

STUDENT HANDBOOK

The Student Handbook provides both official and otherwise useful information as a basic guide for the student in becoming acquainted with the Washington Theological Union. It supplements the information that is contained in the Union Catalog. While the Dean of Students is responsible for keeping the handbook updated, individual offices can provide more detailed information and explain those sections specific to those offices.

Mission

The Washington Theological Union is a Roman Catholic graduate school of theology and ministry. Challenged and inspired by the charisms of its religious communities, the Union educates candidates for ordination, religious and lay men and women of diverse backgrounds for collaborative ministry in the church and service to the world. (May 2006)

Washington Theological Consortium

Mission Statement

The Washington Theological Consortium, a community of theological institutions of diverse Christian traditions, has as its mission:

- To embody and witness more perfectly, through its diverse membership, to the unity that is ours in Christ, so that all may believe;
- To provide an ecumenical context, within the region of the nation's capital, for equipping leaders to serve the mission and ministry of the Church in the world;
- To make known and provide the means for member institutions to share their rich theological and spiritual resources with students, faculties and laity;
- To seek a deeper appreciation of other world religions and to explore, in concert with members of those faiths, values we hold in common.

The Washington Theological Union is a member of the Washington Theological Consortium. Students may enroll in courses at other Consortium schools. Please see the registrar for details.

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STAFF OFFICES

General. This section provides basic information about the various staff offices whose activities affect student interests. Generally, these offices are staffed during regular school business hours on weekdays, although some offices have different schedules since they are staffed on a part-time basis. The office phone numbers listed below can be direct-dialed: 202.541. plus the listed extension.

President's Office.

Location: Rm. 302A
Contact: Sr. Lisa Drover Ext: 5228

Academic Dean's Office. Administers all matters concerned with academics.

Location: Rm. 203
Contact: Laura Glasgow Ext: 5219

Building Operations Office. Administers the use, maintenance and security of the building facilities.

Location: Rm. 404
Contact: Byrul Blaney Ext: 5240

Business Office. Administers payment of tuition, student fees and other general financial services in support of student-related activities.

Location: Rm. 400
Contact: Wayne Wissman Ext: 5236

Dean of Students Office. Administers services and specific activities in support of students. Also administers Formation for Ministry and Supervised Ministry programs.

Location: Rm. 200A
Contact: Kathleen Brown Ext: 5216

Admissions Office. Administers recruiting and admitting of new students and students matriculating for degree or certificate programs.

Location: Rm. 218
Contact: Cynthia Cameron Ext. 5210

Financial Aid Office. Administers institutional and federal programs for offering financial aid and scholarships to students.

Location: Rm. 204

Contact: Bart Merella Ext: 5264, or see the website, www.wtu.edu

Institutional Advancement Office. Administers general fund-raising, graduate relations, special events and general public relations.

Location: Rm. 308

Contact: Joan Knetemann Ext: 5239

Library Office. Administers the library and library related technology services.

Location: Library

Contact: Alex Moyer Ext. 5208

Library Hours (fall/spring academic year)

Monday – Thursday, 8:00 am – 10:00 pm

Friday, 8:00 am – 5:00 pm

Saturday, 10:00 am – 5:00 pm

Sunday - Closed

Liturgy Office. Administers planning and preparing of liturgies, liturgical ministers and choral activities.

Location: Connelly Chapel

Contact: Kathleen Brown, ext. 5216, Room 200A

Registrar's Office. Administers course scheduling, registration and academic records and student visa documents.

Location: Rm. 204

Contact: Bart Merella Ext. 5264

Student Senate Office. Plans and promotes activities to enhance student life and development.

Contact: Joseph Mazzawi Ext. 5265, Room 201

ACADEMIC AFFAIRS

Official Catalog. Students should refer to the school's current official catalog as the primary policy document regarding the various regulations governing academic matters. This section provides supplemental information for some matters not otherwise covered in the official catalog.

Faculty Offices/Appointments. With some exceptions, most faculty offices are located on the 4th floor along the south and west sides of the building. A schedule of faculty office hours is posted on the Administration bulletin board in the lobby and also in the Student Lounge. Individual faculty members also post office hours on the door of their office.

Students are advised and strongly encouraged to make appointments with faculty either by phone or personal contact.

Academic Program Outlines Forms. The Dean's and Registrar's Offices (Rms. 203 and 204) maintain a supply of special information sheets and forms, such as degree program outlines, thesis and integrating papers, comprehensive examinations, incomplete grades, etc. that are needed by students for various academic matters and actions.

Academic Advising. All students enrolled in the degree programs will be assigned an academic advisor. These advisors counsel students on the academic aspects of his/her program of studies and other related academic development issues. (Note: students in other forms of study will receive appropriate counseling.)

The Academic Dean's Office will assign and notify students of their academic advisor. A student may request a change of the assigned academic advisor by making a specific request to the Dean's Office. The Dean's Office will post a current list of all students and their assigned academic advisors on the Administration bulletin board in the Lobby.

The specific guidelines for academic advising are included as Appendix B of this Handbook. Any revisions during the year will be announced in the weekly bulletin and posted on the Administration bulletin board in the Lobby pending inclusion in the next issue of this Handbook.

Students should know the academic advisement process because of its essential importance in completing a desired program of studies. Any problems encountered with the advisement process should be referred to the Dean's Office. Students will be asked to complete an evaluation of the Advising process, the format of which is included in Appendix B.

Associated with academic advisement, Appendices C and D provide information on grading, on an incomplete grade, and on early warning, probation and/or suspension.

Course Evaluations. At the end of each course, students will be requested to evaluate the course and the professor. Special forms will be provided for that purpose. The information is compiled and summarized for purposes of overall faculty and program development.

Privacy of Academic Records. In accordance with Federal law, the school has a policy statement regarding the control of student information. This policy is included as Appendix E of this Handbook.

Skills Assistance. In cooperation with the Catholic University of America, students may obtain additional help in improving writing skills. Information can be obtained from the Dean of Students, by going to <http://english.cua.edu/wc> or emailing cua-writingcenter@cua.edu.

Washington Theological Consortium (WTC). For students who are required or elect to take courses at any of the area theological schools belonging to the WTC, a copy of the composite catalog of courses published by the WTC Office can be obtained from the Admissions Office or the Registrar's Office. A copy is also on file in the Library.

School Holidays. The official calendar of religious, national and school holidays are on the website, www.wtu.edu.

Weather Cancellation of Classes. In case of severe weather, the Union will notify WTOP (103.5 FM) and TV Channels 4, 5, 7 and 9 in the event classes are cancelled because of severe weather conditions. The Union's website (www.wtu.edu) and main telephone number (202-726-8800) will also have this information when the school is closed for weather or other reasons.

GENERAL SERVICES

Security and Safekeeping

Security

The school campus is situated in an active public area; bordering on residential and commercial areas. The building is under the public jurisdiction of the District of Columbia police who are responsible for responding to reports of suspicious or criminal behavior in the area. The Director of Building Operations has general responsibility for building security.

The school building is open to the public; however, visitors are required to sign-in with the Lobby Receptionist until 5pm. A security guard is on-duty in the Lobby from 5-10:30pm each weekday, and from 9am to 5pm on Saturdays, to control access and patrol the building periodically. Access at other times is available only to those individuals with designated keycards or by use of the special entry call-box. With this limited protection, students are strongly advised to keep personal items well protected.

The school parking lot, although gated and well lighted, is not a secure area and is not patrolled by the campus security guard.

When the security guard is on duty, a student may request the guard to be an escort at night to the parking lot or the immediate area of Laurel Street. No guard escort can be provided between the building and the Metro station.

This section complies with Public Law 101-542 [Crime Awareness and Campus Security Act of 1990] for which an annual security report is maintained and is available to students upon request.

Lost/Found. Items recovered on school property are deposited in a lost/found box located in the locked closet next to the Reception Desk in the lobby.

Health and Welfare

Hospitals. Those students requiring use of a local hospital should first check their health insurance policies to determine coverage on hospital choice. Nearby hospitals with excellent reputations are:

Washington Adventist Hospital
7000 Carroll Avenue
Takoma Park, MD
301-891-7600

Providence Hospital
1150 Varnum Street, NE
Washington, DC
202-269-7975

Holy Cross Hospital
Forest Glen Road
Silver Spring, MD
301-565-0100

Washington Hospital Center
110 Irving Street, NW
Washington, DC
202-541-5500

Insurance. In cooperation with the Catholic University of America, students needing health insurance may obtain coverage through the CUA policy. Coverage is for a twelve-month period from August to August of each year. Information can be obtained through the Dean of Students' Office.

Exercise Facilities. A small exercise room is located for general student use on the 3rd floor, next to the student lounge.

Transportation/Parking

Public. The school is accessible by several means of public transportation. The METRO rail system is the main method of getting to and from many principal sites of interest. The METRO has a station (on the RED line) within walking distance of the school at the intersection of Carroll Avenue and Spring Street.

Parking. The school has a private lot with limited parking available for students, staff and faculty on a first-come, first-serve basis. This gated lot is located south of the Strayer University building and is accessed from Laurel Street. The Building Operations Office administers parking passes. Because the school lot is not guarded, the car should be locked and personal items kept out of sight.

Because of the limited parking in the school lot and on nearby streets, students are strongly urged to use carpools or the Metro system to the school as much as possible,

especially students from religious communities located near CUA. Note carefully the different time-periods posted on the parking signs.

Dining

General Service. The school offers a contractor-operated, full-service cafeteria for general use. The main entrance is at the rear of the Founders' Hall lobby. Service hours are:

Breakfast: 8:00 to 9:30am
Lunch: 11:30am to 1:30pm
Dinner: 5:30 to 7:00 pm

There are also soft-drink vending machines and some limited kitchen facilities located in the Student Lounge on the 3rd floor for storing and warming food.

Residents. The kitchen facilities located in the 4th floor residents' lounge are for the restricted use of residents.

Local Eateries. A number of restaurants, cafes and sandwich shops are located within walking distance in the nearby Takoma Park business district.

Copy Services

Two copiers are available for patron use in the rear of the library in the Computer Lab/classroom area. Copies are .10 a page. Each patron must purchase a copy card to use the copiers and to print from the library public computers. Copy cards can be purchased from the library staff.

Notary. The Chief Financial Officer is a Notary. Contact Wayne Wissman, Ext. 5236, Room 400.

Identification Cards. An identification card is issued and annually renewed to each enrolled student. This card, which includes the student's photo and a bar-code, is required for withdrawing books from the Union library. It can also be used for library and some other services from other Consortium institutions. The Building Operations Office issues id cards.

Housing Available for Commuter Students. The WTU residence hall has nightly rental housing available for commuter students. In most situations students should request housing a few days in advance. In the event of weather events or other emergencies, commuter students can request housing the same day. All housing is subject to availability at time of request. Rates start at \$35 per night for a single w/ a shared bath and \$45 per night for a single w/ a private bath. For information about

residence housing or to make a formal requests students can e-mail the Director of Residence Life, Joseph Mazzawi at jmazzawi@wtu.edu or call at (202) 541-5265.

Book Purchases

Textbooks. The school has an arrangement with the Newman Bookstore to provide students with the textbooks listed by professors as required for the scheduled courses. Newman's also provides a 10% rebate for orders exceeding \$100 on a cumulative basis. Newman's, which has a large book inventory in addition to textbooks, is located adjacent to St. Paul's College, at 3025 4th St NE.

Newman Bookstore has the largest local inventory of books on religious topics. Some other main sources for ordering books are Paulist Press, The Liturgical Press, and various web sites on the Internet such as www.amazon.com.

Counseling and Mentoring. Students seeking advice on counseling and/or mentoring services are encouraged to contact the Dean of Students.

COMMUNICATION

Bulletin Boards. A number of special boards are located in the building for disseminating a variety of formal and informal information affecting student life. They are on the walls in the following areas:

- **Founders' Hall Lobby** - provides bulletin boards that offer information on academic matters as well as items of general interest and activities.
- **Student Lounge** – provides boards that post information on Student Senate activity as well as ministry placement opportunities.

Aside from these bulletin boards, no flyers or notices can be posted in the building halls, classrooms or other areas of the building unless approved by the Director of Building Operations.

Mail Service

School Mail. Folders for internal student mail are in a file cabinet in the Reception area. Resident students receive US Postal mail in special boxes in the Reception area.

U. S. Postal Service. Mailboxes are located across from the main entrance to the school and also in nearby business district. A branch station is also located right across the Laurel St./Eastern Ave. traffic intersection.

Electronic. All students are strongly encouraged to obtain access to Internet electronic mail with personal accounts/addresses. This will enhance the students' general capability for communicating with other students, faculty and staff personnel as well as using the Library's electronic resources. Currently, students can use the Union library terminals to send messages through the Union network to faculty and staff. Faculty and staff personnel can also send and receive messages through the Union website. The Union's internet address is: www.wtu.edu. For further information about student email capability, contact the Library.

Telephone

Internal. An internal phone system provides for calls within the building to staff, faculty and resident students. A phone is available to students in the Student Lounge for making internal calls. All extensions are equipped with voice mail capability.

External. A public pay phone is available in the lobby near the library entrance for making outside calls.

Messages. Incoming emergency messages received at the school's main phone number (202-726-8800) are handled by the lobby receptionist.

The ePistle: Our electronic WTU newsletter, the ePistle is published weekly during the regular academic year by the Communications Office. It contains a wealth of pertinent information regarding school activities, academic policies, student, faculty and alumni achievement, and various announcements from WTU, the Washington Theological Consortium, and our surrounding Catholic diocese. **Items to be included in this electronic newsletter must be provided to the Communications Office by noon each Tuesday.** The ePistle is distributed by email. Please notify the Communications Director if you are not receiving this publication.

School Web Site. The school has established a web-site available on the Internet and provides a wealth of information about the school, its mission, programs of study, special offerings, school directory information, current information about school activities and meetings and many other items of general interest. The address on the Internet is **www.wtu.edu**. Through this site, students can also do Union library searches from home computers.

LIBRARY SERVICE

Circulation is through a bar-code on the back of the student's ID card. Each student will need to present a current valid picture Union ID card (or if a WTC student, a current ID from a member institution and a *WTC Borrowing Privileges Form*) and set up an account in the library's computer system. (Note: Borrowing privileges are extended to other patrons of the library who are not part of the WTU community or from one of the WTC libraries on a limited basis and only with the express permission of the Library Director.) The Washington Theological Union library is a private, academic theological library and is not open to the general public. All items must be checked out by a staff person at the Circulation Desk in the Degheri Reading Room when leaving the library. Students may place holds on currently checked out books and a book may be recalled from another borrower. The library staff is available for help in locating titles, reference and research assistance, computer assistance, and help with other library related questions and concerns.

Collection Locations

General Collection

The main stack of the library collection is available for use and borrowing to all library patrons. This collection is located to the left of the Degheri Reading Room by stairs to the upper and lower levels and a portion of the collection is also found past the current periodicals on the right side of the Degheri Reading Room. Book locations and call numbers can be found by using the library computer system.

Reference Collection

These materials are found on the shelves in the Degheri Reading Room of the library. Reference materials, current and bound periodicals, and materials from the Academy of American Franciscan History are not available to be checked out and are restricted to library use only. Academy of American Franciscan History materials are not available for interlibrary loan requests.

Reserved Collection

This section of the library collection is dedicated to books and other materials set-aside by faculty for their scheduled courses. The Reserved Collection is located behind the Circulation Desk and must be checked out with a current student ID. These materials are only available for use in the library and must be returned to the Circulation Desk. Books

in this collection can only be checked out for four(4) hours and cannot be checked out overnight.

Periodical Collection

This section contains the library's serial publications (magazines, scholarly journals, newspapers, newsletters, etc.). The current and bound periodical collections are to the right of the Degheri Reading Room. Current periodicals are in alphabetical order on the display shelves and the bound periodicals are on the library shelves in alphabetical order immediately adjacent to the current periodical area.

Vertical File Collection

A variety of smaller publications (booklets, pamphlets, brochures, etc.), deemed not large enough for the main collection, are maintained in file cabinets in the rear of the library adjacent to the Computer Lab/Classroom area. These materials are available for check out and can be accessed through the library's computer catalog.

Audio-Visual/Media Collection

This collection of videotapes and DVDs is in the Library Office and is available for checkout by the library's patrons. The materials in this collection cover a wide range of subjects including bible studies, ethics, liturgy, church history and other areas of religious studies. (For information about audio-visual equipment availability and how to borrow equipment, please click [here](#).)

Catalog and Reference Service

There are a number of computers for public use in the library, four are in the Degheri Reading Room and six are in the rear of the library in the Computer Lab/Classroom area. The four computers in the Degheri Reading Room are equipped with the Library's Public Access Catalog ([PAC](#)) as well as a variety of databases, including the ATLA Religion Index, the Catholic Periodical and Literature Index, and several other theological and religion oriented databases. (See [Other Links](#) for more information). An additional computer (attached to a scanner) is also available for public use near the New Book display area just off the Degheri Reading Room.

Computer Center

The six computers in the rear of the library also access the library computer catalog and have MS-Word and other programs available for student use. All computers provide Internet and email access. Guidance and assistance to computer use and search routines is provided upon request to all library patrons.

Other Available Resources

Since the Union is a member of the Washington Theological Consortium ([WTC](http://www.washtheocon.org)), currently enrolled students are allowed to use and borrow materials from the Consortium libraries during the academic year (September to May). All WTC libraries require each student to present a current student ID card and a WTC Borrowing Privileges form from the student's home library in order to use the library. Information on borrowing privileges and the location of the member libraries can be found in the booklet, Washington Theological Consortium Libraries, which can be obtained at the library circulation desk, or on the WTC website: www.washtheocon.org.

Student Papers

Student papers authored by Union students for their degree requirements are bound and available for checkout. These materials are arranged according to type of degree and numerically in order as received by the library staff. The titles and authors can be found using the library computer catalog.

Library Hours

Regular Academic (Fall & Spring)

Monday – Thursday - 8:00a – 10:00p

Friday – 8:00a – 5:00p

Saturday – 10:00a – 5:00p

Sunday Closed

FACILITIES

Non-Smoking. Smoking is not permitted inside the Union facilities.

Environment. The national and local recognition given to the building for excellence in architectural design emphasizes communal concern for the general appearance of the building .

Access. Special curb/ramp access is available for handicapped persons. It is located at the corner of the building near the Laurel St./Eastern Ave. intersection. Similarly, elevators are available to get between floors. One is located in the hallway off the chapel hallway and the other is located in the rear of the Degheri Reading Room for access to the general stacks. Another aid is the use of Braille to identify floor and room numbers.

Food. No food or drink is permitted in the library. In general, eating and drinking should be confined to the spaces designated for that purpose, namely, the Student Lounge, the Main Dining Room and the Residents' Lounge.

Posters. The posting of flyers and notices in the lobby, hallways, classrooms and or other general areas of the building is not authorized and should be confined to the specified bulletin boards. Some exceptions are made for particular events of major interest.

Residence. Generally, access to the residential areas on the 3rd and 4th floor is restricted to the residents.

Reserving Building Space. The use of any space in the building is controlled and must be reserved in accordance with the Director of Conferences and Events, Sr. Kathy Kandefer, Ext. 5222, Rm. 214

Reserving Audio-Visual Equipment. TV, VCR, slide projectors and similar equipment can be used by request to the Library Office. All equipment malfunctions or breakdowns should be reported immediately to the Library Office.

Lounges

Student Lounge. A lounge area is located on the 3rd floor and is principally designed for **recreational** use by students. Because of its recreational nature, using the lounge as a study area is not recommended. It is equipped with the following:

- Some limited kitchen equipment is available for storing and heating food along with vending machines

- A TV and VCR
- A telephone for internal use
- Student bulletin boards.

Residents' Lounge. This lounge area is located on the 4th floor, but is restricted to resident students and their guests.

SPIRITUAL LIFE

Connelly Chapel of the Holy Wisdom. This is the space dedicated and consecrated for the regular and special liturgies of the school community. Its dedication to Holy Wisdom recognizes the school's mission of theological education and its name honors the Connelly Foundation, a major donor for the chapel. In 1997, the American Institute of Architects recognized the chapel's outstanding design with a distinguished award for religious architecture.

Liturgy Schedule. Liturgies are scheduled only during the Fall and Spring academic semesters and are celebrated primarily for the students, faculty, staff and administration.

Eucharistic Liturgies are usually celebrated at noon on Mondays and Wednesdays during the academic year, with midday prayer at noon on Tuesdays and Thursdays.

Please note: Due to canonical regulations, the Saturday vigil and Sunday Eucharistic liturgies are not celebrated on the premises; students are encouraged to participate in liturgies at area parishes or religious houses. The closest parish church is the Church of the Nativity located at 6001 13th Street, NW in Washington, DC; about 5 minutes or so by car. For information and/or a list of other churches and communities, contact the Student Affairs Office.

Ministry Volunteers. Ministerial service to the worshipping assembly is encouraged of all individuals associated with the school, and particularly students. Ministers are needed from the community for presiding at Eucharist or other liturgical prayer, reading, serving, as Ministers of Communion, leading song, providing music, and doing sacristy tasks. Please see the Dean of Students if you are interested in serving in one of these capacities.

A major participant in the music ministry is the **Union Choir**. During the academic year, this ensemble provides support at many of the liturgies and at some non-liturgical special events at the school, such as graduation. Those interested in joining the choir are encouraged to respond to the invitations issued in the ePistle and on school bulletin boards.

Liturgy Committee. Another special ministry on behalf of the worshipping community is the Liturgy Committee. This group, which includes Word and Worship faculty and staff, provides an opportunity for students to become involved in and further informed about the various aspects of the Church's liturgical worship. The committee usually meets once a month during the school year; dates and times are announced in the ePistle. Students interested should contact the Dean of Students.

Prayer and Meditation. In addition to its communal prayer life, the school provides two other settings for personal prayer and meditation. The chapel of reservation, located in the main chapel, is available to the general community for prayer. An oratory, located on the 4th floor, is set aside for the primary use of resident students.

The Formation Program sponsors occasional one-day retreats. Contact the Formation Office (ext. 5216 or 5218) for information.

Spiritual Direction. For students who are required to have or are otherwise interested in individual spiritual direction, the Formation for Ministry Office has information regarding the availability of spiritual directors.

Student Senate

Organization. The Senate is the student organization established to represent the student body of the school. It is composed of members of the student community who are nominated and elected by the student body in the Spring, as well as a few members from the incoming student body. Any student enrolled at the school is eligible to be nominated for and to elect members of the Senate. The officers of the Student Senate, elected by the members of the Senate, are: President, Vice-President, Secretary and Treasurer.

Some principle functions of the Senate are:

- Acts as the representative body of and for the students
- Focuses on their educational, social, spiritual and other interests, such as peace and justice issues
- Establishes appropriate committees to act on the attendant issues
- Provides student representation to other school standing and ad-hoc committees and to other external bodies as necessary.

These functions are designed to foster communication between students and administration, build a deeper sense of community among the students, and provide an instrument for enhancing leadership skills useful in ministry.

A copy of the Constitution and By-laws of the Student Senate are available in the student senate office.

Meetings. The student senate has four regularly scheduled meetings during the academic year. These regular meetings are open to all students and provide an opportunity for student senators, as well as attending students, to discuss issues that relate to student life at WTU. Student senate meetings are announced in advance and publicized throughout the building as well as in the Epistle. Students are encouraged to attend these meetings and are urged to bring issues, concerns and suggestions to the Senate for discussion and deliberation. After the meeting a report about what is discussed and relevant issues raised during the meeting is created and distributed to the Dean of Student Life.

Communication. The Senate maintains a bulletin board in the Student Senate Office on which items of general interest to students are posted, especially the reports of the Senate meetings. The Epistle and email are other forms of communication used. Any student is welcome to email questions or comments to senate@wtu.edu.

SCHOOL EVENTS

Lectures. Several formal and informal lectures are given by faculty and nationally-recognized persons. They provide an excellent supplement to regular academic studies. These events are announced in the ePistle and by special flyers and notices. Of particular note are the Franciscan and Camelite lectures, the Sophia Award lecture, and the Distinguished Scholar lectures.

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Art Enrichment

Art has a rich relationship to theology and forms an important means of conveying the interior and most personal understanding and expression of faith. It is an important part of the theological experience here at the Union. A number of such artistic works now grace the lobby, halls and various offices and rooms throughout the building through the generosity of many friends of the Union.

Social Activity. Through the auspices of the school and, in particular, the work of the Student Senate, a variety of social activities are offered to provide many opportunities for students to get together in a convivial setting. Other events are held that enable students to gather socially with faculty, staff and other friends of the school. These events are announced to the students in various ways, but always in the ePistle and on bulletin boards

Alumni Relations. All those students receiving degrees and graduate certificates from the Union are considered our formal alumni/ae and automatically enrolled as graduates. The Institutional Advancement Office is responsible for maintaining current information on the status of Union graduates, their location, continuing studies, ministerial efforts and other items of interest. Special activities and events are also scheduled for their particular benefit.

Appendix I

Student Code of Discipline

I. Overview and Statement of Intent

This code is structured to handle pastorally and informally most complaints of student misbehavior, recognizing the Union's dual mission to educate and minister to its students. The code gives the student choices over how the complaint will be handled with every opportunity to have a disciplinary matter handled in a pastoral, rather than a quasi-judicial, setting. It also provides the formal protection of basic due process, if the student so desires.

After the complaint has been filed and an initial notice given to the accused student, the Dean of Students will review the complaint for probable cause and determine the likely range of discipline to be imposed. A written notice of the Dean's initial finding is then delivered to the accused student, who must at that point, if probable cause has been found, make a choice of one of the following possible resolutions:

1. Admit the offense and accept the proposed disciplinary sanction;
2. Choose to contest the facts through an informal hearing;
3. Choose to contest the proposed discipline through an informal hearing;
4. Choose to contest both the facts and the proposed discipline through a formal hearing.

To the extent possible, choices 1, 2 and 3 are to be conducted informally with an eye toward an amicable, mutually agreeable and productive resolution of the matter. Choice 4 involves a formal, open hearing before a special Union panel. Hopefully, the formal proceeding, as the most complex, will be chosen only for the most serious violations where severe disciplinary sanctions are involved. Attachment A graphically portrays the movement of a complaint through the structured process.

II. Principles

Each student is expected to maintain a standard of behavior compatible with Roman Catholic ministry. But, where this standard is violated, a student may be subject to discipline up to and including expulsion for behavior that:

1. Demonstrates a lack of aptitude or personal fitness for Christian ministry;
2. Violates generally acknowledged canons and standards of professional practice;
3. Violates generally acknowledged canons and standards of professional ethics for ministry; such as the Code of Ethics of the National Association for Lay Ministry;

4. Disrupts the educational process including external pastoral ministries that are part of the student's curriculum.

This code applies principally to Union students currently enrolled in a degree, certificate, sabbatical or other established program as well as anyone enrolled in at least one course for audit or credit. It also applies to individuals and groups engaged in activities on the campus and in school-related activities off the campus including, but not limited to, pastoral ministries, consortium classes, special field trips, etc. Violations committed by students of other institutions on Union property shall not be subject to this code, but shall be reported expeditiously to the violating student's home institution and to civil authorities, if appropriate. Nothing in this code is intended to limit the authority of any group, organization, congregation or religious order to discipline its own member who is a student at the Union.

Nothing in this code is intended to alter any action taken in accordance with academic standards and policies governing a student's academic endeavor. Lastly, nothing in this code is otherwise intended to prohibit or discourage any person from reporting conduct thought to be criminal in nature to civil authorities.

III. Violations. Attachment B outlines a comprehensive, but not exhaustive, list of behavior types for which a student may be disciplined under this code.

IV. Complaint Process

General

Before any disciplinary action is taken, a student accused of any violation under this code is entitled to:

1. A written notice of the allegations brought forth;
2. The intended range of disciplinary actions to be taken;
3. And an opportunity to be heard on the issues. But, in exceptional circumstances, a student may be banned from the campus for a period of up to two [2] calendars weeks at the recommendation of the Dean of Students, pending the holding of a formal hearing.

Intake

Any complaint against a student shall be filed in writing by the complainant as soon as possible with the Dean of Students. A complaint filed under this code will only be accepted for investigation and hearing action, if it is filed within thirty [30] days of the event at issue, unless the complaint contains specific and credible allegations that the complainant has been unable to or forcibly prevented or intimidated from filing the complaint in a timely fashion. Unless explicitly stated within this code, nothing herein shall imply that a complainant has any special right to prosecute a complaint in any of the proceedings involving the particular

complaint filed under this code. When the complaint against the student is received, the Dean of Students shall:

1. Notify the accused in writing of the general terms of the complaint that has been filed; and cause an investigation to be made of the complaint filed.
2. Determine, after this investigation is made and results are received, if there is probable cause that a violation was committed for which the student may be disciplined, and then notify the student in writing of the specific allegations and of the intended discipline or range of disciplines that could be imposed upon the student in the event the allegations are proven to be true. In addition, for an accused student who is ecclesiastically sponsored (e.g. seminarians, religious or clergy) and who has supplied a written release, the Dean of Students shall also notify the student's sponsor of the existence of the complaint and the alleged offense. If the Dean of Students finds no probable cause to proceed, then the Dean shall notify in writing both the accused student and the complaining party of the determination.

Within five [5] days after the accused student receives written notification of the allegations and possible discipline, the accused student must provide the Dean of Students with a written response that states which of the four [4] following courses of action the student chooses:

1. Admit the charges **and** accepts the proposed course of disciplinary action;
2. Request an informal proceeding concerning the charges;
3. Request an informal proceeding concerning the proposed discipline;
4. Request a formal proceeding concerning **both** the charges and the proposed course of disciplinary action. If the accused student fails to provide the required written response within the required five [5] days, then the accused student by default admits to the offense and accepts the proposed disciplinary action stated in the notice of charges by the Dean of Students.

Informal Hearing. If the accused student chooses an informal hearing with regard to the allegations or the proposed disciplinary action, the informal hearing shall take place within fourteen [14] days after the student's written response has been received. If the student has been banned from the campus pending a hearing, the hearing shall be held within the same time period contained in the written decision authorizing such a ban, unless the student waives in writing the right to a prompt hearing.

Formal Hearing. If the accused student chooses a formal hearing with regard to the allegations and the appropriateness of the proposed disciplinary action, a formal hearing shall be held within thirty [30] days after the student's written response has been received. If, however, the student has been banned from the campus pending a hearing, then the hearing shall be held within the same time period contained in the written decision authorizing the ban, unless the student waives in writing the right to a prompt hearing. In no event shall a formal hearing

be held later than ninety [90] days after the student's written statement choosing the formal hearing.

V. Concurrence in Disciplinary Actions. A disciplinary action recommended under the provisions of this code will be done in consultation with the Academic Dean except for recommendations of suspension, banning or expulsion which will be done in consultation with the President. Such consultation will be concluded within two [2] weeks after the allegations have been adjudicated under the alternative methods provided in this code. The final disposition will then be communicated in writing to the accused student within seven [7] days.

VI. Records of Disciplinary Actions

Dismissal of Complaint. If the complaint is dismissed under any of the adjudication procedures, the official record of the disposition will be retained only in the office files of the Dean of Students. No record will be placed in the student's official school file held by the Registrar.

Records of Proceedings. The official record of information resulting from the adjudication procedures will be retained only in the official disciplinary files maintained in the office of the Dean of Students. No copy will be placed in the student's official school file.

Records of Disciplinary Action. A copy of the decision regarding disciplinary action imposed on the student will be placed and retained in a special student's file maintained in the office of the Dean of Students.

Records Access. No person shall have access to the disciplinary files held in the office of the Dean of Students without the express approval of both the Dean of Students and the Academic Dean. However, a student is entitled to see his or her own disciplinary record during normal office hours upon request to and in the presence of the Director of Student Affairs.

Expungement

Upon graduation or withdrawal from the school, a student may request in writing to the Dean of Students that the individual file containing record[s] of disciplinary action[s] against the requesting student may be removed and disposed. The Dean of Students has complete discretion to approve or disapprove the request and shall notify the student of the decision within seven [7] calendar days after receiving the request. Such action applies only to the student's individual disciplinary file and not to the central disciplinary records retained by the Dean of Students for official purposes.

Attachment A

Listing of Code Violations

1. Violations of integrity: plagiarism; cheating; providing false records, reports, information including financial to the Union; lying; fraud; misrepresentation; forgery; etc.
2. Violence to persons: assault; battery; threats of violence; sexual assault or battery; fighting words; possession of weapons on school property or at school events including firearms, explosive devices, etc.
3. Violations to property: theft; arson; destruction; vandalism; obtaining property by fraud, embezzlement or deception, etc.
4. Criminal conduct constituting a felony in the jurisdiction it is committed or a misdemeanor involving moral turpitude. 5. Failure to obey the lawful directives of a person in school authority or engaging in behavior that seriously disrupts the educational process.
6. Sexual harassment including, but not limited to, unwanted sexual attention.
7. Discrimination which could be unlawful under applicable law including, but not limited to, discrimination based on race, color, gender, national origin or disability.
8. Conduct detrimental to the reputation and good name of the Union, wherever committed.
9. Unlawful manufacture, possession, use or distribution drugs or controlled substances.
10. Failure to carry out a disciplinary action imposed under this code; filing or making a false accusation or statement in any disciplinary proceeding under this code; deliberately impeding or interfering with a disciplinary proceeding under this code.

Attachment B

Procedures for an Informal Hearing

An informal hearing shall be conducted, to the extent possible, with only the following persons present:

1. The student accused;
2. The Dean of Students;
3. The witness[es] called either by the accused student or by the Dean of Students.
4. The complaining party, only in cases involving sexual allegations, may elect to be present during the hearing and to be heard in final argument.

A verbatim written record will not be made of the hearing, but the accused or any witness may tape record their own testimony.

The accused student has the right to make a final argument at the conclusion of the hearing.

For hearings concerning the substance of the allegation, the Dean of Students shall, upon conclusion:

1. Issue a written finding and impose the discipline in accordance with Section V as set forth in the original notice to the accused student, if the preponderance of evidence substantiates the complaint filed; or
2. Dismiss the complaint, if not substantiated.

For hearings concerning the appropriateness of discipline, the Director of Student Affairs shall, upon conclusion, evaluate and impose an appropriate disciplinary action in accordance with Section V.

The Dean of Students shall consider all the competent evidence, make a decision within three [3] school days of the hearing, prepare a written record of the decision and issue a written decision to the appropriate parties.

Attachment C

Procedures for Formal Hearings

Formal hearings shall take place in a public space at the Union and shall be presided over by a three person panel composed of:

1. A member of the Union community designated by the President of the Student Senate
2. A member of the Union community designated the President of the Faculty Senate
3. A member of the Union community selected by agreement of the above two designees with due regard for racial, ethnic and gender diversity of the entire Union community. The Union community is defined for this purpose as students, faculty, trustees, administrators, staff and other employees of the Washington Theological Union.
4. As designated, this panel will select one of its members to chair the hearing.
5. None of the three members selected shall be required to serve against their will.

The hearing may be recorded either by tape or stenography.

The Dean of Students shall present the case against the student. The student may be represented at the hearing by one person of his/her choosing. In cases involving allegations of a sexual nature, the complaining party has a right to be present throughout the hearing, to be also represented by one person of his/her choosing and to heard in final argument, if desired.

The hearing shall be conducted under the general practices and procedures governing civil trials. The standard of proof shall be a preponderance of evidence. The rules of evidence generally used in civil or criminal cases need not be strictly followed, but incompetent and hearsay evidence shall be excluded. Negative inferences may be drawn, if a witness or the accused student refuses to testify. The hearing panel may restrict the number of witnesses to testify within reasonable limits to avoid excessively repetitive testimony.

If the allegations are not proven, the complaint shall be dismissed. If the allegations are proven to the satisfaction of a majority of the panel, this panel shall then hold a second public hearing on the issue of appropriateness of the discipline. When the necessary hearing or hearings are concluded, in either decision [dismissal or proven complaint and discipline], the report shall be prepared summarizing the findings and the action to be taken and submitted within seven [7] class days of hearing completion to the Dean of Students. The Dean shall notify the appropriate parties of disciplinary action affirmed in accordance with Section V.

Attachment D

Policies on Substance Abuse.

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226), the following regulations are established.

Possession, manufacture, use, distribution, exchange or sale of drugs or controlled substances by any student on the property of the school or during any institutional activity is illegal. Students engaged in such conduct may be subject to suspension, expulsion and/or termination, if determined to be engaged in this activity. Such a disciplinary action would be separate from or in addition to penalties that may flow from court disposition of such matters.

Federal and local laws make it abundantly clear that possession of controlled substances for the purpose of sale, exchange or transfer as well as the manufacture, sale, transfer or exchange of controlled substances is prohibited and individuals responsible for violations of such laws are to be treated with severity. Involvement with controlled substances can subject a person to criminal penalties including felony conviction and often times imprisonment.

Any student who is affected by substance abuse, or knows another student so affected, is encouraged to seek assistance through the Dean of Students. Every effort will be made to give proper guidance and assistance or referral to professional help. To the extent possible, confidentiality will be maintained and efforts will be made to minimize class disruption if a student is undergoing treatment.

Appendix II

Academic Advising

Introduction. The advisor-advisee relationship is the heart of the system of student academic services at the Union. This relationship is reciprocal in which both the faculty advisor and the student advisee come to discover what is best for the student's education. Academic advising enables the student to gain knowledge of him/herself in the educational process and empowers the student to make decisions that will best facilitate the achievement of his or her educational goals.

Assignment of Faculty Advisors. An advisor is generally a member of the regular faculty and has precise knowledge of the academic programs at the Union. The assignment of faculty as advisors is the responsibility of the Academic Dean's office. The following principles are considered in making such assignments:

- Ordinarily, students will be assigned according to their interests and the degree program in which they are enrolled.
- Where possible, special attention will be given to matching a student with a faculty advisor of the same religious congregation.
- The same faculty advisor will be assigned to all the students of a religious congregation that has no faculty representative.
- While it is expected that a student will retain his/her advisor throughout enrollment, both the student and the advisor have the right at any time to request the Academic Dean for a change.
- The Academic Dean's Office will consult with an advisor who is going on sabbatical leave regarding coverage of assigned students during the advisor's sabbatical absence.

Responsibilities of the Faculty Advisor

– To the student remain focused on his/her educational and/or ministerial goals and to retain ownership and control of his/her educational process. To accomplish this, the advisor discusses with the student the work of the previous semester, keeping long-term goals and agreed-upon growth in focus during the advising sessions. Further, the advisor helps the student choose electives appropriate to his/her degree program and educational goals, taking advantage of the best available opportunities that will serve the student's pursuit of those goals. The advisor should discuss the following, applicable:

- For the MDIV student, selecting the required course "in another religious tradition" in view of his/her overall goals.
- For the MA student, completing the language exam early in the program; clarifying the nature of the MA thesis; assisting in selection of a thesis director; assists in drawing up the required bibliography for the general comprehensive examination.

- For MAPS candidates, selecting a field of study, clarifying the nature of the integrating paper and guiding the student in identifying the most helpful readers for the final project.
 - For MTS students, selecting the appropriate distribution of elective and selecting the appropriate method of evaluation (paper or examination).
 - For the Certificate student, selecting the desired field of study.
- To ascertain whether there are areas in which the student should “round out” his/her required course program. For example, if a student did poorly in a required Scripture course, it may be to his/her advantage to take an elective in Scripture to compensate for the poor performance. Or a student may be able to take extra courses to fill in lacunae in his/her background or to help with his/her thesis.
 - To target and help to resolve problem areas that a student may be having with studying, learning, specific courses, testing methods and integrating study with personal life.
 - To maintain student records and pertinent documentation, such as copies of transcripts, pertinent degree flow chart, approved transfer of credits, copies of early warning notices among others. Records privacy is to be maintained according to federal and other governmental regulations.

Responsibilities of the Student Advisee

- To claim ownership of and responsibility for his/her own program at the Union. The quality of the advising relationship depends most basically on the student’s cooperation in the process by meeting regularly with his/her advisor and by preparing for each meeting with a review of long- term goals and particular needs.
- To maintain a written summary of his/her goals and plans; to provide the advisor with a copy.**
- To be aware of the program requirements pertinent to his/her academic program and to be cognizant of his/her progress toward their completion.
- To follow up on suggestions, recommendations and referrals made by the advisor.
- To make an appointment with the advisor in advance of the early registration for the next semester in order to discuss course registration.** The advisee should be aware of the advisor’s process for setting up such a meeting. Many advisors post a sign-up sheet at their office door indicating times they are available for appointments. If a student is not able to meet at the offered times, the student must contact the advisor to schedule an alternative time. Students who know they have very little flexibility in their daily schedules should begin early to arrange a meeting with their advisor. The registration form should be brought to this meeting for review, discussion and signature by the advisor. **The registration form will not be processed without the advisor’s signature.**
- To evaluate the advising system and one’s experience of advising, principally by completing the

annual evaluation form at the end of each academic year.

Initial Meeting. Newly enrolled students will be assigned an advisor preceding their first registration. **Students must contact the assigned advisor to schedule an initial meeting that ordinarily takes place on the scheduled Orientation Day immediately before the beginning of the first semester.** This meeting will concentrate on:

- Reviewing the student's previous academic work and ascertaining the particular strengths and weaknesses that the student brings to the study of theology.
- Discussing the student's long-term educational and/or ministerial goals. To ensure accountability in the advising process, the student will write a brief summary statement after the initial meeting for the advisor that specifies the student's educational goal and/or ministerial goals as well as any area of needed growth that may be apparent at this point.

Regular Meetings. Students will meet at least two times in an academic year with the assigned advisor, once each semester. The meeting is preparation for the semester registration and will evaluate the student's progress toward the educational and/or ministerial goals, discussing whatever academic difficulties may arise.

Appendix III Early Academic Warning

The Early Academic Warning Meeting at the Union is an important part of the academic advising process. At this meeting, the academic progress of students who are experiencing academic difficulties in their courses will be reviewed by the full-time faculty. Recommendation will be given by the faculty members to assist the students.

Academic difficulty is determined by midsemester grades. Any student who receives a C (or below) grade will be reviewed by the members of the faculty present at the meeting. Special attention will be given to those students who receive more than one C (or below) grade since they qualify for academic probation according to the Union's policy on Academic Probation and Suspension.

The academic advisors will communicate to their advisees the recommendations agreed upon by the faculty members. Once notified by their academic advisor, it becomes the student's responsibility to set a meeting time with their advisor for a deeper review of the recommendations.

As the academic progress of the students is discussed, special attention will be given by all the faculty members to the student's right of confidentiality. Only those issues that are directly related to the academic progress of the students will be allowed by the Chair of the meeting.

Appendix IV

Academic Probation and Suspension

Introduction. The Union's policy states that a student who receives more than one C (or below) grade in a semester is placed on academic probation. If the student was on probation the previous semester and receives more than one C (or below) grade in the following semester, he or she will be dropped from the degree program. This student will not be able to register for the next semester without permission of the Academic Dean.

Procedure for Implementation

The Registrar will send to the Academic Dean a list of students who might qualify for either academic probation or suspension in accordance with the stated policy. To consider these cases, an Academic Probation and Suspension Committee will be constituted at the end of each semester. The responsibilities of the Committee members are to consider the students' academic history, their current academic progress and their future academic status at the Union. The Committee members have the authority to enforce the policy and/or to suggest other options for a student's future at the Union. In extraordinary cases, the Academic Dean may alter the decision of the Committee after consulting with the Committee members. The Committee will be composed of the Registrar, the Academic Dean (Chair) and two faculty members appointed by the Academic Dean in consultation with the Department Chairs. The academic advisor of any student under consideration may be present at the meeting to give information about his or her advisee. The Academic Dean and any academic advisor (present at the Committee meeting) will not vote at the meeting.

The Academic Dean will inform each student of the Committee's decision. A student may appeal the decision according to the appeal process stated below. This Committee will meet one week after the end of examinations each semester.

Appeal Process. Within one month of the date stated in the Dean's letter, the student may make an appointment with the Academic Dean to appeal the Committee's decision. The written appeal must be presented to the Dean before the meeting. If the Dean finds the appeal to contain evidence that may alter the decision, he may consult with the Committee for further action.