

SEABURY-WESTERN THEOLOGICAL SEMINARY

2010-2011

VISION AND MISSION

Vision:

Seabury-Western Theological Seminary is an educational community, grounded in the Baptismal Covenant, that proclaims the Gospel of Jesus Christ to the church and to the world.

Mission:

Seabury embodies generous Christianity, grounded in the Baptismal Covenant and the Episcopal tradition, as we educate lay and ordained women and men for ministry, build faith communities, and enrich people in their faith.

Anti-Discrimination

Seabury-Western Theological Seminary is an educational community, grounded in the Baptismal Covenant, that proclaims the Gospel of Jesus Christ to the church and to the world. Seabury embodies generous Christianity, grounded in the Baptismal Covenant and the Episcopal tradition, as we educate lay and ordained women and men for ministry, build faith communities, and enrich people in their faith. Toward that end, Seabury seeks to affirm the ministry of all persons who are faithfully living out their vocations within the Seabury community, be they students, staff or faculty, without prejudice to any person regardless of race, color, gender, age, physical disability, height or weight, national and ethnic origin, marital status, sexual orientation/identity, or gender identification. We are intentional in following the Baptismal Covenant (*Book of Common Prayer*, pp. 304-305), striving for justice and peace among all people and respecting the dignity of every human being.

Divergent Perspectives

The Seabury community also makes its mission to welcome and include divergent theological perspectives and social views. In our individual and common search for truth, the seminary encourages the vital discussion and debate that is integral to our academic program; that which makes tangible and visible in extraordinary ways our genuine learning, faithfulness and mutuality.

The Seabury community believes that the continuing purpose of preparing leaders for the mission of the church is its prophetic manifestation of the biblical, theological, and philosophical perspectives gained through addressing difficult issues as a part of Christian witness and ministry. In this way we continue in the apostles' teaching. It is in this that we seek and serve Christ and one another.

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ACADEMIC CALENDAR

FALL SEMESTER, 2010 Sept 7-Dec 15	
Fall-term syllabus and assignments due	Aug 1
Registration closes for Fall term	Aug 15
Spring and Summer course proposals due	Sep 1
*Labor Day (no classes; offices closed)	Sept 6
First day of term and last day to register for academic credit	Sept 7
Faculty Meeting	Sept 7
Weekend Intensive/Seifert-DeLisio	Sept 10-11
Weekend Intensive/Cameron (off campus)	Sept 24-25
Last Day to change a grade option	Sept. 27
Spring and Summer reading lists due	Oct. 1
NCTI Orientation at Seabury	Oct 7
Weekend Intensive/Seifert-DeLisio	Oct 8-9
Board of Trustees meeting Indpls. IN	Oct 13-14
Weekend Intensive/Cameron (off campus)	Oct 29-30
Weekend Intensive/Seifert-DeLisio	Nov 5-6
Weekend Intensive/Haverly	Nov 12-13
Last Day to drop without notation on record	Oct 23
Registrations Jan/Spring begins	Oct 29
J-term syllabus and assignments due	Nov 15
* Offices Closed	Nov 25-26
Registration ends J-Term/Spring	Dec 1
Weekend Intensive/Cameron (off campus)	Dec 10-11
Faculty Meeting	Dec 14
Semester ends	Dec 15
*Offices Closed	Dec 24-Jan 1
JANUARY TERM 2011 Jan 10-28	
First Draft of DMIN Thesis due to DMin Office	Jan 3
Fall grades due from faculty	Jan 3
Spring term syllabus and assignments due	Jan 3
General Ordination Exams	(M-F) Jan. 3-7
First day of term and last day to add/drop	Jan 10
DMin Intensive at CDSP	Jan 9-16
Weeklong Intensive/McMichael	Jan 10-14
Fall extensions due	Jan 14
Registration deadline, Spring term	Jan 15
Martin Luther King, Jr. (classes in session & offices open; holiday transferred to Feb 21 st)	Jan 17
Weeklong Intensive/McMichael	Jan 17-21
Weeklong Intensive/Pero (off campus; Trinity Institute)	Jan 17-21
Weeklong Intensive/Harlow	Jan 24-28
J- term coursework due (recommended before spring term)	Feb 18
J-term grades due from faculty	Mar 4

SPRING SEMESTER 2011 Jan 31-May 11	
First day of term	Jan 31
Comments due from advisor and reader on DMin theses	Feb 1
Fall and January course proposals due	Feb 1
Board of Trustees meeting	Feb 10-11
J- term coursework due (recommended before spring term)	Feb 18
Weekend Intensive/ Wondra	Feb 18-19
* Presidents' Day Holiday (no classes & offices closed)	Feb 21
Defensible draft due of DMin theses	Mar 1
J-Term grades due from faculty	Mar 4
Last Day to Change a Grade Option	Mar 7
DMin orals	Mar 1-30
Ash Wednesday	Mar 9
Weekend Intensive/ Wondra	Mar 18-19
Last Day to Drop without notation on record	Mar 21
Weekend Intensive/ Griswold	Mar 25-26
Fall and January reading lists due	Apr 1
Weekend Intensive/ Griswold	Apr 1-2
Weekend Intensive/ Griswold	Apr 8-9
Weekend Intensive/ Wondra	Apr 15-16
*Offices Closed Good Friday-Easter Monday	Apr 22-25
Easter	Apr 24
DMIN Thesis Final copy to A/A office	May 1
Financial clearance deadline for graduation	May 1
Summer term registration ends	May 1
Summer term syllabus and assignments due	May 1
Semester ends	May 11
Board of Trustees meeting	May 11-12
Graduation rehearsal	May 12
Graduation	May 13
Reunion Event	May 12-14
* Offices closed Memorial Day	May 30
Spring grades due	June 2
SUMMER TERM 2011 June 6 -July 7	
Seabury intensive courses	June 6-17
DMin. Preaching 3-week residency	June 20-July 7
* Offices closed	July 4
Summer coursework due	Aug 5
Summer Grades Due	August 19

All information is correct as of the date of publication, but may change over the course of the year. Changes should be given to Peggy Pearson, Officer for Academic Affairs.

ACADEMICS

DEGREE AND DIPLOMA PROGRAMS

Seabury offers the following degrees and diplomas:

- **Doctor of Ministry in Congregational Development** (in partnership with Church Divinity School of the Pacific [CDSP])
- **Diploma in Congregational Development**
- **Doctor of Ministry in Preaching** (in cooperation with five other seminaries in the Association of Chicago Theological Schools [ACTS])
- **Diploma in Anglican Studies**

SPIRITUAL FORMATION AND WORSHIP

Spiritual formation is integral to the Seabury curriculum. This formation occurs in particular courses and in our corporate worship life

The principal purpose of the worship conducted at Seabury is to praise and serve the triune God. In this way we participate in the vocation common to all Christian communities. The round of worship conducted in our chapel is our liturgy: the corporate work of the people of God. Within the all-encompassing vocation of praise and service, the community at Seabury has a more specific focus: the academic preparation and spiritual formation of persons involved in ordained and lay ministry within the Episcopal Church. Thus, we worship together as an academic community of faculty, staff, and students. In doing so, we affirm that the work of praising and serving God is the foundation for our studies and for our corporate life in its entirety.

The particular focus of our community on preparation for ministry brings certain secondary functions of our worship into prominence. These include the following:

- In worship, our busy and fragmented lives can stop for a moment so we may recollect what we are about and find our lives, individually and corporately, re-centered in God.
- In our worship, our vocational commitments can deepen as we cultivate the habits and spiritual dispositions necessary for faithful service.
- In our worship, we may be enabled by God to bear one another's burdens and to uphold one another even in our differences as we pray for each other and for the world.
- In our worship, opportunities can be provided for students to plan, participate in, and grow to appreciate services representing the diverse liturgical traditions that contribute to contemporary Anglicanism.

When weekend-intensive classes are in session the normal pattern is:

Friday	4:30 pm	Evening Prayer
Saturday	8:45 am	Morning Prayer
	11:45 am	Holy Eucharist

During January and June when classes are in session the worship schedule is arranged as seems appropriate to the particular week.

normal pattern is:

Milner Seifert is Director of Liturgy and Music, with the responsibility for planning worship and making sure it is carried out in accordance with the Seabury customary.

The basic patterns of worship are those of the Episcopal Church's Book of Common Prayer and supplementary liturgical materials. Other patterns and materials may be used pending agreement from the Director of Liturgy and Music.

Faculty, students, staff, and other participants are invited to plan, lead, and support worship, under Milner's guidance. Anyone wishing to lead worship as an officiant, presider, preacher, or musician should contact Milner as early as possible at milner.seifert@seabury.edu. All participants will be given the opportunity to read lessons, lead prayers, and otherwise assist at worship.

While no one is required to attend any or all worship services, our worship life complements our studies and community life; and all are encouraged and welcome to participate. Students preparing for ministry should be aware that their participation in worship may be part of any evaluation Seabury is asked to provide to those overseeing their ministry studies.

Questions, concerns, and suggestions about the seminary's worship should be communicated to Milner Seifert, Director of Liturgy and Music.

GOALS OF THE CURRICULUM

We hope that people studying at Seabury will increase their competency in three areas:

- **Theological Competency:** Participants are able to articulate the relations between religious tradition or heritage and contemporary experience and context in critical and constructive ways.
- **Cultural competency:** Participants are able to respond effectively and respectfully to diverse cultural contexts.
- **Ministerial competency:** Participants are strong in their knowledge and skill as leaders in ministry among God's people within and outside the church.

Each course is designed to contribute to increasing competency in specific areas, which are stated as goals and objectives in each course syllabus. Taken as a whole, Seabury's curriculum has these general goals:

1. Participants will develop "an aptitude for theological reflection and wisdom pertaining to responsible life in faith."¹
2. Participants will engage in ongoing practices to grow in their faith and witness.
3. Participants will develop an ability to recognize and respond to racism and other forms of oppression and exclusion in their personal and institutional manifestations.
4. Participants will develop their ability to listen, read, speak, and write effectively in order to contribute to the life of the church as it participates in God's mission.
5. Christian participants will know the living tradition of Christian faith as richly diverse and be able to articulate their own beliefs as part of that living tradition.
6. Participants will participate in a learning community characterized by dialogue, mutual respect, and appreciation of diverse views.

¹ ATS Standard 4.1.1, <http://www.ats.edu/Accrediting/Documents/08GeneralStandards.pdf>

7. Instruction will help participants strengthen their identity as leaders among God's people, including within the Anglican tradition as appropriate

In addition, each academic program area has specific goals:

- Instruction in *ministry studies* programs will help participants strengthen their identity as leaders in ministry among God's people within and outside the church.
- Instruction in *congregational development* programs will help participants strengthen their identity as congregational leaders and scholars for the missional church.
- Instruction in *preaching* will help participants strengthen their identity as accomplished preachers.

DOCTOR OF MINISTRY IN CONGREGATIONAL DEVELOPMENT

Offered jointly by Seabury-Western Theological Seminary and Church Divinity School of the Pacific

Introduction

The Doctor of Ministry in Congregational Development prepares leaders for vital, dynamic and diverse communities of faith. By combining the strengths of Seabury-Western and Church Divinity School of the Pacific, students take advantage of an unparalleled opportunity to learn, stretch, challenge themselves and others, and emerge at the end of three years with exceptional skills in leadership and deeper theological grounding for innovative and effective congregational ministry.

Students study with and learn from the outstanding residential faculty at Seabury-Western and CDSP, the expert practitioners from important fields related to congregational development who serve as adjuncts, and their peers. Collaborative study in small groups, classroom lecture and discussion, on-line reflection throughout the year with one's core group, case studies and a congregational study of one's ministry location, and a thesis research project are some of the learning opportunities designed to integrate theory and practice. The DMin. in Congregational Development assists students in reflecting theologically on the nature of the church, understanding the challenges and opportunities facing today's faith communities, provides tools for analyzing the congregation and its context, offers training in effective organizing and strategizing, and fosters collegial interactions with others asking similar questions. The culminating project is a thesis of publishable quality.

Degree Requirements

This program requires a minimum of 3 years and no more than six years to complete. Coursework offered by Seabury-Western and CDSP is in one-week intensive sessions (June at Seabury, January at CDSP).

Required Courses

- Congregations in the 21st Century
- Congregational Systems
- Community Organizing for Missional Living
- Diversity and Context
- Nonprofit Management
- Nonprofit Management and Community Development
- Research and Writing (1/2 course)
- Writing the Thesis Proposal (1/2 course)

Each student is to take 2 Elective Courses which may be on-line, an intensive, a regular residential semester course, or a transfer course.

Sample elective offerings include

- Missional Liturgy and Leadership
- Implications of the Emergent Church for Ministry
- Skills Development depending on the student's interest and context
- Academic Subjects shaped by the students' interest and context

Additional Program Requirements

- Participation in on-line Core Group throughout the year, with expert practitioner supervision
- Reflection papers on relevant readings shared on-line with core group
- A critical incident report of an experience from your ministry shared on-line with core group
- A congregational study of your local congregation
- Thesis Project and Oral Defense

Core Group Participation

As students enter the program, they join a Core Group of between 10 and 20 others. This cohesive group comes together in person twice a year at the on-campus intensives, and throughout the years of study they engage in theological reflection, as well as offer each other constant support, encouragement and community. They work together on case studies. They offer advice and perspective as members tackle the day-to-day challenges in congregational life. They both learn from and teach each other. Each Core Group is supervised by a Seabury or CDSP faculty member and an expert practitioner in congregational development.

Admissions Requirements

- Persons wishing to enroll in the Doctor of Ministry in Congregational Development program must meet the following requirements:
- An M.Div. degree (or its equivalent) from an accredited theological school
- At least 3-years of experience in ministry following the M.Div. degree
- Evidence of desire to increase level of effectiveness in congregational leadership and development
- Evidence of the capacity to engage in advanced theological study and practical reflection.
- Admissions instructions and an application form are available on-line at www.seabury.edu.

Prospective DMin students may apply for admission at any time. The deadline for starting June of each year is February 15 for priority admission. The final admissions deadline for starting June of each year is May 15.

Core Course Descriptions

Congregations in the Twenty-first Century

Congregations constitute the largest volunteer gathering of religious people in North America. Yet as institutions many Episcopal/Anglican and mainline Protestant congregations are in serious decline. This course will examine the religious congregation from a theological, historical, sociological, economic, and leadership perspective. Two major questions guide the inquiry: What is a religious congregation? Why have one?

Congregational Systems

This course explores the core thinkers in family systems theory as applied to congregations and organizations. Beginning with the work of Murray Bowen, this course helps participants to understand the systems which operate both consciously and unconsciously in congregations, particularly through the work of Edwin Friedman and Peter Steinke.

Community Organizing for Missional Living

Community organizing is all about relationship building. This course will assist congregational leaders in getting to know the wider community context in which the local church is situated, to discern the mission concerns in their neighborhoods, and to bring people together for change. Community organizing is one powerful approach to living out our faith in the world.

Diversity and Context

Focusing on mission in a multicultural and multigenerational society, what models and processes are effective in congregations as we live in diverse, fast-changing community contexts? This course examines communication and power dynamics present when diverse cultures come together to be Christ's church. It seeks to enable participants to discover the cultural prejudices in their church culture, their local community, and the wider society so that transformation and concrete change can occur.

Nonprofit Management

Certain aspects of congregational functioning are similar to that of other nonprofit organizations. This course presents an overview of the history and development of nonprofits, assists participants in exploring effective ways the components of organizations fit together, including boards, structure, mission, and staff, and broadens one's knowledge of fundraising, finance and marketing.

Nonprofit Management and Community Development

Healthy congregations need healthy communities. This course looks at the role of congregations, community development organizations, social service agencies, educational institutions, and other faith communities in working for and generating sustained community health and vitality.

Research and Writing

This seminar is designed to assist participants in developing the research and writing skills used in the ministry project and thesis writing. Doctoral level work requires knowledge of appropriate research methodologies; ethical criteria for working with human subjects; and what constitutes a doctoral level project design and written project.

Writing the Thesis Proposal

This seminar will enable each participant to develop a thesis proposal and begin the writing of the DMin Thesis. This DMin program expects each participant to be well versed in the context and issues of their own ministry; to be able to do independent research in a field; and to be able to formulate research questions, develop a compelling argument, and present the thesis with clarity and grace. See the Thesis Manual for further information.

Program of Study Schedule

Year One

Summer Congregations in the 21st Century Course at Seabury

January Congregational Systems Course at CDSP

Research and Writing Course at CDSP

All Year

Core Group On-Line Participation

- Ministry Critical Incident Report
- Reading Reflections

Elective Course

Year Two

Summer Community Organizing for Missional Living course at Seabury

January Diversity and Context Course at CDSP

Writing the Thesis Proposal Course at CDSP

All Year Core Group On-Line Participation
• Congregational Study

Elective Course

Year Three

Summer Nonprofit Management Course at Seabury

January Nonprofit Management and Community Development Course at CDSP

All Year Core Group On-Line Participation
• Thesis Proposal
• Thesis Writing

DIPLOMA IN CONGREGATIONAL DEVELOPMENT

Those who want to pursue advanced study, but don't want or need a degree, may receive a **Diploma in Congregational Development** (all required work for academic credit but no thesis) or a **Certificate in Congregational Development** (four required courses for non-credit and the congregational study).

For more information, contact the Director of Congregational Development, Dr. Susan Harlow at susan.harlow@seabury.edu .

Continuing Education and Non-Credit Opportunities

All courses taught in the DMin in Congregational Development program are open to all students of faith. People seeking enrichment or with an intellectual curiosity may take the courses for Continuing Education Units or simply for their own educational value.

DOCTOR OF MINISTRY IN PREACHING

Seabury participates with other theological schools in the Chicago area in the ACTS Doctor of Ministry in Preaching Program. Growth in preaching involves curiosity, openness to the Holy Spirit, synthesis of imagination and reason, and power and authority to proclaim the Word of God. The ACTS Doctor of Ministry in Preaching Program is designed to honor these dynamics and to help you become the preacher God is calling you to be in the context of your ministry.

Through this program students will improve their understanding of and skills in preaching, discover their own pulpit hermeneutic, claim and nurture their preaching voice, and reconsider preaching within a variety of contexts, mentored by preachers and master teachers of international reputation.

The DMin in Preaching is an ecumenical program of six seminaries in the Association of Chicago Theological Schools (ACTS): Chicago Theological Seminary, Lutheran School of Theology at Chicago, McCormick Theological Seminary, Northern Baptist Theological Seminary, North Park Theological Seminary, and Seabury-Western.

The program involves a three-week residency each summer for three years and independent parish projects conducted after each residency. The culminating project is a thesis of publishable quality. During each residency students will take a required core course and an elective course relevant to the student's learning goals, as well as participate in a colloquy. The colloquy serves to develop learning goals, determine electives, design the parish course and thesis, and examine students' preaching.

Between September and March, after the first two residencies, students design and conduct the Preaching Ministry Project. In this independent project, designed in collaboration with an advisor and a group from the congregation, students explore an assumption or idea about preaching through a rotation of four videotaped sermons, which are evaluated by advisors, faculty, and parishioners. After the third residency, students research and conduct a final extended project and write a thesis. The thesis takes the form of a publishable article.

Courses are taught by faculty from the ACTS schools and renowned teachers and preachers from across the country.

Each residency also includes the presence of a nationally known keynote speaker. Particular strengths of the program are the inter-seminary, interdisciplinary faculty; peer interaction during residency; and faculty/student collaboration between residencies.

For more information, visit the website at www.actsdminpreaching.com or contact Marcy Miller at the Program Office: 773-947-6270; Address: 5460 S. University Ave., Chicago, IL 60615. You also may contact Susan Harlow at susan.harlow@seabury.edu.

DIPLOMA IN ANGLICAN STUDIES

Seabury's Diploma in Anglican Studies, which can be completed over one year or more, consists of eight graduate level courses. This program is designed for people preparing for ministry in the Episcopal Church who are not attending an Episcopal seminary full time. The program is also designed for lay leaders who desire a disciplined study of the riches and challenges of Anglican and Episcopal traditions, ethical and theological perspectives, history, and contemporary life of mission and ministry.

Each course is offered in a hybrid format, combining online work with on-campus classes in an intensive format that includes worship and formation. The intensive classes are held at Seabury either for 3 weekends during the regular semester (once a month, Sept.-Dec. or Feb.-May) or for 2 consecutive weeks in January (Monday – Friday). At times, some modifications to these formats may be made for specific courses.

Required courses

- The Anglican Ethos
- Episcopal Church History, Polity, and Canon Law
- Anglican Liturgy and Church Music
- Anglican Theology and Ethics
- Praying Shapes Believing: Spirituality
- Contemporary Issues in the Episcopal Church and the Anglican Communion
- Congregations in the 21st Century
- Ministry-related elective (e.g., Leadership and the Church, Emergent Church, Ministry Development)

Note: Each course complements other seminary courses and assumes some introductory knowledge of scripture, theology, history, liturgy, and ministry studies or depth of life experience within the Anglican or Episcopal Church. Each course carries 3 academic credits or 3 Continuing Education Units (CEUs).

Core Course Descriptions

Anglican Ethos

Anglicanism is a style of being Christian which begins in prayer and is then lived out in reflection and action. This course explores the ways in which four historical periods have shaped the way Anglicans do liturgy, theology, and ministry: the Early Church, the 16th century Reformation in England, the 19th century controversies between low church Evangelicals and high church Tractarians, and the contemporary reality of the Anglican Communion.

Anglican Theology and Ethics

Within Christian theology, Anglican theology and ethics have particular emphases in particular areas: authority, the use of Scripture, the conscience, the Incarnation. A primary focus of the course will be the breadth and variety of theologies and ethics in the worldwide Anglican Communion. “Classic” Anglican theologians and moral theologians will be studied to see how their thought continues to influence contemporary Anglican thought and practice.

Episcopal Church History and Polity

This course concentrates on the ways in which the transplanted Church of England in North America was transformed by the American Revolution, the establishment of the United States, and the general context of American religious experience, particularly in the colonial and Federal periods.

Anglican Liturgy and Music

This course is an introduction to the principles and practices of Anglican worship with particular focus on the Episcopal Church. The course will cover the nature of worship and the history of its evolution; contemporary liturgical and sacramental theology and practice; and the theology and use of music in worship. As a core component of Seabury's Anglican Studies program, "Anglican Liturgy and Music" complements other seminary courses and assumes some introductory knowledge of scripture, theology, and liturgy.

Praying Shapes Believing

This class offers an orientation to a variety of spiritual practices, with attention to principles that guide their use for personal formation and cultivation of communities. While drawing on resources from a wide range of Christian spiritual traditions, course materials focus on historical roots of Anglican identity along with contemporary developments in the US and worldwide. Participation involves experiential learning.

Congregations in the 21st Century

Congregations constitute the largest volunteer gathering of religious people in North America. Yet as institutions many Episcopal/Anglican and mainline Protestant congregations are in serious decline. This course will examine the religious congregation from a theological, historical, sociological, economic, and leadership perspective. Two major questions guide the inquiry: What is a religious congregation? Why have one?

Contemporary Issues in the Episcopal Church and Anglican Communion

This course offers participants an opportunity to explore contemporary issues through an Anglican tradition of thoughtful theological reflection, dialogue, and examination of courses of action that reflect baptismal living and are applicable to daily lives and decisions. Topics for exploration will include current mission priorities of the Episcopal Church, such as the Millennium Develop Goals and ways to overcome poverty in the world, as well as current topics of dialogue throughout the worldwide Anglican Communion, such as issues related to the theologies of Scripture and of human sexuality.

Diploma in Anglican Studies Admissions Requirements

Persons wishing to receive the Diploma in Anglican Studies must provide evidence of one of the following:

- Enrollment in a masters program at an institution accredited by the Association of Theological Schools (ATS) or a related graduate program in an accredited college or university; a letter from the school's Registrar or Academic Dean is sufficient.

or

- An official transcript certifying completion of a bachelor's degree at an accredited institution; transcripts must be requested from the school conferring the degree.

Those who are not enrolled in a masters program *and* who do not have a bachelor's degree may be considered eligible for the Diploma if their work is judged by the faculty to be at the B level or higher. For further information, contact the Academic Dean.

Admissions instructions and an application form are found at www.seabury.edu.

For all other information related to the Diploma in Anglican Studies, contact Dr. Ellen K. Wondra, Academic Dean and Professor of Theology and Ethics, at ellen.wondra@seabury.edu or by calling 847-329-9300, x 36.

ACADEMIC POLICIES

GRADING OPTIONS

Academic units at Seabury are evaluated under one of two options:

- Letter grade, on the scale indicated below
- Credit/No Credit, indicating C work or better.

Letter Grades:

A	4.00 grade points
A -	3.67
B +	3.33
B	3.00
B -	2.67
C +	2.33
C	2.00
F	0.00

- A** Superior work: exhibiting mastery of the subject and, where applicable, indication of brilliance or originality.
- B** Good work: exhibiting a sound understanding of the material, methods, and contents as well as ability to apply and express them. At the seminary level, "B" constitutes the normal grade range.
- C** An acceptable level of performance: revealing adequate understanding and application.
- F** Work that fails to meet the basic course objectives and falls below the minimum level of expectations.
Applies to work that has not been submitted

All grades, including pluses and minuses, are recorded on the transcript. Students select grading options for each course at the time of registration. Faculty may designate certain courses to be offered only on a credit/ no credit basis.

All students in the DMin in Congregational Development program who take courses at Seabury-Western receive the grade of Credit/No Credit for the course. For those courses taken by Seabury DMin students at CDSB, the student may request that Credit/No Credit be posted on his or her Seabury transcript in place of a letter grade.

Students may change grading options by submitting a Course Change Form, signed by the instructor before the last class of the course. Grade Change Forms are available from the Registrar or on-line.

Grading of Academic Work

All papers, reports, projects, examinations, etc. will be graded by faculty members and returned to the student within two weeks, or within one week of the due date of the next assignment. Individual course calendars may require modifications to this timeline. Assigned work which is submitted after the instructor's deadline may be graded on a declining scale.

All grades are due in the Registrar's Office no later than two weeks following the end of the term. Grade reports will be distributed to students within three weeks following the completion of each term.

INCOMPLETE WORK

All class work is due at the time the instructor specifies. The granting of extensions beyond the end of the term in which the course is offered is to be considered exceptional, and students are advised not to seek extensions routinely. It is desirable that extensions which require the giving of **INC** as a temporary grade be sought only in an emergency or other serious circumstances.

Students for a good cause may be granted an incomplete with the permission of the faculty member teaching the course. Students who need to request an incomplete grade for a course must obtain a request form from the Registrar or on-line. The completed form, including: 1) description of the work to be completed; 2) deadline for completion of work; 3) grade to be assigned if either of above is not met on time; 4) student's signature; and 5) instructor's signature must be completed and filed by the instructor at the time of submission of course grades. When the instructor is an adjunct member of the faculty, the request must also be signed by the Academic Dean. All unfinished work must be submitted no later than the deadlines specified on the form. If work is not submitted by this deadline, the student will receive no credit for the course, and this will be reflected on the official transcript.

Work for which an extension has been granted shall be *submitted to the Registrar's office, not to the professor*. The Registrar records the date upon which the work is received and forwards it to the instructor. Instructors shall submit revised grades to the Registrar's office no later than a month after receiving the work from the Registrar.

FACULTY WRITTEN EVALUATION OF STUDENTS

In addition to grading, the faculty member for each course taken for academic credit may submit a written evaluation for each student who is taking the course for academic credit, using the form in Appendix 2. It is the student's responsibility to notify the faculty member at the beginning of the course that such an evaluation is needed. These written evaluations are distributed to the student and the registrar (for evaluation purposes and for the permanent file).

CANONICAL AND OTHER ECCLESIAL EVALUATIONS OF STUDENTS

In each Diploma course, the faculty member will submit a written evaluation for every student enrolled for academic credit, using the form in Appendix 2. These written evaluations are distributed to the student and the registrar (for evaluation purposes and for the permanent file).

In addition, participants in the Diploma program or its courses may request an overall evaluation of their studies and formation to be sent to their Bishop or appropriate diocesan officer (e.g., Chair of the Commission on Ministry). Requests should be made in writing to the Academic Dean a minimum of 3 weeks before the evaluation is needed.

Evaluations are based on the student evaluation reports submitted by faculty members at the end of each term (see Appendix 2) and may take into account additional observations or evaluations. Students may choose to add a copy of their Clinical Pastoral Education (CPE) and/or Field Education evaluations to their Seabury official record. (Copies should be given to the Registrar.) In such cases, these evaluations may also be considered in evaluations that Seabury prepares.

Students are given the opportunity to review evaluations before they are sent to the Bishop or Diocese, and they may correct errors of fact by written request to the Academic Dean. The evaluation is sent with a copy of the student's transcript, unless the Bishop or diocese has requested that a transcript not be included.

Because of Seabury's limited offerings, the faculty is not qualified to make a recommendation for or against ordination.

GENERAL ORDINATION EXAMINATION

The GOE may be administered on the Seabury campus yearly before the beginning of the J-Term. Students are responsible for notifying their own dioceses of intentions to take the examination, since it is the student's diocesan bishop, not the seminary, who notifies the General Board of Examining Chaplains of the student's eligibility. In special circumstances, the Dean of the seminary can nominate an individual to take the exam. The cost of the exam is often paid by the diocesan bishop. Otherwise, the cost of the exam must be borne by the student.

DEGREE PROGRAM EXTENSIONS

In certain circumstances, a student in the DMin. in Congregational Development program may be unable to complete the thesis within the six year time limit. Extensions of one year may be granted because of illness or other serious concern for those students with an approved thesis proposal. The student must fill out the Degree Program Extension Form available from the Registrar or on-line.

REGISTRATION

Registration will take place in accordance with the dates set forth in the academic calendar and as outlined in the procedures found on Seabury's web page.

COURSE DESCRIPTIONS

Full descriptions of courses offered during a given year are on the Seabury web page, supplemented as needed by occasional announcements. Students are encouraged to study summaries of previous course evaluations which are in the Academic Affairs Office. That office also maintains files of course syllabi.

COURSE MEETING TIMES

Course schedules will be distributed by the instructor to students no later than the first day of class. This schedule lists the required times that students are to meet in class. Students are not required to attend class sessions added beyond the published schedule. Changes of schedule are to be made only for the mutual benefit of and with the agreement of instructor and students in the course.

CANCELLATION OF COURSES BECAUSE OF LOW ENROLLMENT

Seven students will be the minimum number for which it will be appropriate to offer any course. If a course registers fewer students than this minimum, the Academic Dean, in consultation with the instructor, may authorize the course to be given.

COURSE NUMBERING KEY

Discipline	A.C.T.S Designation	Level
CH=Church History	H	300-499 =Continuing Ed
CD=Congregational Development	M	1000-1999 =Introductory
ET=Ethics	E	2000-2999 =Intermediate
TH=Theology	T	4000-4999 =Advanced
SP=Spiritual Practices/Formation	M	5000-5999 =DMIN
LM=Liturgy and Music	M	
MNST=Ministry	M	
BB=Bible	B	

ACTS Disciplines KEY:

- B – Biblical Studies
- H – Historical Studies

T – Theological Studies
E – Ethical Studies
R – Religion and Society Studies
W – World Mission Studies
HR – History of Religions
M – Ministry Studies
I – Interdisciplinary/Integrative Studies

ADDS AND DROPS

Students may register for a course, with permission of the instructor, during the first two days of any intensive class by submitting a course change form. A week-end intensive course may be dropped before the second weekend of the course. A week-long intensive course may be dropped before the third day of the class. A Course Change Form is available from the Registrar or on-line. See also Tuition and Fees for information on refunds.

WITHDRAWAL

Students may withdraw from courses before the end of the term. Should they do so, a W will be recorded on their transcripts.

NO CREDIT DESIGNATION

Should a student not complete a course, a grade of F or NC will be recorded on the student's transcript for the term in which the course was taken. Students must repeat required courses, and may repeat elective courses. When the course is completed successfully, a grade or CR will be entered on the student's transcript for the term in which the course was repeated.

LEAVE OF ABSENCE

DMin in Congregational Development students may need to interrupt their program of study due to exceptional professional or personal concerns. The student may request a leave of absence by filling out the Leave of Absence Form and submitting it to the Director of Congregational Development. The request should state the reason for the leave and a schedule for when the student plans to resume studies. The form is available from the Registrar or on-line.

Seabury will inform the student in writing as to whether the request is granted. A leave cannot extend beyond one year.

EDUCATIONAL TECHNOLOGY

The Seabury connection to the internet is principally for instructional, research, administrative, and other work or mission-related purposes. Most programs and courses at Seabury utilize some form of educational technology (i.e. Blackboard, Moodle, etc.) and students will be given access instructions when appropriate. Students should utilize this educational technology to the fullest extent in order to gain the most out of the learning experience at Seabury.

WRITING SKILLS

Seabury believes that good writing skills are important not only for the work that students do while in seminary, but also for the various vocations that they will pursue. We therefore consider the ongoing development of excellence in writing to be an integral part of theological education. Students should expect to receive regular comments on their writing, and are expected to address any concerns identified.

All written assignments should conform to the most recent edition of *A Manual for Writers of Research Papers, Theses, and Dissertations*, Chicago Style for Students and Researchers (Chicago Guides to Writing, Editing, and Publishing), by Kate L. Turabian, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, commonly referred to as "Turabian."

PLAGIARISM

Plagiarism is the taking of the words, ideas, and methods of others as one's own. In academia, plagiarism involves the use of others' words and ideas without adequate reference to the author or indication of quotation. It is a serious form of academic dishonesty or academic fraud, and offenders are subject to discipline, up to and including expulsion from the school. In order to avoid plagiarism, especially by inappropriate use or citation of quotations and ideas, students are expected to familiarize themselves with the requirements and practices of citation found in Turabian's *Manual for Writers*. Unfamiliarity with these requirements and practices is not an acceptable reason for unintentional plagiarism. Plagiarism cannot be evaded through the alteration of occasional words from one's source.

When plagiarism is detected, the instructor will assign the work an appropriate grade and then refer the matter, together with evidence, to the Academic Dean who, in consultation with the faculty and the President, will make an appropriate disposition of the matter, which may include failure of the course, academic probation for a designated period, suspension for a designated period, or expulsion from the program. The student's bishop will normally be notified of the situation.

Those who have questions about the nature and scope of plagiarism should consult the Academic Dean.

DIRECTED STUDIES

Directed studies may be undertaken by any student with faculty sponsorship. Ordinarily, sponsorship may only be undertaken by a regular member of the faculty. In the case of lecturers, adjunct, or part-time faculty, the signature of the Academic Dean must be obtained. A Directed Study form, available from the Registrar, must be completed by the student and faculty sponsor and submitted to the Registrar. Exceptions to any of the above procedures require a formal petition to the Academic Dean.

Faculty members may agree or decline to supervise a Directed Study course at their discretion. Independent and directed studies are not allowed in the same term in which a course is being taught on the same subject, except under extraordinary circumstances by petition to the Academic Dean. No faculty member may direct more than one directed study in any given term without prior consultation with the Academic Dean.

AUDITING COURSES

All courses at Seabury-Western may be audited or taken for enrichment. Students auditing or taking Anglican Diploma courses or D.Min courses for Enrichment (no credit) are expected to read materials assigned and be prepared to participate in class discussions. Enrichment/Audit students do not submit the assignments required for the course. The instructor is not required to read or respond to assignments submitted by Enrichment/Audit students.

Students auditing or taking Anglican Diploma courses or D.Min courses for Enrichment (no credit) are subject to the same policies as students taking these courses for credit (see above) with the following exception: Enrichment/Audit students may register up to three days before the first class without incurring a late fee *if they have received permission from the instructor*. Enrichment/Audit students should contact the registrar to receive permission.

CONTINUING EDUCATION UNITS (CEUs)

All Seabury-Western courses may be taken for Continuing Education Units. Like those who audit, CEU students are expected to read materials assigned and be prepared to participate in class discussions. CEU students do not submit the assignments required for the course. The instructor is not required to read or respond to assignments submitted by CEU students.

An additional \$25 fee is due at the time of registration for Enrichment students wishing to receive Continuing Education Units (CEU) for an Anglican Diploma course or D.Min in Congregational Development course.

PRE-CLASS ASSIGNMENTS

An instructor may assign work to be done in preparation for the first class session. If such work is to be assigned, the assignments will be available at the time of registration.

TRANSCRIPTS

A transcript is available by completing the form found on Seabury's web site and mailing or faxing it to the Registrar. Your signature is required. Requests cannot be taken over the phone. There is a processing fee of \$5.00 for each copy. In an emergency, a transcript may be faxed for an additional \$3.00, in addition to the \$5.00 mailed copy. Transcripts will not be issued unless payment of all seminary accounts is up-to-date.

TRANSFER CREDIT

Seabury accepts DMin credit in transfer for work done at the doctoral level at other accredited seminaries or institutions of higher education, subject to the degree restrictions on number of credits which can be transferred. For students in the joint DMin in Congregational Development program, courses taken at the Church Divinity School of the Pacific (CDSP) are not considered transfer credits. While all courses for the degree can be taken at Seabury and CDSP, students in this program who choose may transfer, with the Director of Congregational Development's permission, up to two doctoral-level course credits from an accredited seminary or institution of higher education that is other than Seabury-Western or CDSP.

REMOVAL FROM PROGRAM WITH NOTIFICATION

When a DMin in Congregational Development student has been absent from the program without an approved leave of absence, has not enrolled in a Seabury course, or paid the Continuation Fee for one year, he or she will be removed from the program with written notification.

PROCEDURES FOR STUDENT PETITIONS

The policies in this handbook are established in order that Seabury can provide quality programs with clarity of structure. A student may find he or she needs an exception to a particular academic policy based upon circumstances that are unique to a student's experience or program or be based upon unforeseeable, unusual, or emergent conditions. The granting of a petition is not to be extended to eradicate errors in judgment, failures in performance, or foreseeable negative outcomes. Petitions are to be submitted before an individual has implemented a change and not after the fact.

The form petitions take is not fixed and may be a letter or a memorandum. It should clearly state the nature of the exception sought and provide a rationale. All applicable details should be included in the petition, and corroborating evidence or opinion appended when appropriate. Normatively, a student will discuss the contents of a petition with the Director of Congregational Development and/or the Academic Dean. Students are requested to notify any other faculty members who are directly concerned with the substance of the petition.

Petitions are submitted directly to the Academic Dean. Email submission is acceptable. The Academic Dean may, from time to time, refer petitions to the full faculty. In certain circumstances a student may attend the hearing of his or her petition.

Written decisions are sent to the student with copies to the Registrar (for the student's file) and, if appropriate, to others directly involved in the substance of the petition. Students may appeal decisions of the Academic Dean to the full faculty.

STUDENTS' EVALUATIONS OF COURSES

Each term, students complete electronic course evaluations for each academic course they undertake at Seabury. The Registrar is responsible for distribution, tabulation, dissemination, and safekeeping of all data from course evaluations.

1. All course evaluations are anonymous unless the student chooses otherwise.

2. The Registrar will email an invitation to complete an electronic survey instrument to each student registered for credit in each course. Students will receive a separate invitation for each course in which they are enrolled. Students will have seven days to complete the evaluation.
3. Instructors will receive a summary copy of the evaluations for their classes. Student course evaluations are not available to professors until final grades have been submitted, including evaluation sheets for students electing credit/no credit.
4. The Academic Dean receives a copy of the summaries of evaluations of all courses. Copies are also distributed to those officially involved in academic assessment.

JANUARY AND SUMMER SESSION EVALUATIONS

In addition to course evaluations, per above, a January/ summer session evaluation will be sent electronically to all January/ summer participants. This evaluation will look at aspects of communication, hospitality, classroom suitability, accommodations, meals and coffee breaks, library and computer services, worship, and overall interactions with Seabury staff and faculty during the summer session. Results of the evaluations will assist Seabury in providing an excellent educational experience for all participants.

THE UNITED LIBRARY

www.unitedlibrary.org

While on campus at Seabury, students have access to the United Library housed at Garrett-Evangelical Theological Seminary directly across Sheridan Road. Students who enroll in a course or are a student in the DMin programs may check out books, utilize the study spaces, obtain research help from reference librarians, and engage in other research endeavors. The United Library card catalog and the various reference databases are also accessible on-line to Seabury students when they are off campus or utilizing their personal computer.

The collection, located at 2121 Sheridan Road features more than 325,000 volumes and 1,200 current periodicals. Circulating books and bound periodicals are shelved in open stacks. There is also a growing media collection. Books are checked out and returned at the circulation desk located near the entrance of Garrett Evangelical. An outside book drop is also available near the Garrett-Evangelical elevator entrance. Borrowing privileges are extended to the students, faculty and staff of Garrett-Evangelical and Seabury-Western Seminaries, Northwestern University students/faculty/staff and students/faculty of the ACTS schools in the Chicago area and Loyola University. The library is open to the public, members of which may purchase a borrower's card to check out items.

Some items in the library are non-circulating: current and bound issues of periodicals, reference books, MTS theses, and material in special collections. Most circulating items have a thirty-five day borrowing time with the exception of RECL (Religious Education) material: media has a seven day borrowing time and curriculum material has a fourteen day borrowing time. Books may be renewed online in NuCat under My Account or by telephone.

Periodicals. Currently received periodicals are shelved in the Reading Room at Garrett and bound periodicals are shelved in the stacks by call number. Current and bound periodicals are non-circulating. Issues of periodicals which have been microfilmed and microfiched are located at Garrett in the Reading Room according to call numbers.

Reserves. Books are placed on reserve by request of a professor and shelved behind the Circulation Desk. Reserves consists of Closed Reserves, items that are in library use only for two hours, and Electronic Reserves, material that is available online. Reserve items may be checked out for overnight use one hour before closing and must be returned the next day within one hour of the library's opening. Professors' reserve lists are maintained at the circulation desk of the school at which the class is being taught and online in Voyager under Course Reserves.

Library fines are assessed for overdue Reserve books and for overdue recalls. Materials lost or damaged are billed for replacement and processing fees; likewise books not returned or renewed after three overdue notices are assumed lost and the user is billed.

Reference Collection. The main reference and bibliographic collection is located in the reference room. The "Database" page of our library website contains many electronic versions of reference materials as well as other e-books and e-journals.

Public Catalog. Computer terminals in the public service areas provide bibliographic access by author, title, subject, and keyword to the collection of the United Library since 1977 and for the Northwestern University Library. It may be accessed online via www.Garrett.edu/library. For a few items in non-religion subjects acquired prior to 1977, persons must use the paper index card catalog. The index card catalog is located in the Garrett library at the basement level.

Laptops. A small number of laptops are available for 3-hour loan within the Garrett-Evangelical building to those with valid Garrett-Evangelical or Seabury-Western IDs.

Printing Copying. Remote printing from any computer world-wide is available for .05/page BW or .25/page color by clicking the “Print button” at <http://www.garrett.edu/library>. Print jobs remain in the print queue until released by inserting a payment card and selecting print. Additional funds may be added to cards at any Northwestern “Add value” machine or at the machine located in the Garrett-Evangelical circulation area. Two copiers are available, one black/white and the other color. The fees are the same as for printing.

Carrels. Carrels are for the use of currently enrolled students. All carrels are open on a first-come/first served basis. Items left in carrels overnight will be re-shelved. Please do not leave laptops or other items unattended in Carrels. The library is open to the public and is located in a city. Thus personal items are not secure.

Other Libraries. Garrett and Seabury students and faculty have full privileges at Northwestern’s libraries: Main, Science and Engineering, Galter Health Sciences, Law and Schaffner. Students and faculty have similar access to a consortium of theological libraries, The Association of Chicago Theological Schools, in the Chicago area and also the main library at Loyola University.

STAFF

Dr. Beth M. Sheppard
Director of the United Library

Mr. Loren Hagen
Head of Cataloging

Ms. Kathleen Kordesh
Reference and Automation Librarian

Ms. Dianne Robinson
Administrative Assistant for Reader Services

Ms. Lucy Chung
Administrative Assistant

Ms. Beth Neal
Circulation Assistant

Ms. Portia Kapraun
Circulation Assistant

TUITION & FEES

2010-2011 Academic Year

ANGLICAN STUDIES AND DMIN COURSES

Tuition

Anglican Studies course (M.Div., MTS, Certificate, Unclassified): \$1500 per 3-credit course.

Audit: \$300 per 3-credit course (recorded on official transcript)

Enrichment: \$300 per course. Anglican Studies and D.Min in Congregational Development courses are open to Enrichment (non-credit) participants for \$300 per course. An additional \$25 fee is assessed for Continuing Education Units, if requested. Please see Enrichment section (below) for information on course expectations for Enrichment students.

D.Min in Congregational Development course: \$1440. Other D.Min in Congregational Development program fees are as follows:

- Advising Fee: \$100 per year
- Continuation Fee: \$400 per year
- Thesis Submission Fee: \$750

D.Min in Preaching: \$3223 per 3-week session (Summer 2010). For more information, see the [ACTS DMin in Preaching website](http://www.actsdminpreaching.com) (www.actsdminpreaching.com).

Registration Fees, Deadlines & Refund Policies

Registration Fee

A non-refundable \$75 fee is due at the time of registration which serves as a deposit towards the course fee. The fee is only refundable if the course is cancelled by Seabury.

Registration Deadlines

All Anglican Diploma and D.Min Courses are offered in an intensive format. This format requires students to complete reading and assignments before the first meeting of the class. Because of this requirement, the registration deadlines for courses in the Anglican Diploma program and the DMin in Congregational Development program are as follows:

- Fall Term 2010: registration deadline is September 7, 2010
- January Term 2011: registration deadline is December 1, 2010
- Spring Term 2011: registration deadline is January 15, 2011
- June Term 2011: registration deadline is May 1, 2011

Late Registration and Fees

Students wishing to register after these dates must receive permission from the instructor and a non-refundable \$50 late fee will be charged. Non-credit students, please see Enrichment/Audit section (below) for additional information.

Withdrawal Policy

Students withdrawing from a *weekend-intensive course* will receive refunds as follows:

- Withdrawal before the first weekend: full refund minus a \$75 registration fee.
- Withdrawal during the first weekend: 60% refund
- Withdrawal after the first weekend and before the second weekend: 50% refund
- Withdrawal during or after the second weekend: no refund

Students withdrawing from a *week-long intensive course* will receive refunds as follows:

- Withdrawal before the first day: full refund minus \$75 registration fee
- Withdrawal after the first day and before the second day: 75% refund
- Withdrawal after the second day and before the third day: 50% refund
- Withdrawal on or after the third day: no refund

Students taking *Anglican Diploma courses or DMin courses for Enrichment or Audit* (no credit)

- Students auditing or taking Anglican Diploma courses or DMin courses for Enrichment (no credit) are expected to read materials assigned and be prepared to participate in class discussions. Enrichment/Audit students do not submit the assignments required for the course. The instructor is not required to read or respond to assignments submitted by Enrichment/Audit students.
- Students auditing or taking Anglican Diploma courses or DMin courses for Enrichment (no credit) are subject to the same policies as students taking these courses for credit (see above) with the following exception: Enrichment/Audit students may register up to three days before the first class without incurring a late fee if they have received permission from the instructor. Enrichment/Audit students should contact the registrar to receive permission.
- Continuing Education Units: A non-refundable \$25 fee is due at the time of registration for Enrichment students wishing to receive Continuing Education Units (CEU) for an Anglican Diploma course or DMin in Congregational Development course.

Financial Aid

Overview

Seabury offers scholarship assistance to qualified students enrolled in one or more classes at Seabury who demonstrate financial need. The funding from this assistance comes from a pool of endowed scholarship funds from which Seabury makes an annual draw. To qualify for assistance, applicants must complete Seabury's [Financial Aid Application](#), which includes a proposed income and expense budget. For more information, [click here](#). Completed applications should be sent to:

Seabury-Western Theological Seminary
Attn: Financial Aid
2122 Sheridan Rd
Evanston IL 60201

or

financial.aid@seabury.edu

Statement of Qualification

1. Financial aid is available for qualified Doctor of Ministry students for whom Seabury is their school of record.
2. Financial aid is also available for all other qualified non-DMin students who pay their tuition directly to Seabury.
3. Financial aid is granted at Seabury's discretion.

THE SEABURY COMMUNITY

RIGHTS OF COMMUNITY MEMBERS

See the Anti-Discrimination and Divergent Perspectives statements at the beginning of this document

Confidentiality

FERPA

Seabury is committed to full compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the federal law that governs release of and access to student education records. These rights include:

1. The right of the student to inspect and review their education record within a reasonable time after the Seminary receives a request for access. If a student wants to review their record, he/she must contact the Seminary office that maintains the record to make appropriate arrangements.
2. The right to request an amendment of your education record if it is believed to be inaccurate or misleading. If a student feels there is an error in their record, he/she should submit a statement to the Seminary official responsible for the record, clearly identifying the part of the record needing to be changed and why it is believed to be inaccurate or misleading. That office will notify the student of the decision and advise regarding appropriate steps if the student does not agree with the decision.
3. The right to consent to disclosure of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with “legitimate educational interests.” A school official has a legitimate educational interest if the official has a “need to know” information from the education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: seminary faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with the Seminary.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Seabury -Western Theological Seminary to comply with the requirements of FERPA.

Release of student record information is generally not done at Seabury without the expressed, written consent of the student. There are, however, some exceptions.

For example, directory information includes the following, and may be released without the student’s consent: name, local address, home address, e-mail address, local telephone number, home telephone number, status (including current enrollment, dates of attendance, full-time/part-time, withdrawn), honors received (e.g., Academic Awards), participation in officially recognized activities and sports.

Please note that students have the right to withhold the release of directory information. To do so, a student must complete a “Request for Non-Disclosure of Directory Information” form, which is available from the Office of the Registrar. Please note two important details regarding placing a “No Release” on a student’s record:

1. The seminary receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, and the news media. Having a “No Release” on a record will preclude release of such information, even to those people.
2. A “No Release” applies to all elements of directory information on a record. Seabury does not apply a “No Release” differentially to the various directory information data elements.

A copy of the Act, more details about your rights, and any Seminary policies related to the Act are available from the Office of the Registrar. Questions concerning FERPA should be referred to the Office of the Registrar. ¹⁹

Faculty members, staff and seminarians are not bound by, and should not adhere to, the rule of confidentiality if the situation could result in: 1) self-inflicted harm by the seminarian; or 2) the seminarian harming someone else or others. It is mandatory to report child abuse cases and behaviors that endanger others. The other exceptions to this rule are disclosures pursuant to a written consent and, as stated earlier, disclosures to school officials with legitimate educational interests.

Information Security Policy:

Secure Handling of Social Security Numbers

It is the seminary’s intent to protect the personal information of its students, staff, faculty, and other individuals associated with the seminary from unauthorized access or disclosure, and possible misuse or abuse. This policy and our practices are based upon the policy for Secure Handling of Social Security Numbers adopted by Northwestern University and effective June 30, 2006.

Effective September 1, 2006, the seminary does not permit the use of a SSN as the primary identifier for any person or entity in any system, except where the SSN is required or permitted by law, and permitted by seminary policy. Where permitted by law and seminary policy, the SSN may be stored as a confidential attribute associated with an individual.

Those wishing to enroll in academic offerings at Seabury-Western — both credit and non-credit — are required to provide a SSN for secondary identification purposes. IRS regulations require the seminary to request a SSN as a Taxpayer ID number for use in tax reporting. In addition, any student applying for Financial Aid or Student Loans must provide a SSN to the Seminary. If a person enrolling in a Seabury-Western academic offering — credit or non-credit — refuses to provide a SSN, certain services, such as transcripts, enrollment verification, tax reporting, financial aid, and other services may not be available to the individual, and Seabury-Western cannot guarantee a complete academic record for the individual.

Historic hardcopy academic records may contain a student’s SSN, as the SSN was previously used as the student ID.

Once enrolled, individuals shall not be required to provide their Social Security number, verbally or in writing, at any point of service, nor shall they be denied access to those services should they refuse to provide a SSN, except where the collection of SSN is required by law or otherwise permitted by seminary policy. Individuals may volunteer their Social Security number if they wish, as an alternate means for locating a record.

VETERANS BENEFITS

VETERANS ADMINISTRATION: APPROVED STANDARDS OF PROGRESS

I. Attendance Standards

A. Class Attendance. The registrar is the Certifying Official for the VA. The registrar will notify the VA Regional Office when a veteran withdraws within 30 days of the occurrence. Every effort is made to accurately account for each veteran's last date of attendance in each subject area in which a veteran is enrolled.

B. Full-time Attendance by Academic Semester. If a veteran alters his/her course load from full-time to part-time or vice versa, the VA Regional Office is informed by the Registrar as the Certifying Official within thirty days of the occurrence. Adds/drops which alter a veteran's certified status, will be reported to the VA Regional Office within thirty days.

II. Academic Progress Standards

A. Veterans Failing or Withdrawing from all Courses when Registered for Six or More Units. A veteran student failing or withdrawing from all courses when registered for six or more units will be determined to have made unsatisfactory progress and will be reported as terminated to the VA except in extenuating circumstances to be determined by the VA. In such cases, the veteran student will not be subject to the Academic Probation Policy (see B), and the last date of class attendance will be reported to the VA by the Registrar as Certifying Official within thirty days of the occurrence.

B. Veterans Failing a Portion of Courses: Probationary Period. The academic probation policy of Seabury-Western Theological Seminary provides that acceptable academic progress for full-time students is indicated by sustaining 12 semester hours in an academic semester and 2 semester hours during J-term. Part-time students sustain the number of units for which they are registered after the drop deadline. Veteran students who do not fail all of their courses but who fail to sustain the required number of units as described above will be placed on academic probation for the subsequent term. If during this semester, the veteran student sustains the required number of units, he or she will be removed from academic probation. However, if the student again fails to sustain the required units, registration will not be permitted for the following term. If a veteran is refused permission to register under the provisions of the academic probation policy, the VA will be notified by the Registrar as the Certifying Official as soon as the grade reports are received but in no case later than thirty days after the close of the probationary term.

C. Grading Options at Seabury. Seabury students who are attending seminary as veterans may opt for the Credit/ No Credit grade in a few cases. The No Credit grade is recorded. Grade point averages are not computed. Academic progress is controlled by the use of the academic probation policy outlined above.

III. Attendance and Progress Records

The Registrar/Certifying Official is responsible for maintaining proper attendance and academic data for all veterans. Such records reflect:

- a. Final grades and credit granted for courses undertaken.
- b. Records of withdrawal from any subject to include last dates of attendance and record of any re-enrollment.
- c. A written record of previous education and credit granted when applicable.
- d. Evidence of degrees granted by other institutions.
- e. Cumulative data covering progress of students, their Work Sheets and Course Evaluation Forms.
- f. Attendance records for veterans enrolled in resident courses not leading to a standard college degree.
- g. Evidence of the progress of all veterans at the rate for which they are certified to the VA.

STUDENTS LIVING WITH DISABILITIES

Seabury-Western aims to assist students living with a disability to engage in academic and campus life as fully as possible. The partnership between the individual and the school in addressing the challenge presented by a disability involves the following responsibilities:

The student's responsibility

1. It is the responsibility of students with disabilities to identify themselves and request accommodations* through the appropriate office:
 - a. For physical disabilities that may require conversation about building concerns, contact Lynn Bowers, Manager of Accounting and Human Resources.
 - b. For physical disabilities that may require classroom accommodations, contact Ellen K. Wondra, Academic Dean.
 - c. For health, drug and alcohol disabilities, contact Bob Bottoms, Interim Dean and President.
 - d. For disabilities that affect cognition (learning disabilities and attention deficit/hyperactivity disorder [ADHD] or other psychiatric diagnoses that affect cognition), contact Ellen Wondra, Academic Dean.

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

2. When seeking academic adjustments, the student must provide the Academic Dean documentation of a disability and a rationale for the requested accommodations from a professional with expertise in the condition. The documentation must include a specific diagnosis and a thorough report. Required documentation for learning disabilities and ADHD must include the results of a comprehensive psycho-educational assessment (including all subtest scores) that evaluates the intellectual functioning, achievement, and information-processing domains of cognitive functioning. The diagnosis must be based on DSM-IV diagnostic criteria. In addition, documentation for ADHD should include evidence of both early and current impairment, a diagnostic interview, and an interpretive summary that explains how the disability is a substantial limitation to learning. Testing should be recent (administered within five years prior to enrollment) for learning disabilities and ADHD.
3. When seeking academic adjustments, the student must provide the Academic Dean with the documentation noted above well in advance of need in order to give the school a reasonable amount of time to evaluate the documentation and implement the accommodation.

The school's responsibility

1. With regard to physical disabilities, under the guidance of the Director of Finance (for building accommodations) and the Academic Dean (for classroom accommodations), the school will make reasonable efforts to minimize the discriminatory effect of a person’s physical disability, insofar as the provision of the adjustment does not cause undue burden on the school.
2. The Dean, the Vice President, and the Academic Dean will work together to raise the awareness of the seminary community regarding the needs and rights of people with disabilities.

3. In providing support to students and prospective students living with disabilities, the school will endeavor to respect their rights to privacy and confidentiality. In the case of students preparing for ordination in the Episcopal Church, this responsibility is exercised in partnership with sponsoring dioceses under the practices already in place regarding the release of information.
4. When the Academic Dean is notified of a diagnosis that affects cognition and recommendations for academic adjustments, the following procedures take place:
 - a. The Academic Dean receives the documentation of the disability, taking special note of particular academic adjustments that are recommended to enhance learning and performance.
 - b. The Academic Dean drafts a letter addressed to classroom instructors noting that documentation of a disability has been filed in the Academic Affairs office and listing the recommended accommodations. The draft is sent for review to the student requesting the accommodations before it is prepared for release.
 - c. After review, copies of the letter, on school letterhead and bearing the Academic Dean's signature, are given to the student, who retains the choice to seek accommodations in any given class. The letter is also filed in the Academic Affairs office.
 - d. In order to claim the right to accommodations, a student must provide the letter to his/her professor no later than the end of the second day of the course.

When a student is not sure whether there is a disability that affects cognition, he or she should seek out professional evaluation. Please consult the Academic Dean for assistance with this.

From time to time, students who have not attained the desired academic success may be advised by a teacher, academic advisor, or other mentor to seek educational testing or another professional assessment. In other cases, the student may initiate the request for assistance. For assistance in arranging for educational testing, contact the Academic Dean. A limited amount of funds may be available from the Dean's discretionary fund to help cover the costs of special testing requested by students, including educational testing. Students in the ordination process are encouraged to seek financial assistance from their bishop in support of such testing.

ALCOHOL AND CHEMICAL DEPENDENCY

The Basic Policy

By authority of the Seminary Dean, with the advice of the Administrative Committee, the following policy and procedure was adopted November 27, 1985.

The Seminary understands alcoholism and other chemical dependence to be recognizable and treatable illnesses. We are also aware that chemical dependence affects the family and significant persons who are close to the dependent person, and the symptoms and impact of the illness on these persons are also identifiable and require treatment.

Accordingly, the Seminary has in place a program to assist in the identification of the illness and assessment of treatment needs for both those who become chemically dependent and those whose lives are affected by the illness. The program treats chemical dependence as any other illness in terms of the protection of jobs, rights, and related employee, faculty, or student benefits.

The Seminary program encourages self-referral and is prepared to assist those seeking help in the assessment and evaluation of each person's situation for the purposes of determining treatment options.

In acknowledging chemical dependence as a progressive and fatal illness, the Seminary believes that the proper Christian response to the recognition of the illness is pastoral confrontation which seeks constructively to approach the individual, to express concern, and to consult as to whether or not assistance is needed. This constructive confrontation would cross all levels of the community and could be initiated by family members, peers, supervisors, or anyone in the community who cares for the individual.

In cases where all constructive confrontation has been unable to break through the denial that is a component of chemical dependence, pastoral intervention, coordinated by the Dean, with a recommended program for treatment, will be considered. Pastoral intervention is normally to be considered as a "last resort" effort designed to present reality in a receivable way to the dependent person.

The Seminary's policy concerning the protection of benefits and rights will not be applied to those who refuse treatment or who deny their need for help. At the same time, refusal of treatment is not a cause for severance from the Seminary. In all cases, severance decisions will be based on performance and other existing criteria not related to acceptance of treatment recommendations resulting from intervention.

Concerning Self-Referral

If a person recognizes a need for help or is concerned about his/her drinking behavior or drug use, self-referral options may be obtained from the Dean's Office. Certainly these include (a) consultation with the Office of Pastoral Care in the student's diocese or in the Diocese of Chicago, for assessment, treatment planning and referral; and (b) well-known support groups such as Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, Adult Children of Alcoholics, etc.

The Office of the Dean welcomes informal consultation concerning self-referral concerns.

Confidentiality will be carefully respected.

Concern for another person

If you are concerned about the possible alcoholism/chemical dependence of another person, some options are:

- Assistance from the Office of Pastoral Care, Diocese of Chicago, for the purpose of evaluation and referral as appropriate.
- Consultation with a member of the Recovering Alcoholic Clergy Association.
- Referral to AA members or an Open AA meeting.
- Pastoral information or pastoral intervention, if indicated, coordinated by the Dean, who will authorize an alcoholism counselor from outside the Seminary community to assist in planning and implementing an intervention effort. *Dean and seminary staff will carefully respect confidentiality. [See also third paragraph under "Student Evaluations" following.]*

Treatment of Students

If treatment is accepted, the student will be permitted to withdraw from classes without financial penalty for a length of time reasonably indicated by competent medical authority. The student will be permitted to continue her or his academic program following necessary time off for treatment.

Any student who accepts treatment for alcoholism/chemical dependence is encouraged to discuss this with her or his bishop. However, it is the student's responsibility and choice to inform the bishop. The Seminary expects faculty, staff and other students to respect the student's confidentiality in communicating with his or her bishop and diocese. *[See next section, 3rd Para.]*

Student Evaluations

If a student seeks and/or accepts treatment for alcoholism/chemical dependence, this is viewed as a positive factor in the evaluation of the student.

Suspected alcoholism/chemical dependence may *not* be raised during a student's evaluation. Poor performance or inappropriate behavior in seminary, of which chemical dependence is the suspected cause, is best addressed as outlined above. Poor performance or inappropriate behavior may be a factor in a student's evaluation, but confrontation about suspected alcoholism/chemical dependence should take place outside the evaluation.

Nothing in this policy statement is meant to inhibit the Seminary from fulfilling its canonical responsibility, nor is it intended to prohibit the Dean of the seminary from talking frankly with the bishop of any student in the ordination process.

Administrators, faculty and staff

Appropriate policies for chemical dependency/alcoholism of non-student members of the seminary community have been adopted, following the same principles as those for students. A copy of the complete November 27, 1985 policy statement is available in the Office of the Dean.

Guidelines for the use of alcohol at Seminary functions

The decision to offer alcohol at an official Seminary event should depend on the following considerations:

1. The use will appropriately enhance the event at which it is being served.
2. There will be clear and distinct labeling of all beverages and foods containing alcohol.

3. There will be non-alcoholic alternative beverages for those who choose to abstain presented as attractively as alcoholic beverages.
4. Food and beverages containing alcohol should be presented in such a way that it does not seem to promote or require their use for inclusion in, or for full participation in the event.

DISCIPLINARY ACTION

Participants in Seabury-sponsored programs may be subject to disciplinary action for any of the following:

Alcohol / Drug Abuse, Sexual Assault or Sexual Harassment The procedures for allegations of misbehavior are outlined separately and those procedures may lead to a negotiated or adjudicated disciplinary action.

Disruption/Obstruction Disruption or obstruction of teaching, research, administration or other seminary activities or other authorized activities on seminary premises is prohibited, including persistent disruption of daily living arrangements of members of the community.

Drug use or possession

All members of the Seabury community are prohibited from using or having in their possession illegal drugs, including marijuana, privately or in public, on or off the seminary campus. A community member violating this rule may be subject to dismissal.

Failure to cooperate or appear upon request in the investigation or hearing of cases of alleged offenses (*provided* that no person shall be required to furnish information that would be self- incriminating) constitutes an additional basis for disciplinary action.

Fire Safety State and local ordinances provide penalties for any intentional damage of or destruction to property by fire.

Firearms The physical possession or use of firearms, ammunition, BB guns, air rifles, firecrackers, explosives, or other weapons of any description, for any purpose, is prohibited.

Forgery Alteration or misuse of seminary documents, records or identification or knowingly furnishing false information to the seminary is prohibited.

Gambling Illinois law prohibits gambling in any form except lotteries and raffles conducted in accordance with state and local law. Participants involved in gambling-related incidents may face legal and disciplinary actions.

Hate crime There are laws against actions which degrade or threaten a person as an expression of hatred toward an individual or group, including such things as the display of hate symbols or actions which express disrespect toward individuals or groups. The seminary forbids such actions and may take disciplinary action in addition to any legal process.

Hazing The seminary forbids hazing and all other activities that interfere with the personal liberty of an individual. The seminary defines hazing as any action taken or situation created intentionally, on or off seminary premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; requiring sleepovers or morally degrading or humiliating games and activities; or activities that interfere with scholastic activities and/or normal sleeping hours.

Physical abuse or threat Any action that threatens or endangers the health or safety of any person on seminary premises or at seminary functions or of any person properly fulfilling his or her duties as a seminary employee, whether or not the action occurs on seminary premises, is prohibited.

Theft and Trespass Theft or damage to property of anyone on seminary premises or at seminary functions, including the property of the seminary is prohibited, including unauthorized entry to or use of seminary facilities or the residence or working area of community members.

Limits on Disciplinary Action

Participants in Seabury-sponsored events will be exempt from disciplinary action or dismissal from the seminary except for academic failure, failure to pay a debt to the seminary, or violation of a student or seminary rule or regulation. Rules and regulations shall be clearly promulgated in advance of the supposed violation. A student is subject to local, state and federal statutes.

GRIEVANCE POLICY

The Faculty Grievance Policy (Appendix 1) will apply, where applicable, to all non-Faculty Seminary grievances, except that the Dean will replace the Academic Dean in every aspect of the procedures.

HARASSMENT POLICY

Definition and General Guidelines

The Seminary strictly enforces its policy against all forms of prohibited harassment involving members of the Seabury community. The rules and procedures set forth below apply to the entire Seminary community. This policy prohibits harassment against members of the Seminary community, applicants for employment, and admission into the Seminary. The Seminary cannot stress enough that it will not tolerate any form of prohibited harassment, nor will it tolerate retaliation against individuals who, in good faith, complain of or oppose prohibited harassment or participate in a harassment investigation.

1. The Seminary will provide members of the Seminary community with an environment free of prohibited harassment which has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, unreasonably interfering with an individual's work or academic performance or otherwise adversely affecting an individual's employment or academic opportunities. Such harassing treatment is unacceptable and contrary to our policy and the basic commitment to treat one another fairly with dignity and mutual respect.
2. Prohibited harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his/her race, color, religion, national origin, age, physical or mental disability, sexual orientation, sex, or that of his/her relatives, friends, or associates, and that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, unreasonably interfering with an individual's work or academic performance or otherwise adversely affecting an individual's employment or academic opportunities. Harassing conduct includes, but is not limited to, epithets, slurs, jokes, negative stereotyping, threatening, intimidating or hostile acts and written or graphic material placed on walls, bulletin boards or elsewhere on the Seminary's premises or circulated within the Seabury community that denigrates or shows hostility toward an individual or group because of race, color religion, national origin, age, physical or mental disability, sexual orientation, or gender, with or without sexual conduct and including same sex harassment. Prohibited harassment can come from anyone who is classified as a member of the Seabury Seminary community.

3. Sexual harassment, one form of prohibited harassment, includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment or academic status, submission to or rejection of such conduct is the basis for an employment or academic decision affecting an individual or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include, but are not limited to, sexual innuendo, suggestive comments, insults, threats, jokes about gender, specific traits or sexual propositions, suggestive or insulting noises, leering, whistling or obscene gestures, and touching, pinching, brushing the body, coercing sexual intercourse or assault. Men as well as women can be victims of sexual harassment, and the harasser and the victim can be of the same sex.
4. Any member of the Seminary community who believes that he or she has been the subject of sexual or other prohibited harassment or retaliation should report the conduct immediately to one of the Seminary officials listed under Procedures below.
5. The Seminary will promptly and thoroughly investigate all complaints and take any appropriate remedial action to stop prohibited harassment. There will be no retaliation against anyone who in good faith complains of or opposes harassment or participates in any investigation. Confidentiality will be protected to the extent consistent with a full investigation.
6. If it is determined after an investigation that a member of the Seminary community has engaged in prohibited harassment or retaliation in violation of this policy, he/she will be subject to the appropriate disciplinary action up to and including dismissal.
7. All members of the Seminary community are expected to act in a responsible and professional manner and to establish a positive working and learning environment, free of discrimination, harassment and retaliation.
8. The Seminary is committed to the principles of freedom of inquiry and expression, as set out in the Faculty Handbook. This policy is not meant to compromise this commitment in any way. Sexual harassment is not only an inappropriate expression of freedom of inquiry and expression; it is inconsistent with these values.

Procedures

A. Bringing a complaint

1. Any member of the Seminary community who believes that he or she has been the subject of sexual or other harassment or retaliation should report the matter as soon as possible to the Dean. The report may be made orally or in writing. The complaint should be made as promptly as possible after the alleged harassment takes place.
2. The Seminary is committed to maintaining confidentiality in any case that involves allegations of sexual harassment and will protect the privacy of all parties involved to the extent that is possible.

B. Resolution Procedures

The Dean will hear the particulars of the situation, provide any immediate care that is needed, and explain the options available. The Dean will report the matter to a member of the Harassment Panel.

Complaints of harassment may be resolved through any of the procedures described below. Initial attempts at resolution through discussion or mediation are encouraged, but the decision about which approach to take is normally made by the complainant. In certain cases, due to the nature of the alleged offense, the Harassment Panel may recommend initiating a formal investigation.

1) Initial procedures.

- a) The person bringing the complaint may wish to confront the alleged offender directly, seek resolution, and then report back to a designated member of the Harassment Panel.
- b) The designated Panel member may inform the alleged offender of the complaint and initiate a course of action that will bring about informal resolution acceptable to both parties.
- c) The complainant and the alleged offender may participate in mediation overseen by a member of the Harassment Panel.

2) Formal investigation.

If the complainant wishes to proceed with a formal investigation after the initial conversation and any attempts at reaching an informal resolution, a written complaint must be submitted to a member of the Harassment Panel. A member of the Panel will inform the alleged offender of the complaint and of the identity of the complainant. Retaliation in any form against the complainant will not be tolerated. Members of the Harassment Panel will conduct whatever investigation they deem appropriate, including interviews with the complainant, the alleged offender, and any other appropriate persons. The Panel will attempt to determine the facts of the case. At any point, the Panel may decide that the complaint is unfounded and so should be rejected. The proceedings will be kept confidential to the extent possible. A record will be kept, and a copy of that record, along with written findings and recommendations, will be given to the Dean.

The Dean will review the case and make a final decision, taking into account the recommendations of the Panel. The Dean will inform the complainant and the alleged offender of the outcome of the investigation. Both parties will treat the information as confidential.

If the complaint of harassment is found to be accurate, prompt remedial action and appropriate disciplinary action will be taken. Appropriate disciplinary action may include expulsion in the case of a student harasser or dismissal in the case of a faculty or employee harasser. If the complaint is not found to be accurate, the case will be dismissed. If the complaint is found to be accurate, the report of the Dean with the recommended disciplinary action will be placed in the permanent file of the accused. All other records of the case will be retained in the Dean's office.

Harassment Panel

The Harassment Panel normally consists of the Dean, the Academic Dean, and one faculty or staff member appointed by the Dean. If the Dean is the alleged offender, the Chair of the Board of Trustees replaces the Dean in every aspect of these procedures. If another member of the Panel is the alleged offender, the Dean will appoint another person to replace the member in question.

SMOKING

Smoking is prohibited in all seminary (and Northwestern University) buildings and within 25 feet of building entrances, as well as in designated outdoor facilities

POLICY FOR RESPONSIBLE USE OF EMAIL AND INTERNET

Email Use

The principal purpose of electronic communication is to facilitate instructional, research, administrative, and other work or mission related communications by Seminary faculty, staff and students. While reasonable personal use of email communication is permitted, such use must not interfere with an employee's work responsibilities, disrupt the work of other users or interfere with the functioning of network systems. Users should not use e-mail to widely broadcast "chain letters", "bulk" email (or "spam"), or other non-work related messages. Email should not be used for non-institutional fund solicitation, for personal monetary gain or outside commercial purposes or for any political purpose.

Seabury reserves the right to monitor the email system, including a user's mailbox and log files, at their discretion in the ordinary course of business. The existence of passwords and "message delete" functions do not restrict or eliminate the ability or right to access electronic communications. Please note that in certain situations, Seabury may be compelled to access and disclose messages that were sent over its electronic communications system.

Users may not share passwords, provide email access to an unauthorized person, or access another user's account without authorization.

Electronic communications should conform to the same standards of propriety and respect as any other verbal or written communication at the Seminary. Offensive, demeaning, harassing, defamatory or disruptive messages are prohibited. Users who become aware of or receive prohibited messages should notify the Director of Finance and Administration.

Internet Use

The Seabury connection to the internet is principally for instructional, research, administrative, and other work or mission-related purposes. Any unauthorized use of the internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or soliciting offensive, defamatory, pornographic or sexually explicit material; engaging in computer "hacking" or other related activities; or attempting to disable or compromise the security of information on any computer. While reasonable use of the Seabury internet connection for personal reasons is permitted, such use should not interfere with an employee's work responsibilities, diminish an employee's work efforts, or disrupt the work of other users. For this reason, use of the internet for personal reasons during an employee's work hours is generally inappropriate. Seabury reserves the right to monitor internet usage at its discretion. Questions or concerns regarding improper use of the internet should be brought to the attention of the Director of Finance and Administration.

FACILITIES

Parking

Finding a parking spot in the City of Evanston and, in particular, on the Seabury/Northwestern campus, can be quite challenging. Both the City of Evanston and Northwestern University are rather adept at ticketing illegally parked vehicles. Students are encouraged to take public transportation to Seabury, if individual circumstances allow it. For those students who will be driving to Seabury, there are several parking options:

1. Seabury Visitor Parking - there are four designated Seabury Visitor parking spaces just to the southwest of the main entrance. These spaces should be the first option for students and visitors.

2. Resident parking - there are three designated Seabury residence parking spaces in the alley to the west of the main entrance. These spaces are saved for resident faculty/staff but are available for students when not in use by residents.
3. Street parking during the day - the City of Evanston allows 2 hours of free parking on the streets surrounding Seabury. Anything more than two hours requires a daily permit, which can be obtained from any of the Seabury Offices.
4. Street parking in the evening - the City of Evanston allows free parking on the streets surrounding Seabury after 6:00. And because of the 2 hour free parking (noted above), the effective cutoff for evening parking is 4:00 p.m.
5. Northwestern Parking during the day - should none of the above parking options be available, Seabury has a limited number of daily permits to allow Seabury students to park in Northwestern parking. The Northwestern parking spaces that accept this daily permit include most of the spaces within the Seabury-Northwestern parking lot, the large parking lot to the north of the seminary, and the large parking lot to the southeast of the seminary across Sheridan Road.
6. Northwestern Parking in the evening and on weekends - the Northwestern parking spaces noted above are open and free from 4:00 p.m. through 7:30 a.m. and all weekend long.

Students are urged to avoid parking in 24-hr designated (look at the signs) Northwestern parking spaces. These spaces are unavailable to Seabury students, even to those with a daily permit. Additionally, students are urged to avoid parking in a valid Northwestern parking space without a daily permit. Violators are subject to a \$50 parking ticket issued by the Northwestern campus police.

Any questions regarding parking should be directed to the Finance Office or the Dean's Office.

Room Reservations

The seminary space is limited and rooms are sometimes used by outside groups as well as by students, faculty, and staff, so use of public rooms or classrooms must be reserved in advance. To make a reservation, see Ron Fox in the Dean's Office.

Security And Safety

The Seabury campus is located within the boundaries of the Northwestern University campus. As such, the security and safety regulations of the larger university apply to Seabury as well. Should a crime or other non-emergency situation/disturbance arise, please contact the University Police at 847-491-3456 and also notify the Seabury Finance Office or Dean's Office. Should an emergency arise, please call 911 immediately. If a campus-wide emergency should occur, instructions would be delivered via Northwestern warning sirens (klaxon) and loud-speakers. Additional information can be found at <http://www.northwestern.edu/emergency/index.html>.

Keeping each other safe is everyone's responsibility.

SERVICES

ATM/Cash Stations. There are Cash Stations (automatic teller machines) available on the Northwestern Campus in the Norris Center and at D&D Foods on Noyes Street.

Audio Visual Equipment. The Seminary maintains VCRs, DVD players, computer/video projectors, and other technical equipment for academic programs. This equipment can be checked out for classroom use by talking with Peggy Pearson at least 3 days before the equipment is needed. Equipment is not available for personal use.

Information Sharing

Bulletin Boards. The current week's events and worship schedules are posted on the bulletin board next to the student/spouse mailboxes.

Other Announcements. Other special announcements will be distributed to the mailboxes located in the Seabury-Wheeler building, or by email through the Seabury Bulletin. Family members should check the student mailboxes as well as those in the residences. To make an email announcement to the community, send a copy of the announcement to seabury.bulletin@seabury.edu and designate it "for circulation to the community."

Calendar. An academic calendar is distributed each academic year prior to the opening of the fall semester.

Photocopying. Students are expected to use the copier in the Library for duplication of class papers. Office copiers are not for personal use. If a student has been asked by a faculty member to duplicate material for a class presentation, the student can fill out a copy request form in the Academic Affairs Office, and the copying will be done by office staff.

Students may submit special ordos to the Academic Affairs Office for photocopying; material must be submitted 24 hours in advance of the time needed. Ordos that will require copying more than two double-sided pages must have the prior approval of the professor of liturgics. Students may arrange for color copying and/or longer ordos to be copied elsewhere at their expense.

PASTORAL RESOURCES

Various sources of pastoral support exist for students at Seabury. Some of them are internal. Others are external. Some focus on general pastoral support. Others are of a more therapeutic nature. All students are encouraged to avail themselves of pastoral support as necessary.

Internal Sources of Pastoral Support

Seabury's faculty and dean serve as advisors and pastors within the community. All of the clergy members have had pastoral training, and the lay members of the faculty also see their pastoral role as an important dimension of their work.

External Sources of Pastoral Support

Local clergy. Clergy are available in local congregations for pastoral conversation.

The Northwestern University Health Service. For those enrolled in the Northwestern Health Service, there is assistance available through Counseling and Psychological Services (CAPS), 847-491-2151. (After hours 847-491-8100)

The Cathedral Counseling Center. One of Chicago's finest counseling sources is sponsored by the Episcopal Church. The central office is located at 50 E Washington Street, Ste. 301, Chicago, IL 60202, phone 312-252-9500 or go to their website: www.cathedralcounseling.org There is an Evanston satellite located at St. Mark's Church, 1509 Ridge Avenue, Evanston, IL 60201. Fees are based on a sliding scale.

The Samaritan Institute. There are sites in Chicago, Evanston, Winnetka, and Wilmette for this highly regarded counseling organization. Phone: 847-446-6955 or visit their website at northshoresamaritan.org. Fees are based on a sliding scale.

The Center for Religion & Psychotherapy of Chicago offers individual, couple, and group psychotherapy at sites in Chicago, Evanston, and Hyde Park. Phone: 312-263-4368, x9090 or visit their website at: www.crpchicago.com. Fees are negotiated with the individual therapists.

Crisis Hotline. For immediate assistance in a crisis:

The National Hopeline Network: (24 hours a day, 7 days a week) 800-784-2433

Therapeutic/Counseling Relationships

No student, student spouse, student partner, or member of a student family may enter into a therapeutic or counseling relationship, whether compensated or not, with another student who is or has been a colleague, nor with a staff member of the seminary. It is highly recommended that no therapeutic relationship be entered into before one year has transpired after the therapist/counselor leaves Seabury.

COMMUNITY ORGANIZATIONS

Administrative Committee

The Seabury Administrative Committee's membership includes the Dean and President, Vice President, Academic Dean, and Director of Finance and Administration. The purposes of the committee are:

- Collaborative administrative decision-making.
- Visioning and planning for the ongoing operations of the seminary.

The Administrative Committee generally meets once or twice a month. Issues requiring advice or decision-making from an institution-wide perspective are addressed at each meeting. Seabury community members are asked to bring matters to the attention of the Committee through its members.

Program Areas Committee

The Directors of the Program Areas meet on a regular basis with the Dean and President and others to coordinate program offerings, plan future programs, and share information. Seabury community members are asked to bring matters to the attention of the Committee through its members.

Building Faith Communities:	Susan Harlow
Equipping People for Ministry:	Ellen Wondra
Enriching People in Their Faith:	Elizabeth Butler

Woman's Board.

The Woman's Board is composed of Episcopal women representing churches throughout the Chicago area. Organized in 1956, the Woman's Board cooperates with the seminary in advancing its interests in the community.

APPENDIX 1

FACULTY GRIEVANCE PROCEDURE

The following process is intended to provide a means of resolving disputes that are not resolved through informal discussion or the usual work of the committee system. It is the hope of the Seminary that disputes will be resolved informally; that is, without resorting to the following formal grievance procedure.

The term “grievance” is used here to mean an alleged violation or misuse of the Seminary’s policies or procedures by Seminary officials or official bodies that has adversely affected a faculty member’s rights or ability to fulfill obligations. The grievance process is intended to clarify the issue by identifying the Seminary policies or procedures that have been violated or misapplied, by defining the way(s) in which the faculty member (the grievant) has been adversely affected by the indicated action or inaction, and to assure him or her that the grievance will receive thorough consideration by the appropriate Seminary officials and that no grievant will suffer reprisal for pursuing a grievance.

This grievance procedure intentionally focuses on disagreements that are not overtly “personal” in character, but related to the definition, change, and application of policies of this institution.

- 1 Any faculty member who has a grievance should first attempt to resolve the dispute through informal discussion with the person or body most directly related to the grievance.
- 2 If a satisfactory resolution is not achieved through informal processes within 30 working days of the occurrence of the grievable action, the grievant will have two additional weeks to present the grievance in writing to the Academic Dean. (If the grievance regards an action or inaction of the Academic Dean, the grievant should present the grievance to the Dean.) The written grievance should specify the Seminary policy(ies) in question, the way in which policy has been violated, misapplied, or misinterpreted, and the specific way(s) this action or inaction on the part of a Seminary official or official body has adversely affected the grievant. The Academic Dean will investigate the matter, interview appropriate individuals and bodies as needed, and seek resolution. The Academic Dean will report the grievance to the Dean (who may or may not take part in the investigation). Within thirty days of the initial filing of the grievance, the Academic Dean will respond to the grievant in writing, with a proposed resolution.
- 3 If a resolution acceptable to the grievant has not been achieved in step 2, he or she may appeal in writing to the Faculty Grievance Panel (defined below). The appeal should include the original grievance submitted to the Academic Dean, the Academic Dean’s response, and an explanation of the grievant’s reasons for making the appeal. The Faculty Grievance Panel will determine if the grievance merits further investigation and/or consideration. If so, the Panel will investigate the matter by interviewing the grievant, the Academic Dean and, as needed, other individuals and bodies. The Panel will report its findings and recommendations to the Dean within thirty days of receiving the appeal.
- 4 Upon receiving the report of the Faculty Grievance Panel, the Dean will review the report and, taking into account the recommendation(s) of the Panel, make a final decision. This decision will be communicated within 14 days of the receipt of the Panel’s report; the communication will be made in writing to the grievant, the Chair of the Faculty Grievance Panel, and the Academic Dean.

The Faculty Grievance Panel shall ordinarily consist of up to 3 members of the faculty. Any persons directly involved shall recuse themselves from all proceedings. The faculty members are elected at large for three-year terms on a rotating basis. The Panel will elect a chair from its members. The chairperson will receive the appeal from the grievant and will be responsible for all communication with the grievant.