450.00 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 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.

**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.

**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 should be provided to the Business Office Housing Coordinator 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 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 Housing Coordinator 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 Reformation Room.” Non-RH students may request a key from the Business Office.

**Afton Student Lounge** – Following the Fritschel renovations and the return of ReuX to Fritschel, the Afton Student Lounge will be available for community use. It may, on occasion, be reserved using the Master Calendar. If there is a reserved event occurring in the lounge, please respect that gathering and do not enter.

**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.

## **2.15.2 Specific Housing Guidelines**

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.

**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 "Hold It, the Reusable Plastic." 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](mailto: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](mailto: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. Damages 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 follow the housing and pet policy outlined in the Student Handbook may result in loss of the privilege of on-campus housing.

Unit Specific Policies (See Section 2.12 For Fire Safety Information for each Unit Type):

### **Residence Hall**

Each resident is issued one (1) room key and one (1) key to an outside door. 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

### **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 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 accounts receivable coordinator may be able to provide temporary storage in transition times.

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

### **2.15.3 Accommodation of Guests in Seminary Housing and Residence Halls**

In principle, once a person has leased a room or a residential unit, they may use that space as indicated in the lease agreement and according to the rules of the seminary as stated in the student and community life handbook. Thus, if a student wishes to accommodate a guest or guests, that is possible. Most units, especially the residence hall rooms, are not large enough, nor appropriately furnished, for the accommodation of guests. Respect for other residents is also important. 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. If you would like to consider renting a guest room on campus, please contact the the Administrative Coordinator for the Department of Vocation and Formation.

### **2.15.4 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](mailto:MAINTENANCE-DL@wartburgseminary.edu). If it is an emergency, call 1-800-694-8989.

### **2.15.5 Lost Key Policy**

Contact the Housing Coordinator in the Business Office if you lose your house or mailbox keys. The cost of replacing lost house and/or mailbox keys will be \$20.00 each, payable when the replacement key is issued.

### **2.15.6 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 Housing Coordinator. 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 allowed should seek off-campus housing.

Units where animals are not allowed will be marked "Non-Pet Unit" on the outside of the main door of the unit. Penalties for violating this regulation 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 damages 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 Housing Coordinator 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.

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](http://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 leave 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 he or she has 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 unleashed pet running loose on Wartburg property has the right to call animal control and request that the animal be picked up.

## **2.16 Food Service**

Wartburg Seminary offers a limited food service, intending to make healthful 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.

## **2.17 Financial Aid**

Wartburg Seminary subscribes to the philosophy that paying for seminary education is primarily the responsibility of the student. Because the ELCA, certain synods, and individuals who recognize the importance of excellent pastoral leadership in the church also contribute financial support for the seminary, students only pay a portion of the total cost of seminary education. Wartburg approaches financial aid in a spirit of mutual cooperation between seminary and student, since both are interested in an equitable distribution of available resources.

Wartburg solicits gifts from congregations and synods on behalf of the seminary. Students and other campus organizations are not permitted to directly solicit any church or business for gifts or business discounts, including prizes or awards. For additional information or assistance, contact the development office.

Financial aid is available to students in several forms as eligibility allows:

Gift Aid:

- Institutional scholarships from WTS
- Scholarships from home congregation or synod
- Scholarships from non-seminary organizations

Loans:

- Federal Stafford Student Loans
- Federal Grad Plus Loans (seldom)

- Other private student loans (Wartburg does not maintain a preferred lender list for private student loans.)
- Wartburg loans - limited eligibility
- ANB loans – final year students

### **2.17.1 Eligibility to Receive Financial Aid**

Eligibility for financial aid is established through a consistent, just, and fair evaluation of the student's financial circumstances that is flexible and non-discriminatory. To request financial aid, students must complete the required [Financial Aid Annual Eligibility Form](#). If interested in borrowing a federal student loan, students must complete the Free Application for Federal Student Aid, [FAFSA](#). Both of these may be submitted any time on or after October 1 for the subsequent academic year. Financial aid in the form of institutional scholarship may be awarded based on need and merit. Financial aid from Wartburg Seminary may be given for any person who (1) enrolls full-time in a degree program, (2) completes the Financial Aid Annual Eligibility Form, (3) demonstrates financial need, and (4) continues to make satisfactory academic progress towards degree requirements.

Students who receive financial aid, whether from seminary funds, federal funds, or funds from outside sources, are responsible for using these resources for educational purposes, and in compliance with the laws and regulations that govern financial aid, especially federal funds. Financial aid is normally determined as students complete their application process. This information is shared with them in 'award form' during spring and summer months and applied to students' accounts at the beginning of the fall and spring semesters.

Students may be employed by the seminary as such positions are available. The business office pays wages to employed students per payroll procedures. Campus employment is not financial aid.

### **2.17.2 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, plus every course in the subsequent semester should be taken for letter grade wherever possible in order to establish a grade point average that is hopefully safely above minimums to prevent future academic distress.

**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, which includes two January interims), 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, which includes a third January interim). The collaborative learning (CL) program spreads the coursework over all four years, incorporating internship as taken concurrently with coursework, and has the following pace: 21 or 22 credits of coursework in year one (including January), 21 or 22 credits of coursework in year two (including January), plus usually one-third (9 credits) of the internship in the spring, 18 credits in year three (with no January), plus two-thirds (18 credits) of the internship, and finally 21 or 22 credits (including January) 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, plus still requires a January course.

**M.A. in Diaconal Ministry-** The normal time for completion of the residential, distributed, and collaborative learning MADM programs is full-time for two years of coursework (including a January course in each year), plus time for contextual learning. In all, this normally adds up to two years of coursework (23 minimum credits respectively in each year), plus additional summer, semester(s), or overlapping internship registration (18 credits total for clinical pastoral education and internship).

The minimal rate of normal progress for degree students in all degree programs, at rates that qualify a student for institutional financial aid (i.e., full-time status), is 9 credits or more per fall and spring semester, plus a January interim (2 credits) in each year applicable (up to the maximum needed for that degree program), or a minimum of 6 credits or more per fall and spring semester to qualify a student for federal loans. ₣

If a student needs to deviate substantially from the normal number of credits per year, the student may coordinate additional time with the Academic Dean’s Office in order to complete requirements for graduation. Upon approval of such a request by the academic dean, the extended plan will qualify as meeting the requirement for satisfactory academic progress.

## **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.

If a student fails to complete a degree requirement (i.e., grade of No- Credit or D+ or lower), 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.

### **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, and must take courses for letter grade wherever possible. If the student does not regain satisfactory academic progress while registered as a full-time student during the next semester, the student may be subject to dismissal from seminary for academic reasons. If the student reduces their pace of coursework to part-time while on probation, they may have a second semester to get off probation if coursework completion shows that the student is making progress in raising their GPA closer to the acceptable minimum and with receiving permission of the faculty for that second semester. A student who falls below the expected level of academic performance should contact his or her academic advisor to determine what steps he/she can take to regain satisfactory progress.

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.

### **2.17.3 Financial Aid during Academic Probation**

As stipulated by federal regulations, a student not maintaining satisfactory academic progress is not eligible to receive federal financial aid. According to Wartburg Seminary policy, a student on academic probation is also not eligible to receive institutional grants from the seminary. However, scholarships and grants from outside sources such as congregations, synods, and other organizations are not usually affected by these regulations; therefore, students on academic probation normally may continue to receive financial help from outside sources.

### **2.17.4 Wartburg Seminary Refund Policy**

The Wartburg refund policy is the same as the federal student aid refund policy. In the case where a student enrolls but fails to complete a semester, the student may be entitled to a refund of monies paid but may be required to return financial aid funds according to the federal policy. The refund policy applies to institutional charges—tuition, fees, room,



and board (if applicable). It does not apply to rent for non-dormitory housing nor to other items on the student budget.

### ***The Federal Refund Policy for Title IV***

A portion of Title IV funds may need to be returned to the Title IV source upon a recipient's withdrawal from school.

**Withdrawal date** - The day the student withdraws is the date that:

- the student began the withdrawal process prescribed by the school by submitting the online form found on the MyWTS web portal.
- for the student who does not begin the school's withdrawal process or notify the school of the intent to withdraw, the last date of class attendance is as determined by the faculty.

If attendance has been documented, the withdrawal date is determined by the school from such attendance records.

If the school determines the student did not begin the withdrawal process or notify the school of intent to withdraw due to illness, accident, grievous personal loss or other such circumstances beyond the student's control, then the school may determine the appropriate withdrawal date.

**Percentage of the payment period or period of enrollment completed** - The percentage of the payment period or period of enrollment for which assistance was awarded that was completed is determined:

In the case of a program that is measured in credit hours, by dividing the total number of calendar days comprising the payment period or period of enrollment for which assistance is awarded into the number of calendar days completed by the student in that period as of the day the student withdrew or scheduled to be completed as of the day the student withdrew.

**Calculation of Title IV Assistance Earned** - To calculate the amount of Title IV assistance earned by a student, the school must first determine the percentage of Title IV assistance or TA the student earned. Up through the 60% point in time, the percentage of assistance earned is equal to the percentage of the payment period or period of enrollment for which it was awarded that was completed as of the day the student withdrew. If the student withdrawal occurs after the 60% point, then the earned percentage is 100%. That earned percentage is applied to the total amount of Title IV assistance that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the payment period or period of enrollment for which it was awarded as of the day the student withdrew.

**Calculation of Title IV assistance not earned**- The amount of Title IV loan assistance not earned by the student is calculated by determining the complement of the percentage of assistance the student earned, and applying it to the total amount of Title IV assistance

that was disbursed (and that could have been disbursed) to the student, or on student's behalf, for the payment period or period of enrollment as of the day the student withdrew.

**Differences between amounts earned and amounts received-** The school would follow the regulations for late disbursement if the student received less Title IV assistance than the amount earned. If the student has received more grant or loan assistance than the amount earned, then the unearned funds shall be returned by the school or the student, or both.

**Responsibility of the school** - The school shall return the lesser of the unearned amount of Title IV assistance or an amount equal to the total institutional charges the student incurs for the payment period or period of enrollment for which the assistance was awarded, multiplied by the unearned percentage of awarded Title IV grant and loan assistance.

**Responsibility of the student** - Students return unearned Title IV assistance minus the amount the school returns.

**Order of return of Title IV funds** -. Excess funds returned by the school or student are credited to outstanding Title IV loan balances for the student or made on the student's behalf of which a return of funds is required.

**Remaining excesses** -. If excess unearned funds remain after repaying all outstanding Title IV amounts, then the remaining amount is credited to seminary grant funds from which grants were awarded. If further excess funds remain after paying all of the funds listed above, the remaining excess will be refunded to the student.

**Repayment of funds.** - If Title IV funds have been disbursed to the student and remain unearned at the time of withdrawal, the student is required to repay the unearned portion of the Title IV funds he/she has received.

**Leave of absence** - A leave of absence is not normally treated as a withdrawal, and no return of Title IV funds is calculated. A student may take a leave of absence from a school for not more than a total of 180 days (about 6 months) in any 12-month period. If the student does not return at the expiration of an approved leave of absence, then the seminary calculates the amount of Title IV loan assistance that is to be returned according to this provision based on the day the student withdrew. The seminary then also records the official withdrawal date as the date the student's leave of absence began, likely exhausting a student's federal loan grace period.

(The seminary has a formal leave of absence policy and procedure. A student must have followed the official policy and procedure in requesting a leave of absence [see below], and the seminary must have ratified the student's request in accordance with its policy.)

**Non-Title IV Funds** -. If a student withdraws prior to the 60% point in an enrollment period, refunds for payments made to the seminary from non- federal (non-Title IV) funds will be calculated in the same way as if the payments were from federal funds. If the student has paid institutional charges in full for the enrollment period, funds will be refunded for that portion of the enrollment period (semester) that the student was not

enrolled. If a student withdraws after the 60% point in an enrollment period, no refund will be given.

**Non-Refundable Charges-** The following charges are not refundable: rent for family housing paid monthly in advance, fees for Wartburg Associated Students organization, and all student fees.

### **2.17.5 Procedure for Requesting Leave of Absence or Withdrawal**

A student may be approved to take a leave of absence from seminary for normally no more than one academic year at a time. Students are not eligible for financial aid during a leave of absence. The student must complete the leave of absence form, which is an online form found on the MyWTS web portal. The academic dean may grant the request, and then normally notifies the faculty. (As noted above regarding Federal policies, a leave of absence longer than 180 days will be regarded as a withdrawal for Federal financial aid purposes. Recipients of Federal Student Loans must be aware that loan repayment will begin, including the expiration of your student loan grace period.) An approved leave of absence may be renewed for a subsequent additional academic year upon written request, with the student subject to being administratively withdrawn after two consecutive years of leave of absence and then not returning. A student who wishes to withdraw from seminary must complete a withdrawal form (found on the MyWTS web portal), giving notice of the withdrawal date and last day of attending classes.

Wartburg Theological Seminary is appreciative of our students who serve, and recognizes the flexibility needed to accommodate active-duty deployments. Should such deployments occur, the following options are available:

- Withdraw the entire registration and 100% of the tuition and mandatory fees would be refunded. If arrangements are made with the instructor for grades or incompletes (to be made up later) in the courses, the registration would remain intact and tuition and mandatory fees would be assessed in full.
- If arrangements are made with only some of the instructors for grades or incompletes, the registration for those courses would remain intact and tuition and mandatory fees would be assessed for those courses. Any courses for which arrangements cannot be made for grades or incompletes could be dropped and the tuition and mandatory fees for those courses would be refunded.
- The option the student chooses obviously depends on the point in the session when the student is called to active duty. Financial aid is refunded in accordance with existing seminary and federal policies for each of the above situations. Inquiries should be directed to the financial aid director. These procedures do not apply to reservists who are fulfilling their annual two-week active duty.

This policy also applies to a spouse if that active-duty member shares a dependent child with their spouse.

A student who is called to active duty and is a recipient of a direct loan should contact their loan servicer.

*(This policy was adapted from policies found at the University of Iowa and Iowa State University)*

Pursuant to the Veterans Benefits and Transition Act of 2018, Wartburg Seminary adopted the following policy in August 2019:

“To refrain from imposing penalties upon eligible G.I. Bill students due to the delayed disbursement of allowable payments by the U.S. Department of Veterans Affairs, including: 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 that a G.I. Bill Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual’s VA-covered financial obligations to the seminary while waiting for Federal funds to be paid.”

### **2.17.6 Financial Aid for Interim (J-Term)**

Financial Aid in the form of institutional grants is provided in fall, January, and spring terms based on full-time enrollment and other eligibility requirements (see 2.16.1)

A cross-cultural travel subsidy is provided for the course that meets the student’s cross-cultural requirement. Students may elect to enroll in additional cross-cultural courses at their own expense. Because funds for Interim Term are limited, a portion of only transportation-related costs are covered and cross-cultural interims are not fully funded. The subsidy’s threshold for award is set at \$150.00 (as of 11/18/2021). The cross-cultural travel subsidy is considered financial aid. Some costs for interim projects can be included in the student budget for regular financial aid with appropriate documentation.

### **2.17.7 Financial Aid for Study Abroad**

Students who choose to study abroad with approval of the Wartburg Seminary Faculty at an approved location enrolling in courses that will receive credit toward their degree program may be eligible for Federal Student Aid. Students will need to apply for financial aid as per normal procedure and complete a contractual agreement between the student, Wartburg Seminary, and the approved international institution.

### **2.17.8 Payment of Semester Charges**

Payment for tuition, fees, room, and board is due at registration each semester. Arrangements may be made with the Business Office for delay of payment up to November 15th in the fall term, and April 15th in the spring term, particularly if financial aid is pending. Rent for family housing may be paid at the time of registration or at the beginning of each month thereafter. It is expected student account balances are paid in full prior to registering for the next term or receiving their diploma. A hold will be placed on account until the account balance is addressed with the Business Office.

Each year students are asked to sign a Business Office policy form on MyWTS outlining student payment guidelines. Students who are unable to pay the entire amount due for the semester at time of registration may request a payment plan. Arrangements must be approved by the Vice President for Finance & Operations and include regularly scheduled ACH payments. The ACH authorization form can be obtained from the Business Office.

### **2.17.9 Policy Regarding 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.

### **2.17.10 Complaints Regarding Federal Student Aid**

Complaints regarding federal student aid or the processing thereof, are to be directed to the director of financial aid and reporting. If the complaint is not satisfactorily resolved, the student may then address the concern with the vice president of vocation and formation. Should a satisfactory conclusion still not be reached, students may contact to file a complaint:

<https://studentaid.gov/help-center/answers/article/how-can-i-submit-complaint-about-how-my-college-is-administering-my-financial-aid>

Feedback and complaints may also be filed here:

<https://studentaid.gov/feedback-center/>

## **2.18 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](http://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. Access to technology (including laptops, cell phones, and other devices) in the classrooms of Wartburg Theological Seminary should serve to enhance the teaching and learning objectives of our courses. Inappropriate use of technology (such as social networking, shopping, reading

news articles or sports reports, chatting, email, or playing games) during class time detracts from one's own learning, may be distracting for other students, and is disrespectful to the instructor and the learning community. Students who use technology inappropriately may be required to stop bringing a particular device to class. Egregious misuse may negatively affect the student's grade for the course.

4. 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.
5. 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.
6. 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.
7. 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.

## **2.19 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](https://www.healthcare.com) and select "individual plans" or you can also check out [pickhealthinsurance.com](https://www.healthcare.gov/) and enter your zip code. <https://www.healthcare.gov/> Please visit both sites 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>.

## **2.20 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 are announced to the entire seminary community. All require faculty approval.

## **2.22 Seminary Offices and Services**

### **2.22.1 Booklist**

Wartburg Seminary offers a listing of all required and recommended books for each seminary course and directs users to where the books can be purchased online. Here is a link to a web page that describes where one can find the current book list: [https://mywts.wartburgseminary.edu/ICS/Student/Book Lists.jnz](https://mywts.wartburgseminary.edu/ICS/Student/Book%20Lists.jnz).

### **2.22.2 Center for Global Theologies**

The Center for Global Theologies serves to focus the commitments in Jesus' name of Wartburg Theological Seminary to the global mission of the church, and to infuse those commitments into the programs and policies of the institution. This happens through scholarly research, church linkages, programmatic initiatives such as cross-cultural immersions for students and faculty/staff, and soup suppers, particularly during Lent, with a guest speaker at each, as well as developing financial resources toward those ends.

### **2.22.3 Center for Theology and Land**

The center's small town and rural ministry emphasis helps to equip seminarians with the skills needed to serve in a rural setting. The center takes seriously a theological understanding of land, agriculture, and rural community: an important endeavor to the ELCA considering the number of its congregations in such settings. The center sponsors immersion courses in rural communities and congregations, classroom courses in rural ministry, leadership, and stewardship, and an annual Rural Ministry Conference.

### **2.22.4 Center for Youth Ministries**

The Center for Youth Ministries supports the WTS Masters concentration in Youth, Culture, and Mission in equipping seminary students in relating and developing Christ's ministry to and with young people. In addition to courses related to youth ministry for Wartburg students, courses, resources, and training opportunities are offered to congregations, synods, and interested individuals. For questions about the concentration

in Youth, Culture & Mission please contact Professor Nathan Frambach at [nframbach@wartburgseminary.edu](mailto:nframbach@wartburgseminary.edu).

### **2.22.5 Learning for Life**

Learning for Life at Wartburg Theological Seminary seeks to equip the baptized people of God for mission. Whether you serve God through your work as a teacher, social worker, homemaker, computer programmer, factory worker, youth minister, pastor, or other, you are called to carry out the mission of Jesus Christ in daily life.

By providing high-quality Learning for Life online courses and events, Wartburg Seminary seeks to equip people from every walk of life to serve the Church's mission "to proclaim and interpret the Gospel of Jesus Christ to a world created for communion with God and in need of personal and social healing" (excerpt from the Wartburg Theological Mission Statement).

### **2.22.6 Centro Teológico Luterano Multicultural**

Wartburg Theological Seminary supports the larger vision of the ELCA in its work to diversify both ordained and lay leadership and grow multicultural congregations. WTS has committed the resources of Centro Teológico Luterano Multicultural to further this work. Based in Texas, CTLM implements its role in this larger vision in two primary ways. First, CTLM provides education and support for new and existing Latinx leaders, both lay and ordained, building networks of support for both Latinx leaders and worshipping communities. Second, CTLM provides training for ELCA synods, congregations, and pastors/deacons seeking to be formed for effective multicultural ministries, particularly those that seek to accompany Latinx ministries. To do this work, CTLM offers training sessions both virtually and in person for individuals and small groups from congregations and facilitates cohort groups for ongoing support and education.

In short, Centro Teológico Luterano Multicultural exists to provide education and support for new and existing lay and ordained Latinx leaders and their worshipping communities, and to provide training for ELCA congregations, pastors, and synod staff members seeking to be formed for effective multicultural ministries.

### **2.22.7 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 Seminary campus may not be placed and/or stored in the “Re-formation Room.”
12. 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.

### **2.22.8 Guest Housing**

A limited number of guest rooms are available on the seminary campus for overnight guests. All rooms have a private bath, basic furniture, and a mini fridge; linens and towels are provided as well. To make a room reservation, or for more information, students may contact the administrative coordinator for the Department of Vocation and Formation.

### **2.22.9 Lost and Found**

Found items such as jewelry or wallets should be turned in to the Student Services Suit in Fritschel where a “lost & found” bin will be located.

### **2.22.10 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.

### **2.22.11 Student Lounges**

**Afton Lounge (not available during Fritschel renovations):** Located between Mendota House and the Residence Hall, is reserved primarily for student use – class meetings, forums, recitals, social gatherings, or informal class sessions.

### **2.22.12 Use of Seminary Facilities for Weddings**

Requests for reservations to use the Loehe Chapel for a wedding should be made to the administrative coordinator for the Department of Vocation and Formation. Your request will be considered based on information provided and availability of the chapel, chapel staff, and general WTS calendar of events. If the request is approved, the applicant will be provided with information on applicable policies and fees. The Von Schwartz Refectory is available for receptions, but outside catering is required.

### **2.22.13 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 virtually all 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 care 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.

**CASH DONATIONS MAY NOT BE ACCEPTED AT THE FOOD PANTRY ITSELF!** 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 far more flexibility for the clients and helps cut down on waste. If the food pantry staff believes that clients are abusing this privilege (by taking large quantities for hoarding, for example), this practice may be discontinued. Food would then have to be distributed already boxed to families, quantities based upon the number of people in the family. This method is labor intensive, however, and is not preferred.

#### **Rules 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. Note that the food pantry has no control over what items are available at any given time. Items that are limited in quantity are offered to families first, with the larger families being offered first choice.
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 back stock 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 coordinator. In the event of an emergency need, it is possible to gain access to the pantry during non-operation hours, by contacting food pantry staff. However, a scheduling conflict is not an emergency.

### 2.22.14 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
Counseling/Spiritual Direction Services	Director of Community Life and Candidacy or Administrative Assistant for the Department of
Disability Accommodations	ADA Compliance Officer
Employment for Students	Vice President for Finance and Operations
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 Assistant for the Dept. of Vocation and Formation
Master Calendar	Executive Assistant to the President
Privacy Information	Director of Community Life and Candidacy
Payroll	Accounting Director
Room Reservations	Administrative Assistant for the Dept. of Vocation and Formation
Schedule of Classes	Registrar
Student Academic Records	Registrar
Student Candidacy Records	Director of Community Life and Candidacy
Tuition/Campus Housing Payments	Business Office
Transcripts or Grade Reports	Registrar
Academic matters related to courses, concerns, or withdrawal from class	Instructor or Academic Advisor
Leave of Absence or Withdrawal from Seminary	Academic Advisor or Academic Dean
Help with academic issues upon referral of your faculty advisor	Academic Dean and Registrar

Issues related to student life, grievances, discipline, community concerns	Director of Community Life and Candidacy
Information Technology	Technology Director or helpdesk@wartburgseminary.edu

### **2.22.15 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.

### **2.22.16 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.

## ***2.23 Grievances and Discipline***

### **2.23.1 Procedure for Hearing and Addressing 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:

- a. the academic advisor will contact the academic dean who, if necessary, will bring the grievances to a faculty meeting
- b. 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, and by the faculty on academic matters and director of community life and candidacy, in consultation with the president, on personal matters affecting students.

If you are unable to resolve your complaint with the school, a student may contact:

Iowa College Student Aid Commission  
877-272-4456  
<https://www.iowacollegeaid.gov/StudentComplaintForm>

(See also section Complaints Regarding Institutional and Federal Student Aid)

### **2.23.2 Procedure for Addressing Non-Academic Disciplinary Issues**

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 also be involved in the investigation and as well as an evaluation by the student's academic advisor, the academic dean, and one other faculty member and, if necessary, the president. Also involved will be any other persons who might have information pertaining to the alleged misconduct. The committee in partnership together may decree immediate suspension or other provisional action. After a full investigation and evaluation, the director may bring the case to the academic dean for final decision and action, or the director may bring the case to the president for final decision and action, or the director may make a final decision. If the case necessitates, the seminary president may issue an executive decision. Possible action may include reinstatement, or conversion of suspension to permanent expulsion from the seminary.

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.

### **2.23.3 Procedure for Appeal**

#### **2.23.3.1 Procedure for Appeal 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 or faculty or administration members in order 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

Admissions

Academic Dismissal

Academic Procedures

Course Grade

Internship Assignment

Housing

Financial Aid

Special Need Accommodations

The Office

The Director for Admissions and the Admissions Committee

The Academic Dean, who carries the appeal to the faculty

The Academic Dean, who carries the appeal to the Educational and Curricular Policies Committee

The Academic Dean and course instructor. Their decision is final.

The Director of Contextual Education who carries the request to the Contextual Education Task Force. Final action may be taken by the faculty.

Housing Coordinator, Director for Community Life and Candidacy

Director of Financial Aid and Reporting

Individual 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."

### **2.23.3.2 Procedure for Appeal 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 he or she thinks 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 his/her 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.

### **2.23.3.3 Procedure for Appeal 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.

## 2.24 Initiatives toward Health and Wellness

### 2.24.1 The Wholeness Wheel



***The Wholeness Wheel is an initiative within the ELCA promoting the concept of “Healthy Leaders Enhance Lives.” We encourage the use of these materials as a way to help promote health and wellness on campus.***

The Wholeness Wheel is the picture of a process – dynamic, centered, in balance, contained, inter-related, vital, and colorful. One snapshot along the journey is of a healthy infant with so much promise and potential, screaming with life as he or she is washed with the water of Baptism. Many of us may feel that we realize that potential at different times of our lives – peak athletic performance as a young adult, peak intellectual performance in college or graduate school, peak emotional health in a happy marriage, peak vocational health in mid-life in the attainment of a vocational goal.

*"This life, therefore, is not godliness but the process of becoming godly, not health but getting well, not being but becoming, not rest but exercise. We are not now what we shall be, but we are on the way. The process is not yet finished, but it is actively going on. This is not the goal, but it is the right road. At present, everything does not gleam and sparkle, but everything is being cleansed".*  
~Martin Luther

The wheel reminds us that, although peak experiences are wonderful and healthy, being truly healthy and whole is about being in balance and intentionally nurturing all aspects of health surrounded and supported by spiritual health. Snapshots are the record of our lives over time and are often painfully truthful. We all want to be able to look back at the snapshots of our lives and see the radiance of a life lived to the fullest – reflecting the joy of living in healthy relationships with God and with others and actively engaged in the world.

### **Physical well-being**

We are marvelously created by God. While we are not all born perfectly healthy and no one makes it through life without injury or illness, with tending and nurturing we can live well even with disabilities, injuries, or illness. Those with good health can lose it as a result of unhealthy lifestyles and behaviors. Keeping the wholeness wheel in perspective means optimizing our physical health through good nutrition, physical activity, and avoiding risks to our health. It does not mean worshiping physical health at the expense of other aspects of health.

### **Emotional well-being**

Being emotionally well means feeling the full range of emotions and expressing those emotions appropriately. Not feeling emotion is a sign of stress or depression, just as having emotions that you cannot control may be the sign of emotional distress. Physical health problems can affect our emotions and emotional problems affect our physical health. One example is anger and hostility, an emotion that puts one at significantly greater risk for heart disease. Keeping our emotional health means taking time in the day to be peaceful and centered, just as it means sharing emotions with others.

### **Social well-being**

We were created to be social persons by God with instructions to help and love each other. We are nourished by the love and intimacy of our family and friends. Isolation is a significant risk for depression and premature death. Whether we tend more introverted or extroverted, regular social contact is essential for health. Being healthy means having healthy relationships with family, friends, co-workers and others. Studies have shown that volunteering in service to others actually lengthens life.

### **Intellectual well-being**

Alzheimer's disease or dementia is feared by all who have seen or heard about the personal frustration or social disruption it causes. While we cannot be certain that we will never experience dementia or something similar, using our minds keeps them alert and active. Use it or lose it! Satisfy curiosity by seeking answers. We can stretch our minds by experiencing new things – music, art, hobbies, or travel. Pushing

ourselves at work by seeking out new responsibilities and pursuing lifelong learning keeps us healthy and growing.

### **Vocational well-being**

Having a sense of purpose is important in living a healthy life. We all want to feel that we are using the gifts God has given us to make this world a better place. We need to be aware of what those gifts are and make good use of education and training to hone our skills. We need to always be seeking opportunities to make a difference; if not through our occupation, then perhaps through volunteering in the community, nurturing our family, or actively participating in church.

### **Financial well-being**

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

### **Spiritual well-being**

Loving God with all our heart, soul, mind and strength impacts everything we do and everything we are. Starting first with your spiritual health makes balancing the wheel much easier because we know whose we are. Nurturing your relationship with God through daily prayer or devotion is the first step. Knowing that God is always present and has given us the gift of grace through the death of Jesus Christ allows us to stumble along the way and keeps us from getting lost.

## **3.0 Academic Life**

### ***3.1 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

### ***3.2 Degree and Certificate Programs***

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

### ***3.3 Credits***

### **3.3.1 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.

### **3.3.2 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. (For students with a previously completed seminary master's degree, either from Wartburg Seminary or another seminary, accreditation policy limits us to transferring no more than the equivalent of one year of credits, approximately 27-30 semester hours, from that completed degree.) On the basis of this evaluation, the student will work out a plan for his/her academic program at Wartburg in consultation with his/her 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.

### **3.3.3 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. 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.

## **3.4 Interim Term (J-Term)**

Interim term is required, but with approval by the academic dean a summer experience may be substituted for the January experience.

During the month of January all students conduct independent studies or projects, or participate in seminary courses that meet either on or off campus. First-year students may enroll in the pastoral practicum, a program in which they observe and assist a pastor in his/her congregation. Students may apply for an alternative practicum setting (e.g. hospital or nursing home chaplaincy, an urban experience) or do a special project on campus.

Students may participate in one of many off-campus offerings such as the Israel-Palestine Holy Land trip, Milwaukee, or the domestic violence course, etc. Some of the courses meet the cross-cultural requirement. Information on possible Interim-term projects is first announced

late in the spring semester for courses and experiences that will happen in January of the following academic year (with subsequent additions and changes announced throughout the summer and fall semester).

All interim work must be completed by the last day of interim unless extended by the student's faculty advisor or course supervisor. Students are expected to complete 2 credit hours during the January Interim term.

## 3.5 Academic Policies

### 3.5.1 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 work done in January interim, clinical pastoral education (CPE), and some courses at the instructor's discretion. (Typically it is the courses in the BI and HT divisions where letter grading is permitted, with instructors teaching IN and MN courses generally only allowing for credit/no-credit grading, although there are exceptions.) 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

I      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).

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.

### **3.5.2 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, such as for the M.Div. Missions requirement.) No additional tuition is normally charged beyond Wartburg seminary tuition costs for these credits.

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 deadline). 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 between full-time and part-time status (i.e., above, or below 9 credits), 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.

### **3.5.3 Auditing Courses**

Auditing a course requires permission of the course instructor (and if taken as a part-time student may result in an additional tuition charge). To receive recognition for auditing a course, a student normally is expected to miss no more than one class period, read assigned required readings, and participate in class discussions. Students are not expected to turn in written assignments or take exams. Students will not be evaluated on their work. By mutual agreement between instructor and auditor, students may opt to do a classroom presentation.

### **3.5.4 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.

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.

### **3.5.5 Academic Probation and Dismissal**

A student will be placed on probation after completion of one semester as a full-time 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), if 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), in each semester; or
- taking courses for credit/no credit (Cr/NCr) only in degree programs that allow this, if more than three hours of the grades are graded as no credit in a semester.

However, a student will not be placed on probation the first time he/she receives a NCr grade (up to three credits). Probation will result from any subsequent NCr grade in any course. (In GPA calculations, NCr grades are calculated as a zero value and do count in the calculation, whereas Cr grades are not computed at all in one's GPA.)

A student who receives a NCr grade is required to take courses for letter grades in the next semester wherever possible, or until probation is removed.

A student on academic probation is not eligible for financial aid. That is by federal regulation with respect to federal funds, and by seminary policy with respect to seminary funds.

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.

A student is subject to academic dismissal after completion of a minimum of 18 semester hours when:

- failing to maintain the minimum GPA for a degree program in the probationary semester; and
- failing to achieve at least the minimum cumulative GPA for a degree program at the conclusion of the probationary semester.

Students subject to academic dismissal may apply for reinstatement by the faculty by addressing a request to the academic dean. Normally a year's separation is required first.

### **3.5.6 Leave of Absence and Withdrawal**

A student may request an institutional leave of absence by completing the preferred online form provided for this purpose on the MyWTS web portal. Leaves are granted by the academic dean, usually upon a supporting motion 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 are typically 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, or for time to reflect on one's call to ministry, to name a few examples. 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 academically from the seminary. (See the paragraph below for the implications of being declared withdrawn from the seminary.)

**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 the section on financial aid: Procedure for Requesting Leave of Absence or Withdrawal in this handbook.

A student who wishes to withdraw from the seminary should complete the preferred online request form provided for this purpose 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 that 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 the section on Financial Aid: Procedure for Requesting Leave of Absence or Withdrawal in this handbook.

### **3.6 Plagiarism**

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 misrepresents 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 J-term) 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).

### ***3.7 Classroom Technology Policy***

Access to technology (including laptops, cell phones, and other devices) in the classrooms of Wartburg Theological Seminary should serve to enhance the teaching and learning objectives of our courses. Inappropriate use of technology (such as social networking, shopping, reading news articles or sports reports, chatting, email, or playing games) during class time detracts from one's own learning, may be distracting for other students, and is disrespectful to the instructor and the learning community. Students who use technology inappropriately may be required to stop bringing a particular device to class. Egregious misuse may negatively affect the student's grade for the course.

### ***3.8 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, most of whom are teaching faculty.

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 him or her for an appointment time.

Advisors for new incoming are assigned by the Registrar, working in partnership with the Academic Dean, and in consulting with the Admissions Office. Normally a student can expect to remain assigned to the same academic advisor throughout the duration of their particular degree. However, there are times when the Academic Dean's Office must reassign a student's advisor, usually in response to a faculty sabbatical or other changes needed due to a particular advisor's responsibilities, and occasionally while needing to rebalance the distribution of advisees across the faculty as enrollment numbers fluctuate. In the situation where the working relationship between a particular student and their advisor becomes uncomfortable or unmanageable, the student or faculty advisor can petition for an advisor change by contacting the Academic Dean. (When such changes are needed for personal reasons, the student should not be self-selecting their advisor by approaching a prospective advisor to ask to become their advisee, but instead must leave the decision on who the new advisor will be solely to the discretion of the Academic Dean Office to determine.)

### ***3.9 Free Courses for Students' Spouses***

Spouses of Wartburg Seminary students are encouraged to audit up to 2 credit hours per semester free of charge with permission of the course instructors. To audit a course, one must follow the appropriate admissions process to become either a Certificate or a Discovery student and receive a WTS-assigned email address in order to access Castle Commons and other resources. Courses may consist of one 2-hr. course, or a combination of modules and courses not to exceed the equivalent of 2 credit hours. A student's spouse not enrolled in a WTS degree program, but who has the requisite background, may take up to 3 credits per semester for credit and grade without charge as a Discovery student. If the student spouse subsequently enrolls in a degree program, appropriate charges for the credits earned will be assessed.

### ***3.10 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.

- Educational activities of the institution: The evolution of the programs of the institution determines the shape of the resources. New courses, programs, centers, or even new emphases may require additional resources, both current and retrospective, and expanded or reorganized services.
- Place for independent and collaborative learning: The library provides a welcoming, inviting environment which facilitates and nurtures study, as well as spiritual and theological dialog.
- Resources: The library provides resources through a physical collection of books, journals, audio material, and visual material, as well as an electronic collection of resources and the equipment to access these resources. Resources are added according to the collection development policy.
- Lifelong spiritual, intellectual, and personal learning: The library teaches students to find, evaluate, and responsibly use information resources for lifelong learning. Research needs of the faculty are supported.

The library primarily serves the students, faculty, and staff at Wartburg. The library has a relationship with the University of Dubuque and provides resources such as books, journals, audio and visual material and services to University of Dubuque students, faculty, and staff as feasible within the constraints of licensing, network, and other policies. To a lesser extent, the library provides services to Wartburg alumni/alumnae, local pastors and lay leaders, and other area students. As an open-access library, the library is open to Iowa residents with proper identification.

The current library hours may be found on the Reu Memorial Library Castle Commons site. Information on how to contact library staff via Zoom and email may also be found on the site.

### **3.10.1 Services and Policies**

**Borrowing Library Material** - To borrow material from Reu Memorial Library, Wartburg students, faculty and staff must present a current Wartburg ID card. UD students must present their UD ID card. Other patrons must present valid identification, complete a new borrower form, and be added to our system the first time they check out material. Identification must be presented each time a patron checks out material.

**Check-Out Periods and Limits:** Students, staff and non-students have a checkout period of four weeks. Thesis students and faculty members have extended borrowing privileges on books. However, if another patron requests a book that is out on an extended loan, the extension is cancelled, and the book is recalled. Non-Wartburg affiliated patrons are allowed a maximum of 10 items total. Video checkout is for 72 hours, and patrons are limited to two videos. Library reserve material may be checked out for a two-hour period unless otherwise noted. Reserve videos are checked out for 24 hours. Patrons are limited to two reserve items at any time. Reserve material may be checked out for overnight use, but must be returned when the library opens the next morning.

Reference books, curriculum center material, vertical file material, current periodicals and retrospective periodicals cannot be checked out.

**Renewals:** Books from the regular collection may be renewed three times if another patron is not waiting for the item. You may renew books by Zoom, e-mail, through the online catalog, or in person.

**Library Fines:** Reu Memorial Library does not charge overdue fines. We do, however, expect library patrons to be conscientious of the need to return materials on time. You can avoid overdue notices and save us time by keeping track of the due dates. Due dates are stamped on a slip inside the back cover of each item.

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 should receive a recall notice for a book you have checked out, please be sure to 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, and which are not available at any other Dubuque area library. The purpose of Interlibrary Loan is to provide access to materials for class research only which are not available locally. Requests for both books and articles may be requested through our online library catalog or may be emailed to [library@wartburgseminary.edu](mailto:library@wartburgseminary.edu). Requests for books from the Charles C. Myers Library of the University of Dubuque may also be requested in the same way. Requests usually take one to two weeks to fill. Interlibrary Loan for other material may be obtained by contacting the local public library.



Workshops and individual tutorials: Workshops are offered to the Wartburg community on research techniques, the use of the online catalog, the computer resources available, and the use of the Internet for research. Individual help is also available.

#### General Information & Policies

- NO FOOD is allowed in the library. A table is provided at the library entrance on which you may leave your food container. Be sure to pick up the items when you leave.
- BEVERAGES IN SPILLPROOF CONTAINERS are ALLOWED in the library. You can test your container in the cup on the table at the library entrance. Those containers that pass the "spill test" may be brought in. Please leave all others on the table provided at the library entrance. Be sure to pick up the items when you leave.
- 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 at the copy machine is \$.07 per page for black & white and \$.45 for color and is charged to your account. You will need your copier code to use the copy machine. The cost of other printers is \$.10 per page for black/white printing and \$.45 per page for color printing; this payment is on the honor system and is payable at the circulation desk.
- 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 computers in the reading area of the library only during non-busy times. They will need to use the student's login.

- Wartburg affiliated children can use the library and its resources only when accompanied by a Wartburg affiliated parent. The adult must stay with the child

### **3.10.2 Copyright Issues – Video and Other Multimedia Resources**

Students of Wartburg Theological Seminary will adhere to all copyright rules and regulations in and outside of the classroom and seminary facilities.

Students are to be aware that "pre-recorded videos, whether purchased or rented, are [generally labeled] for home/private use only. Private showings are for a 'normal circle of family and its social acquaintances.'" This would cover viewing of videos in your living quarters.

“All other showings of home videos – such as at church [or in a common area of the seminary] – are deemed ‘public’ and ‘subject to copyright control.’ Students cannot show ‘home/private use only’ videos at group meetings, youth group gatherings, exercise meetings, or at fellowship sessions.

“The only exception [to ‘home/private use only’] is under certain, narrowly defined instances, referred to as ‘face-to-face teaching activities,’ which applies to full-time, non-profit, academic institutions only. Because of this full-time, non-profit status requirement, Sunday schools and daycare centers do not qualify,” but classroom use at Wartburg Theological Seminary would apply.

For more information visit the Motion Picture Licensing Corp. web site at

<http://www.mplc.org>.

Reu Library provides a photocopy machine for patron use, especially for copying or scanning articles from periodicals, newspapers, and other materials that do not circulate outside the library. Most materials are covered under U.S. copyright laws. As a general rule, it is legal to make one copy for individual use. Making multiple copies or distributing scanned materials via email or the common drive, such as for congregational or class use, is generally not legal. More extensive guidelines are available in the library if you have questions.

## **3.11 Disabilities**

### **3.11.1 Disability Accommodation Requests**

Any student who feels s/he may need a learning accommodation based on the effect of a disability should contact Dr. Troy Troftgruben ([ttroftgruben@wartburgseminary.edu](mailto:ttroftgruben@wartburgseminary.edu) or (563)589-0307) 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.

### **3.11.2 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.

### **3.11.3 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.

### **3.11.4 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.

### **3.11.5 Staffing**

The staff consists of the ADA Compliance Officer, Dr. Troy Troftgruben, working in conjunction with the Wartburg Seminary faculty, the Academic Dean, 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.”

### **3.11.6 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).

### **3.11.7 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.

## ***3.12 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.

### **3.12.1 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](mailto: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.

### **3.12.2 Rights and Responsibilities of Students, Instructors, Staff, and Faculty**

#### **3.12.2.1 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.

### **3.12.2.2 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

### **3.12.2.3 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.

### **3.12.2.6 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 his/her 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.

### **3.12.2.7 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.

### **3.12.2.8 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.

### **3.12.3 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.*

## **4.0 Appendix A - Accommodations for Learning Disabilities**

### **4.1 Appendix to the Accommodation Policy**

#### **4.1.1 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.**

### ***4.2 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.

### ***4.3 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.

### ***4.4 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.

### ***4.5 Accommodation Policy for Individuals with Disabilities approved 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.

## **5.0 Appendix A - Information Regarding Alcohol and Drugs**

### ***5.1 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 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>

## 5.2 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 Penalties 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](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 Penalties for Drug Convictions**

A federal or state drug conviction can disqualify a student for FSA funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. Students who became ineligible due to offenses that did NOT occur during such a period are eligible. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of Illegal Drugs	Sale of Illegal Drugs
First offense	One year from date of conviction	Two years from date of conviction
Second offense	Two years from date of conviction	Indefinite period
Third plus offenses	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

- 1) Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program);
- 2) Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
- 3) Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

### **Qualified Drug Program Standards**

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.

- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

*Should a student become ineligible for Title IV aid due to a drug conviction, Wartburg Theological Seminary will provide a clear and conspicuous written notice of their loss of eligibility and the methods whereby eligibility can be regained.*

*Excerpted from FSA Handbook Volume 1 2017-2018 HEA Section 484(r) 34 CFR 668.40*

### **5.3 Iowa Smoke Free Air Act**

*The "Iowa Smoke Free Air Act" 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 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.

## 6.0 Appendix B - Wartburg Associated Students

### *The Constitution of the Wartburg Associated Students (WAS)*

#### *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



## *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:
  - o of SAC shall be full-time, continuing, residential students in good academic standing, enrolled at WTS for the full academic year of service;
  - o of STF shall be full-time, continuing, residential students in good academic standing, enrolled at WTS for the full academic year of service;
  - o of GAC shall be full-time, continuing students in good academic standing, enrolled at WTS for the full academic year of service;

- o 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
  - o encourage the theological reflection on our connection to Creation
  - o foster a holistic view of sustainable living throughout the WTS community
  - o 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.
  - o 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:
  - o the student vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
  - o 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:
  - o the student vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
  - o 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:
  - o the student vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
  - o 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:
  - o the person vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
  - o 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:
  - o the student vacating the position shall provide a prorated reimbursement of any stipend received to WAS and WTS;
  - o 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  $\frac{3}{4}$  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.