



EST. 1929

# **Student Handbook**



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A paper copy of the handbook is available upon request to Student Development.

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# Emergency Response Procedures and Security and Fire Safety Report

## 1. Emergency Response Procedures

The following emergency response procedures are meant to act as a guide for faculty, staff, students and others who may be involved or tasked with the response to an on-site emergency. It is impossible to prepare for every event and to determine the specifics of each incident; therefore it is the responsibility of each individual to protect themselves as they best see fit.

### 1.1. Reporting emergencies, non-emergencies, and crime on campus, at the 1600 Church Rd condos and at the Bookstore

#### 1.1.1. What is an emergency?

1.1.1.1. An emergency is any immediate threat to life and/or property that requires immediate response from police, fire or emergency medical personnel. Your judgment often determines whether an incident is an emergency. When in doubt, err on the side of caution.

1.1.1.2. All faculty, staff, students and visitors are authorized to call **911** in the event of an emergency.

1.1.1.3. When 911 is called, the Physical Plant Manager should also be notified.

#### 1.1.2. When calling 911 to report an emergency:

1.1.2.1. Stay calm.

1.1.2.2. Speak slowly and clearly.

1.1.2.3. Provide the address, your name and location and the location and description of the emergency.

1.1.2.4. Provide a thorough description of the incident to ensure the appropriate resources are dispatched.

1.1.2.5. Stay on the line with the dispatcher.

1.1.2.6. Answer all questions asked by the 911 call taker.

1.1.2.7. Remain on the line until instructed to hang up by the call taker.

1.1.2.8. The 911 Dispatcher is a trained dispatcher who will prompt what additional information is needed, based on the type of emergency (e.g., what the scene looks like, number of injuries or deaths). In order to complete an assessment on the telephone, the 911 Dispatcher may have many questions to ask depending upon the nature of the problem. It is very important for the dispatcher to obtain as much information as possible, in the interests of responder safety and to dispatch the correct level of medical response.

**1.1.3. Reports on non-emergencies** may be filed with the Cheltenham Township Police Department by calling 215-885-1600, if on campus or at the 1600 Church Rd condos, and to the Horsham Township Police Department by calling 215-643-8284, if at the Bookstore.

**1.1.4. Written reports on both emergencies and non-emergencies** should be filed with the Seminary within 72 hours of the emergency or non-emergency. The VP of Campus Life and Dean of Students or the Associate Deans of Students may assist in filing the report.

**1.1.5. If a sexual offense occurs, reference and follow the seminary's [Sexual Harassment and Sex Offense Policy and Procedures](#).**

## 1.2. Emergency Actions

**1.2.1. Definition:** Emergency Actions are a set of simple directives and procedures that may be implemented across a number of emergency situations. With emergency actions in place, faculty, staff, and students can follow specific directions without having to learn extensive protocols for each



of several dozen different emergency situations. The incident will drive which emergency actions to implement, based on the specific situation.

The most common immediate emergency actions, and specific steps to take for each of them, are detailed in the following pages.

### **1.2.2. Lockout vs. Lockdown: Two Different Emergency Actions**

#### **1.2.2.1. Lockout:**

- 1.2.2.1.1. The seminary ensures the exterior of buildings are locked and secure.
- 1.2.2.1.2. All outside seminary activities are safely brought back into the safety of the buildings.
- 1.2.2.1.3. Faculty and staff are made aware of the situation to raise their level of alertness and situational awareness.
- 1.2.2.1.4. Ingress and egress of seminary buildings becomes highly restricted, controlled and coordinated with local law enforcement.
- 1.2.2.1.5. Interior seminary functions and operations may continue as scheduled.
- 1.2.2.1.6. **If the high risk activity moves onto the seminary campus, the next step is Lockdown.**

#### **1.2.2.2. Lockdown:**

- 1.2.2.2.1. Violence or potential violence is now on the seminary campus.
- 1.2.2.2.2. Seminary lockdown procedures are implemented based on the known circumstances of the incident.
- 1.2.2.2.3. Students, teachers, staff and visitors restrict their movements within classrooms, offices and workspaces.
- 1.2.2.2.4. Classroom / office doors are closed and locked if possible.
- 1.2.2.2.5. Everyone gets down and out of sight.
- 1.2.2.2.6. Remain quiet.
- 1.2.2.2.7. Prepare to make their next action decision based on the information as the situation evolves – RUN, HIDE, FIGHT.

### **1.2.3. Lockout**

1.2.3.1. A Lockout is ordered when police activity is taking place near the seminary but not on seminary property. LOCKOUT differs from LOCKDOWN because it does not involve securing classrooms and strictly isolating movement within buildings. Interior operations can continue as close to normal as possible.

#### **1.2.3.2. Lockout Emergency Actions:**

- 1.2.3.2.1. The Vice President of Campus Life and Dean of Students (VPCL) will be notified by the police department of police activity in the area and will order or recommend the seminary go into a Lockout.
- 1.2.3.2.2. The VPCL, or his designee, will make an announcement that a Lockout is in effect and order that all exterior doors remain closed and locked and that no person is allowed to leave the buildings at this time.
- 1.2.3.2.3. Ensure all exterior doors and access points are secured and continue normal interior operations until further notice.
- 1.2.3.2.4. Any activities taking place outside must return to a seminary building as quickly as possible.
- 1.2.3.2.5. Students, faculty and staff are not to leave the building in which they are but may continue with normal classroom and building interior activities.
- 1.2.3.2.6. When a lockout is ordered, front desk staff should not permit persons who are not expected or unknown into seminary buildings.
- 1.2.3.2.7. Front desk staff should notify the VPCL, or his designee, when an unexpected visitor arrives to determine whether or not he/she is permitted to enter the building.
- 1.2.3.2.8. During a Lockout, no deliveries should be received until the Lockout has been lifted.
- 1.2.3.2.9. VPCL will coordinate dismissal or other potential exterior activities with law enforcement.
- 1.2.3.2.10. When clearance is received from the appropriate agencies, give the ALL CLEAR instruction to indicate it is safe to resume all normal operations.



#### **1.2.4. Lockdown**

1.2.4.1. The terms *Lockdown* and *Shelter in Place* are often used interchangeably. A Lockdown may be more suitable during situations such as the presence of a hostile or armed intruder inside a building.

Acts of violence may take the form of various types of personal assaults that may or may not include weapons. If an act of violence, active shooter, or similar incident occurs on seminary grounds, follow the recommended emergency actions listed below.

##### **1.2.4.2. Lockdown Emergency Actions:**

1. 2.4.2.1. If the threat is taking place in the seminary building in which you are, evacuate if you are able to do so safely.
- 1.2.4.2.2. If the threat is taking place outside of the seminary building in which you are, do not attempt to evacuate.
- 1.2.4.2.3. If you are unable to evacuate, immediately seek refuge and LOCKDOWN in an area that can be locked from the inside. Ensure anyone in the hallways is brought into a secure room.
- 1.2.4.2.4. Lock the door.
- 1.2.4.2.5. Doors without locks should be barricaded from the inside – use desks, chairs, etc.
- 1.2.4.2.6. Faculty shall remain with students.
- 1.2.4.2.7. If a phone is available and it is safe to do so, call **911** and notify the dispatcher of your location.
- 1.2.4.2.8. Once locked in a room, cover any windows on the door if possible.
- 1.2.4.2.9. Move away from the windows and doors and remain out of sight.
- 1.2.4.2.10. Turn off lights and audio visual equipment.
- 1.2.4.2.11. Look for alternate escape routes (windows, other doors).
- 1.2.4.2.12. Remain still and quiet and act as if no one is in the room.
- 1.2.4.2.13. Do not answer the door.

1.2.4.2.14. If the fire alarm sounds unexpectedly, do not evacuate the building unless

1.2.4.2.14.1. you have firsthand knowledge that there is a fire in the building,

1.2.4.2.14.2. you are in imminent danger, AND/OR

1.2.4.2.14.3. you have been advised by a first responder to evacuate the building.

1.2.4.2.15. Remain in the lockdown until you are advised by a police officer, the Vice President of Campus Life and Dean of Students, Physical Plant Manager or their designee that it is safe.

##### **1.2.5. Armed Intruder Response: Run, Hide, Fight**

1.2.5.1. In an armed intruder or active shooter situation, you should quickly determine the most reasonable way to protect your own life. Using situational awareness, you must decide if your best option for survival is to RUN, HIDE or FIGHT.

##### **1.2.5.2. Alert and Inform:**

1.2.5.2.1. Once the Vice President of Campus Life and Dean of Students (VPCL), or any faculty or staff member, becomes aware of an armed intruder or active shooter, he/she shall alert the entire school using email, text or alternative method. Do so as quickly as possible.

1.2.5.2.2. Speak in plain language. **DO NOT** use codes.

1.2.5.2.3. The more information the better; describe what is happening and where.

1.2.5.2.4. State the nature of the emergency and specify the location where the armed intruder is. Be as clear as possible and repeat this message several times. This measure will allow others to evacuate if possible.

1.2.5.2.5. Have someone call **911**.

1.2.5.2.6. Protect yourself. Take cover immediately. Try to remain out of sight of the suspect.

##### **1.2.5.3. RUN: Remove yourself from the danger zone as quickly as possible.**

1.2.5.2.3.1. Upon being notified of the location of the armed intruder, decide if you can safely evacuate the building.

1.2.5.2.3.2. If yes, evacuate the building as quickly as possible through the safest route available.



- 1.2.5.2.3.3. If a door is not an option, consider if you can safely evacuate through a window.
- 1.2.5.2.3.4. DO NOT sound the fire alarm, as this may put others into harm's way.
- 1.2.5.2.3.5. Do not stop running until you are far away from the area.
- 1.2.5.2.3.6. Keep your hands visible.
- 1.2.5.2.3.7. Run to a SAFE area; this area does not necessarily need to be a designated assembly point.

**1.2.5.4. HIDE: If you are unable to safely evacuate**

- 1.2.5.4.1. If you are unable to evacuate, immediately seek refuge and LOCKDOWN in an area that can be locked from the inside. Ensure anyone in the hallways is brought into a secure room.
- 1.2.5.4.2. Lock the door.
- 1.2.5.4.3. Doors without locks should be barricaded from the inside; use desks, chairs, etc.
- 1.2.5.4.4. If a phone is available and it is safe to do so, call **911** and notify the dispatcher of your location.
- 1.2.5.4.5. Once locked in a room, cover any windows on the door if possible.
- 1.2.5.4.6. Move away from the windows and doors and remain out of sight.
- 1.2.5.4.7. Turn off lights and audio visual equipment.
- 1.2.5.4.8. Look for alternate escape routes (windows, other doors).
- 1.2.5.4.9. Remain still and quiet and act as if no one is in the room.
- 1.2.5.4.10. Do not answer the door.
  
- 1.2.5.4.11. If the fire alarm sounds unexpectedly, do not evacuate the building unless
  - 1.2.5.4.11.1. you have firsthand knowledge that there is a fire in the building,
  - 1.2.5.4.11.2. you are in imminent danger, AND/OR
  - 1.2.5.4.11.3. you have been advised by a first responder to evacuate the building.

**1.2.5.5. FIGHT FOR LIFE: Should you be confronted by the shooter**

- 1.2.5.5.1. Counter—This measure is the use of proactive techniques should you be confronted by an armed intruder. Counter, or “Fight,” is used as a last resort and only when your life is in imminent danger.
- 1.2.5.5.2. Attempt to disrupt or incapacitate the active shooter.
- 1.2.5.5.3. YOU must decide on your own course of action based on the situation presented. Guidelines cannot be all inclusive; your judgment is necessary.
  
- 1.2.5.5.4. Remember as you decide on your own course of action:
  - 1.2.5.5.4.1. Anything can be used as a weapon against the active shooter.
  - 1.2.5.5.4.2. Create as much noise as possible.
  - 1.2.5.5.4.3. Create chaos.

**1.2.5.5. How to Respond when Law Enforcement Arrives:**

- 1.2.5.5.1. Remain calm and follow the instruction of the police.
- 1.2.5.5.2. Put down any items in your hands, i.e. bags or jackets.
- 1.2.5.5.3. Immediately raise your hands and keep them visible.
- 1.2.5.5.4. Avoid making quick movements towards officers.
- 1.2.5.5.5. Do not stop to ask officers for help or directions when evacuating.
- 1.2.5.5.6. Evacuate in the direction from which the officers are entering the premises.
- 1.2.5.5.7. Once evacuated, do not leave the evacuation area until you have been instructed to do so by law enforcement.

**1.2.6. Winter Storms and Flooding**

- 1.2.6.1. The following plan has been developed to establish appropriate procedures for responding to a flood or snow emergency that affects WTS operations.
- 1.2.6.2. The Crisis Support Team will monitor all weather alerts from the National Weather Service, Montgomery County, and Cheltenham Township.
- 1.2.6.3. The Crisis Support Team will monitor conditions and relate information to Physical Plant and Academic Affairs personnel, as needed.
- 1.2.6.4. Actions to consider in a winter weather/flood warning:



- 1.2.6.4.1. Relocating vehicles in potential flood areas
  - 1.2.6.4.2. Possible relocation of faculty, staff, or students to a different building
  - 1.2.6.4.3. Possible evacuation of specific buildings
  - 1.2.6.4.4. Possible early dismissal
  - 1.2.6.4.5. Possible cancellation of seminary functions
  - 1.2.6.4.6. Possible “Shelter in Place—Weather” if conditions or travel is, or appears, treacherous
- 1.2.6.5. Physical Plant personnel will perform regular checks of outside drainage systems for at-risk buildings.
- 1.2.6.6. If snow or flood waters are causing an immediate threat to life safety, call **911**.
- 1.2.6.7. If an evacuation is not possible, relocate all individuals to a safe area of the building.
- 1.2.6.8. If the weather is compromising the safety of the building, Physical Plant shall shut off all appropriate utilities in order to protect the infrastructure.

### **1.2.7. Severe Weather Other than Winter Storms and Flooding**

#### **1.2.7.1. Weather Watch**

1.2.7.1.1. A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

#### **1.2.7.1.2. When a Weather Watch has been issued for an area near the seminary:**

1.2.7.1.2.1. The Crisis Support Team will monitor emergency notifications and weather reports from The National Weather Service, Montgomery County Department of Public Safety, and Cheltenham Township.

1.2.7.1.2.2. If the watch is escalated to a warning, see the steps below.

#### **1.2.7.2. Weather Warning**

1.2.7.2.1. A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

#### **1.2.7.2.2. When a Weather Warning has been issued for an area near the seminary:**

1.2.7.2.2.1. The Crisis Support Team will monitor emergency notifications and weather reports from the National Weather Service, Montgomery County Department of Public Safety, and Cheltenham Township.

1.2.7.2.2.2. Remain in safe area until warning expires.

1.2.7.2.2.3. Physical Plant will monitor the need to turn off utilities if a threat is imminent.

1.2.7.2.2.4. If the need arises for a Shelter in Place, see Shelter in Place—Weather.

### **1.2.8. Shelter in Place**

**1.2.8.1. Shelter in Place** means to immediately seek shelter in a safe location within the closest facility/building.

1.2.8.2. A number of emergency situations may arise during which building or facility evacuation is not the best solution and may not be advisable. In such cases, either a Lockdown or a Shelter in Place may be preferable. A Shelter in Place may be required due to a serious weather event, a hazardous material release (HAZMAT), or for a violent criminal act occurring on seminary grounds. (See Lockout and Lockdown Procedure.) Follow the recommended emergency actions listed below when a Shelter in Place has been issued due to a weather or hazardous materials event.

#### **1.2.8.3. Shelter in Place—Weather**

1.2.8.3.1. To be used in severe weather warnings including, but not limited to, tornado, severe thunderstorms, hail, or severe wind.

1.2.8.3.2. The Vice President of Campus Life and Dean of Students (VPCL), or his designee, will issue “Shelter in Place – Weather” order by email, text or alternative method.





1.2.8.3.2.1. Example: "Attention, please. We are experiencing severe weather conditions and are instituting our Shelter in Place procedure. Students, faculty, and staff should remain inside with windows and doors securely closed. Those who are outside the building should immediately come inside the building. Do not go outdoors until you receive further instructions."

1.2.8.3.3. When notified of a "Shelter in Place—Weather," seek immediate shelter inside a building.

1.2.8.3.4. If you are inside of a building do not go outside until instructed that it is safe to do so by emergency personnel.

1.2.8.3.5. Any occupant who encounters a student or visitor should direct him/her to take appropriate actions.

1.2.8.3.6. Any occupant that encounters a physically disabled individual should assist him/her if possible.

1.2.8.3.7. Close and lock all windows and doors to the outside.

1.2.8.3.8. Cover all openings or windows to your room, if possible.

1.2.8.3.9. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

1.2.8.3.10. If a tornado is imminent, sit or kneel with your back to an interior wall and bend your head closely to your knees. Cover the sides of your head with your elbows and clasp hands firmly behind your neck.

1.2.8.3.11. Report injuries or other unsafe conditions to the VPCL.

1.2.8.3.12. Listen to the VPCL, the Physical Plant Manager, and emergency personnel for further instructions.

#### **1.2.8.4. Shelter in Place-Hazardous Materials**

1.2.8.4.1. If you are sheltering due to **hazardous material (HAZMAT)**, in the accidental release of toxic chemicals, the air quality may be threatened. Sheltering in place keeps you inside an area offering more protection.

**1.2.8.4.2.** For a Sheltering in Place due to HAZMAT, you should, if possible, take the following actions:

1.2.8.4.2.1. After being notified to do so by emergency personnel, the Vice President of Campus Life and Dean of Students (VPCL), or his designee, will issue a "Shelter in Place – Hazardous Material" order by email, text or alternative method.

1.2.8.4.2.1.1. Example: "Attention, please. We have a hazard materials incident and are instituting our Shelter in Place procedure. Students, faculty, and staff should remain inside with windows and doors securely closed and air conditioning units turned off. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."

1.2.8.4.2.2. When notified of a "Shelter in Place – Hazardous Material," seek immediate shelter inside of a building.

1.2.8.4.2.3. If you are inside of a building, do not go outside until instructed that it is safe to do so by emergency personnel.

1.2.8.4.2.4. Immediately clear anyone from the halls. Keep everyone in rooms until further instructions are received.

1.2.8.4.2.5. Secure individual classrooms and offices: a) close doors and windows and b) turn off fans in the area.

1.2.8.4.2.6. Do not go outside or attempt to drive unless you are specifically instructed to evacuate.

1.2.8.4.2.7. Do not use elevators as they may pump air into or out of the building.

1.2.8.4.2.8. Physical Plant personnel will shut down building air conditioning and heating systems.

1.2.8.4.2.9. Any occupant that encounters a physically disabled individual should assist him/her if possible.

1.2.8.4.2.10. Once it has been deemed safe by authorities, resume normal operations.

#### **1.2.9. Hazardous Materials Spill**

1.2.9.1. The following emergency actions should be taken in the event of a chemical spill, release, or incident requiring special training or personal protective equipment that is beyond the abilities of the personnel present.



### **1.2.9.2. Emergency Actions:**

- 1.2.9.2.1. Evacuate those in the area immediately.
- 1.2.9.2.2. Secure the area to prevent further contamination of others.
- 1.2.9.2.3. Notify the Vice President of Campus Life and Dean of Students (VPCL). He will report the incident to the appropriate individuals.
- 1.2.9.2.4. If the spill is causing an immediate threat to health or life safety, call **911**. Be as specific as possible when reporting the spill.
- 1.2.9.2.5. Anyone who is contaminated by the spill should wash off the contaminated areas, avoid contact with others, and remain in the vicinity to be seen by emergency personnel.
- 1.2.9.2.6. DO NOT clean up spills or releases unless you have been trained in the proper methods to do so and only do so after the proper notifications have been made.
- 1.2.9.2.7. Issue evacuation order if necessary; sound fire alarm to evacuate the building.
- 1.2.9.2.8. If and/or when the building's fire alarm is sounded, walk quickly to the nearest exit and instruct others to follow.
- 1.2.9.2.9. Assist the physically challenged in exiting the building. The elevators may be used ONLY by the physically challenged during this type of emergency.
- 1.2.9.2.10. Once outside, move to a clear area at least 100 yards away from the building. Keep walkways, roadways and fire hydrants clear for emergency personnel.
- 1.2.9.2.11. Do not return to the evacuated building unless told to do so by emergency personnel.

### **1.2.10. Evacuation**

1.2.10.1. Evacuation will be implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students, faculty and staff from inside seminary buildings to an outside area of safety. If evacuation is implemented, all persons inside the building are required to immediately vacate the building and proceed to a point away from the building or, if indicated, an assembly point. Any assembly points are included in the Building Evacuation Plan and are not to be made public.

1.2.10.2. When evacuating, always be aware of your surroundings and use your judgment to determine the safest location to evacuate.

1.2.10.3. The following emergency actions are to be followed in the event of any instance in which an evacuation from a seminary building is required either due to an emergency or drill.

### **1.2.10.4. Evacuation Procedures: If you hear the fire alarm or are instructed to leave the building:**

- 1.2.10.4.1. All occupants of each building are expected and required to participate fully in evacuations and/or drills.
- 1.2.10.4.2. Faculty and staff should always be aware of persons with disabilities in their building and should assist those persons. Disabled persons may require help to reach a point of safety such as a stairwell.
- 1.2.10.4.3. When the fire alarm is activated, all occupants are required to evacuate a building from the nearest exit UNLESS THERE IS A THREAT OF AN ACTIVE SHOOTER OR ARMED INTRUDER.
- 1.2.10.4.4. Classes in session must evacuate.
- 1.2.10.4.5. When you evacuate, take only critical personal items with you.
- 1.2.10.4.6. Occupants should never use an elevator during an evacuation. A mechanical or electrical failure could leave persons trapped in an elevator.
- 1.2.10.4.7. Occupants should evacuate to a point outside and away from the building.
- 1.2.10.4.8. Remain at the evacuation point until instructions are given.
- 1.2.10.4.9. **911** should be called immediately after an alarm has been sounded by any individual with direct knowledge of the emergency.
- 1.2.10.4.10. The police and fire departments will have primary authority during an actual fire or emergency. The Crisis Support Team will serve as support staff for the emergency situation as needed. Upon the arrival of emergency services officials at the scene, a Crisis Support Team member will report to the senior fire official for information, instructions, and emergency communications.



1.2.10.4.11. No one will be allowed to re-enter the building for any reason until the building is released by the fire department or other responding emergency services agency official.

**1.2.10.5. In the event of an actual emergency in which the duration of the evacuation is expected to last for a prolonged period of time, consider off-site evacuation.**

1.2.10.5.1. The Crisis Support Team will coordinate an off-site evacuation if necessary.

1.2.10.5.2. Off-site evacuation is implemented when it is unsafe to remain on the seminary grounds, and evacuation to an off-site assembly area is required. This action provides for the orderly movement of students, faculty and staff to a designated area of safety. Off-site evacuation may include the use of transportation or simply walking to the designated off-site location.

1.2.10.5.3. The Building Evacuation Plan specifies off-site evacuation sites.

**1.2.11. Serious Injury**

1.2.11.1. Emergency Actions

1.2.11.1.1. If victim is unconscious or injuries appear life threatening, immediately call **911**. Anyone is authorized to call **911** in the event of a medical emergency.

1.2.11.1.1.1 Provide the location of the emergency (building and room #).

1.2.11.1.1.2 Provide details of the accident or injury and number of people involved.

1.2.11.1.1.3 Provide a description of the medical condition of the individual affected.

1.2.11.1.2 Follow instructions given to you by the 911 operator, in order to provide immediate care to the individual.

1.2.11.1.3. Do not move the person.

1.2.11.1.4. Stay with the person. Proceed with first aid or CPR if needed and if you are trained to do so.

1.2.11.1.5. Identify a location where someone can meet the ambulance for directing EMS to the injured person.

1.2.11.1.6. If person is being transported, send a seminary representative with the ambulance or follow the ambulance to the hospital. Bring student or employee emergency contact information if possible.

1.2.11.1.7. Ensure that the Vice President of Campus Life and Dean of Students (VPCL) is notified.

1.2.11.1.8. A member of the Crisis Support Team will be responsible for notifying family of victim.

1.2.11.1.9. Direct witness(es) will be directed to Campus Life and Student Development.

1.2.11.1.10. Complete appropriate documentation as needed.

1.2.11.1.11. If the death of a student or employee occurs outside of school, the Crisis Support Team will be assembled and will engage accordingly.

**1.2.11.2. Automated External Defibrillators (AEDs)**

1.2.11.2.1. Instructions for how to use an AED are on the AED itself

**1.2.11.2.2. If use of an AED is required, AEDs are at the following locations:**

**1.2.11.2.2.1. Machen Hall**

1.2.11.2.2.1.1. Lobby: On the side of the stairs to the second floor

**1.2.11.2.2.2. Van Til Hall**

1.2.11.2.2.2.1. Alcove: Across from the bathrooms, with the vending machines and coat rack

**1.2.11.2.2.3. Library**

1.2.11.2.2.3.1. Main Level: Copier room to the right of the circulation desk

1.2.11.2.3. Bookstore staff can provide the location of any AEDs at the Bookstore's leased location.

**1.2.11.3. First Aid Kits**

**1.2.11.3.1. If use of a First Aid Kit is required, First Aid Kits are at the following locations:**

**1.2.11.3.1.1. Machen Hall**

1.2.11.3.1.1.1. Third floor: On the wall to the right as you enter the floor

1.2.11.3.1.1.2. Second floor: At the top of the stairs to men's one residence, on the left

1.2.11.3.1.1.3. First floor: In the kitchen, above the sink to the right

1.2.11.3.1.1.4. Basement: Near the cleaning supplies area

**1.2.11.3.1.2. Van Til Hall**



1.2.11.3.1.2.1. Alcove: Across from the bathrooms, with the vending machines and coat rack

**1.2.11.3.1.3. Library**

1.2.11.3.1.3.1. Main level: Staff workroom

1.2.11.3.1.3.2. Second floor: Staff lounge

**1.2.11.3.1.4. Carriage House**

1.2.11.3.1.4.1. First floor: Inside the door to the right at the foot of the stairs to the Loft

1.2.11.3.1.4.2. Loft: At the end farthest from the stairs

1.2.11.3.2. Bookstore staff can provide the location of any first aid at the Bookstore's leased location.

**1.2.12. Mental Health Crisis or Suicide**

1.2.12.1. A mental health crisis is an event involving the emotional distress or dysfunction of an individual or group of individuals.

1.2.12.2. Examples of a mental health crisis are:

1.2.12.2.1. An individual attempting or threatening to attempt suicide

1.2.12.2.2. An individual acting in a bizarre or uncontrolled manner

1.2.12.2.3. An individual who is extremely upset due to a specific event

1.2.12.2.4. A crisis affecting all or part of the community

1.2.12.3. If the individual presents an **immediate** threat of physical harm to himself/herself or others, follow the emergency actions listed below.

**1.2.12.4. Emergency Actions**

1.2.12.4.1. If the individual has a weapon, immediately implement the armed intruder procedure.

1.2.12.4.2. If the threat warrants, call **911**.

1.2.12.4.2.1. Provide the location of the emergency (building and room #).

1.2.12.4.2.2. Provide details of the situation.

1.2.12.4.2.3. Follow instructions given to you by the 911 operator.

1.2.12.4.3. Notify the Vice President of Campus Life and Dean of Students (VPCL).

1.2.12.4.4. Identify a location where someone can meet the police and/or EMS personnel.

1.2.12.4.5. Once police and/or EMS arrive on scene, they will be responsible for the health and safety of the affected individuals.

1.2.12.4.6. A member of the Crisis Support Team will be responsible for notifying family of victim.

1.2.12.4.7. Complete appropriate documentation as needed.

1.2.12.4.8. Activate the Crisis Support Team to implement the required level of post-crisis intervention.

**1.2.13. Fire**

1.2.13.1. In all cases when a faculty, staff, student, or visitor becomes aware of fire and/or smoke, the following recommended emergency actions should be taken immediately.

**1.2.13.2. Emergency Actions:**

1.2.13.2.1. Even if a minor fire appears controllable, activate the fire alarm and call **911**.

1.2.13.2.2. Any person with the knowledge of how to use a fire extinguisher has the authority to use a portable fire extinguisher if and when appropriate. Using a fire extinguisher should be done only at the individual's discretion AND after the fire alarm has been activated.

1.2.13.2.3. If you intend to use a fire extinguisher, always notify someone prior to doing so.

1.2.13.2.4. Remember the acronym **P.A.S.S.** in using the fire extinguisher: **Pull, Aim, Squeeze, Sweep**

1.2.13.2.5. Sound the alarm and shout "FIRE" to alert others in the building. If available, use a manual pull station AND, if possible, alert Machen and Library front desks of a fire. *Note: Pulling the handle down on a manual pull station will set off the alarm system and will also notify the Fire Department.*

1.2.13.2.6. Evacuate the building. Follow normal fire drill routine. Follow alternate route if normal route is dangerous.

1.2.13.2.7. Assist the physically disabled in exiting the building.



- 1.2.13.2.8. Once outside, clear the area at least 100 yards away from the affected building.
- 1.2.13.2.9. Vice President of Campus Life and Dean of Students (VPCL), or his designee, will call **911** from a safe location.
- 1.2.13.2.10. Keep roadways, walkways, and fire hydrants clear for first responders.
- 1.2.13.2.11. Do not return to the evacuated building unless told to do so by the Fire Department or seminary personnel.
- 1.2.13.2.12. If the building is deemed unsafe for return, the VPCL will determine relocation or early dismissal.

#### **1.2.14. Bomb Threat**

1.2.14.1. A bomb threat must be treated as a serious matter. To ensure the safety of the faculty, staff, students and the general public, bomb threats must be considered real until proven otherwise. In most cases, bomb threats are meant to disrupt normal activities.

1.2.14.2. The emergency actions described below should be implemented regardless of whether the bomb threat appears real or not. Any faculty or staff that is made aware of bomb threat written anywhere should notify the Vice President of Campus Life and Dean of Students (VPCL) immediately.

1.2.14.3. Front desk staff are provided a Bomb Threat Phone Checklist to reference, if possible, when speaking with an individual making a threat.

#### **1.2.14.4. Emergency actions if a bomb threat is received via phone call**

- 1.2.14.4.1. Do not put the caller on hold.
- 1.2.14.4.2. Do not transfer the call.
- 1.2.14.4.3. Do not hang up the phone the call came in on.
- 1.2.14.4.4. Keep the caller on the phone as long as possible.
- 1.2.14.4.5. If possible, have someone else use another phone to call **911** and the VPCL.
- 1.2.14.4.6. Pay attention to background noises that may indicate location.
- 1.2.14.4.7. Listen closely to the voice to determine sex, accent, speech impediment, or any other unusual characteristics.
- 1.2.14.4.8. Notify VPCL.
- 1.2.14.4.9. Implement building evacuation if the threat warrants.
- 1.2.14.4.10. Forward information on voice's characteristics to VPCL.

#### **1.2.14.5. Emergency actions for a suspicious package**

- 1.2.14.5.1. Do not handle the object.
- 1.2.14.5.2. Immediately notify the VPCL.
- 1.2.14.5.3. Evaluate the need for a full evacuation of the building.
- 1.2.14.5.4. If the situation warrants call **911**.
- 1.2.14.5.5. VPCL and Crisis Support Team will decide if a full evacuation of the area is required. Use standard building evacuation procedures if required.
- 1.2.14.5.6. Students, faculty and staff must be evacuated to a safe distance outside of the school building.
- 1.2.14.5.7. Do not re-enter the building until declared safe by emergency personnel or school officials.
- 1.2.14.5.8. If all clear is given, resume normal operations.
- 1.2.14.5.9. If deemed unsafe to re-enter, the VPCL will determine relocation or early dismissal.

#### **1.2.15. Explosion or Building Collapse**

- 1.2.15.1. In the event of an explosion, building collapse or similar emergency, the following emergency actions should be followed:
  - 1.2.15.1.1. Protect yourself.
  - 1.2.15.1.2. If indoors, immediately take cover under tables, desks or any other surface that can provide refuge from falling glass and debris.
  - 1.2.15.1.3. If outdoors, move quickly away from buildings, utility poles, overhead wires or other structures.
  - 1.2.15.1.4. It may be safer to remain indoors, in which case a Shelter in Place should be issued.



- 1.2.15.1.5. If necessary, evacuate the building.
- 1.2.15.1.6. Assist the physically disabled in exiting the building. Do not use elevators during a fire; use the stairs.
- 1.2.15.1.7. Once outside, clear the area at least 100 yards away from the affected building.
- 1.2.15.1.8. Ensure that **911** has been called.
- 1.2.15.1.9. Provide the call taker with the location of the explosion/collapse (building, room #) and a description of the explosion/collapse and if known, how or why it occurred.
- 1.2.15.1.10. Vice President of Campus Life and Dean of Students will contact the Crisis Support Team.
- 1.2.15.1.11. Keep roadways, walkways, and fire hydrants clear for first responders.
- 1.2.15.1.12. Do not return to the evacuated building unless told to do so by seminary officials or first responders.

### **1.2.16. Earthquake**

#### **1.2.16.1. If you are inside when the shaking starts:**

- 1.2.16.1.1. Drop, take cover under a sturdy object and hold on. Move as little as possible.
- 1.2.16.1.2. Stay away from windows to avoid being injured by shattered glass.
- 1.2.16.1.3. Stay indoors until the shaking stops and you are sure it is safe to exit.
- 1.2.16.1.4. Leave the building only if there are life threatening hazards or if you are ordered to do so by seminary officials or emergency responders.
- 1.2.16.1.5. If you must leave the building after the shaking stops, use stairs rather than an elevator in case there are aftershocks, power outages, or other damage.
- 1.2.16.1.6. Be aware that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.
- 1.2.16.1.7. Do not call 911 unless you require emergency assistance.

#### **1.2.16.2. If you are outside when the shaking starts:**

- 1.2.16.2.1. Find a clear spot, away from buildings, power lines, trees, and streetlights.
- 1.2.16.2.2. Drop to the ground and stay there until the shaking stops.

#### **1.2.16.3. If you become trapped:**

- 1.2.16.3.1. Stay calm.
- 1.2.16.3.2. If a window is available, place an article of clothing outside of the window as a marker for rescue crews.
- 1.2.16.3.3. If there is no window, tap on the wall and shout at regular intervals to alert emergency crews of your location.

### **1.2.17. Utility Failure**

1.2.17.1. A utility failure can occur as either an isolated incident or as part of a larger event. If you discover a major utility failure including electric, plumbing, gas or any other kind of utility failure, follow the emergency actions listed below. Each utility failure should be handled on a situational basis. In many cases, the duration of outage may be short and require no special action.

#### **1.2.17.2. Power Failure**

- 1.2.17.2.1. Remain calm and stay where you are unless emergency assistance is required.
- 1.2.17.2.2. Contact Physical Plant. Physical Plant will alert the Vice President of Campus Life and Dean of Students (VPCL) as needed.
- 1.2.17.2.3. Any machinery and equipment in use should be switched to the OFF position to prevent unexpected or sudden start up when power is restored.
- 1.2.17.2.4. Set other equipment and appliance switches to the OFF position.
- 1.2.17.2.5. Check elevators to ensure no one is trapped. Report all persons trapped in elevators to VPCL.
- 1.2.17.2.6. Do not use the elevator in a power failure.
- 1.2.17.2.7. Physical Plant staff and/or outside reference will determine the length of the time service will be interrupted.
- 1.2.17.2.8. Determine appropriate actions, which may include relocation of students, faculty and staff.
- 1.2.17.2.9. Implement plan to provide services without utilities or with alternate utilities.





### **1.2.17.3. Gas Leak**

1.2.17.3.1. If you smell natural gas, notify Physical Plant immediately. Physical Plant will alert VPCL as needed.

1.2.17.3.2. If a gas leak is suspected or confirmed and cannot be controlled or is from an unknown source, cease all operations and use the fire alarm to evacuate the building immediately.

1.2.17.3.3. VPCL will issue an evacuation order.

1.2.17.3.4. Do not return to the building unless told it is safe to do so by first responders or seminary personnel.

1.2.17.3.5. If the building has been declared unsafe for return, the VPCL will determine relocation or early dismissal.

## **2. Security and Fire Safety Report 2017**

### **2.1. Posting and Distribution**

2.1.1. This information is provided by the Campus Life and Student Development Office as part of Westminster Theological Seminary's commitment to safety and security and in compliance with federal and state law. It pertains to Seminary properties in Cheltenham Township, PA, and the Seminary bookstore's leased location in Horsham Township, PA.

2.1.2. The report is posted on the Seminary website at <http://www.wts.edu/students/services/employment/securityandfiresafety.html>.

2.1.3. Prospective students and prospective employees of Westminster Theological Seminary are given the exact electronic address of the report and a statement that the Seminary will provide a paper copy upon request.

2.1.4. Current students and employees are given the exact electronic address of the report, a brief description of the report's contents, and a statement that the Seminary will provide a paper copy of the report upon request annually, by October 1 of each year.

2.1.5. The number of graduate students enrolled at Fall 2016 was 529, as reported in the Association of Theological Schools 2016-17 Data Tables. The number of graduate students living in student housing in 2016-17 was 17. The total number of non-student employees working on campus as of the end of October 2016 was 68.

### **2.2. SECURITY REPORT**

#### **2.2.1. Basic security and fire safety features of campus, 1600 Church Rd condominiums, and Bookstore facilities**

2.2.1.1 Safety is a joint responsibility. Westminster encourages you to help maintain your own safety by using common sense safety practices such as being aware of your surroundings, exercising caution in walking alone in isolated or poorly lit areas, reporting suspicious activity, and not leaving your car or office unlocked or your personal belongings unattended.

2.2.1.2 The Cheltenham Township Police Department occasionally patrols the Seminary campus and 1600 Church Rd condos, and the Horsham Township Police Department occasionally patrols the Bookstore's leased location, as part of their routine duties. Cheltenham Township Police has authority over any illegal acts on campus and the 1600 Church Rd condos, and the Horsham Township Police has authority over any illegal acts at the Bookstore's leased location.

2.2.1.3. All buildings on campus have fire alarm systems, which consist of pull boxes, smoke detectors and heat detectors. The Andreas Academic Center and Seok Nam House are also sprinkler protected. All systems are constantly monitored and alert the Fire Department.



The 1600 Church Rd condos and Bookstore’s leased location each have an integrated fire alarm system, which consists of pull boxes, heat detectors, fire extinguishers and sprinklers.

2.2.1.4. Everyone is urged to become familiar with the location of emergency exits and fire extinguishers on campus, at the 1600 Church Rd condos for their residents, and at the Bookstore for Bookstore employees. The Physical Plant Department (215-962-4893; [physicalplant@wts.edu](mailto:physicalplant@wts.edu)) can inform you of the location of fire extinguishers on campus and Bookstore staff of the location of fire extinguishers at the Bookstore.

2.2.1.5. Other than the annual distribution of these reports as outlined at the beginning of the reports, Westminster does not have programs to inform students and employees about campus and Bookstore security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. Everyone on campus, the 1600 Church Rd condos, and the Bookstore should be safety conscious and follow security procedures.

**2.2.1.6. Security Considerations Used in Maintenance of Campus Facilities**

2.2.1.6.1. The Physical Plant Department is responsible for general campus maintenance and safety hazard prevention. The Seminary has installed exterior lighting around buildings, parking lots, and sidewalks. While maintaining an attractive campus, the Seminary keeps shrubs and hedges low for safety reasons.

2.2.1.6.2. Anyone noting a potential safety hazard should report it to the Physical Plant Department at 215-962-4893 or [physicalplant@wts.edu](mailto:physicalplant@wts.edu). The Seminary’s Safety Committee is responsible for proposing safety improvements to the campus.

**2.2.2. Crime records and reporting of crime statistics**

2.2.2.1. In accordance with Pennsylvania’s Uniform Crime Reporting Act and College and University Security Regulations, crime on the Seminary’s campus property or 1600 Church Rd condos or at the Bookstore’s leased location is reported to the Pennsylvania State Police. These statistics will be shared, upon request, with the Pennsylvania Department of Education and the Office of the Attorney General. Also, in accordance with the United States Campus Security Act of 1990 (Clery Act), the Seminary collects crime statistics for the United States Department of Education.

2.2.2.2. All crimes should be reported to Physical Plant, which has primary responsibility for the recording of crimes and providing updated information on crime statistics for this annual report.

2.2.2.3. State law requires that crime statistics be determined by dividing the number of crimes by full-time-equivalent students and non-student employees. The following is a statement of all crime at the Seminary’s campus property or the Bookstore’s leased location for the most recent three-year period:

Year	Type of Crime	Number of Crimes	Total of Full-Time Equivalent Students and Employees	Crimes per FTE
2014	None	0	464	0
2015	None	0	455	0
2016	None	0	433	0

2.2.2.4. Federal law (specifically, the Higher Education Opportunity and Clery Acts) requires reporting of crime by type of crime and location of crime.

2.2.2.4.1. Crimes reported to campus security or local police: Murder and nonnegligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson:

Year	On campus and at Bookstore	In residences





2014	0	0
2015	0	0
2016	0	0

2.2.2.4.2. Crimes listed above and larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to campus security or local police involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability:

Year	On campus and at Bookstore	In residences
2014	0	0
2015	0	0
2016	0	0

2.2.2.4.3. Category of prejudice will be noted here for any crime data reported in table above. The number of arrests and persons referred for campus disciplinary action, for liquor law violations, drug law violations, and illegal weapons possession:

Year	On campus and at Bookstore	In residences
2014	0	0
2015	0	0
2016	0	0

2.2.2.5. Westminster does not have policies or procedures regarding confidential crime reporting. In compliance with HEOA requirements, the Seminary will, upon written request, disclose to the alleged victim of any crime of violence or sex offense the results of any disciplinary proceeding conducted by the Seminary against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

2.2.2.6. Westminster does not dictate procedures that encourage licensed professional counselors and practicing pastoral counselors to inform persons that they are counseling about procedures for confidential crime reporting (for inclusion in statistics). Westminster defers to counselor-client privilege and counselor responsibility to report crimes that legally must be reported.

2.2.2.7. Westminster does not have off-campus locations of student organizations officially recognized by the institution and so does not have policy concerning the monitoring and recording through local police agencies of criminal activity.

2.2.2.8. In addition to the Security Report, the Seminary's Sexual Harassment and Sex Offense Policy and Procedure informs students and employees about the prevention of crimes.

**2.2.3. Crime Log**

2.2.3.1. Westminster does not maintain a police or security department of any kind and so is exempt from the daily crime log maintenance requirement.

**2.2.4. Timely Warnings**

2.2.4.1. The Seminary will provide timely warnings via email and/or text-messaging to students and employees whenever the administration believes there may be a threat to students and/or employees.



### **2.2.5. DRUG AND ALCOHOL POLICY**

2.2.5.1. Students and employees are reminded that members of the community differ in their convictions about the use of alcohol. Some have formulated positions which require them to abstain from its use. Others have not. Therefore, students and employees are requested to consider the consciences of others in the Seminary. Those who abstain from alcohol use are requested not to condemn those who do not abstain from its use. Those who have not formulated positions requiring abstinence are requested to apply restraint whenever prudence or concern for another warrants it.

2.2.5.2. In the interests of the above sensitivities, alcoholic beverages and their consumption are prohibited on campus and at the Bookstore's leased location.

2.2.5.3. Illicit drugs are strictly prohibited. The Seminary will cooperate fully with local police in prosecuting offenders who possess, use, or sell drugs. The Seminary has adopted strict disciplinary sanctions regarding possession, use, or sale of illicit drugs.

2.2.5.4. Any student or employee who unlawfully possesses, uses or distributes illicit drugs or alcohol will be subject to criminal sanctions provided by federal, state, and local law in accordance with the Controlled Substance Act. The sanctions under the federal Controlled Substances Act include imprisonment of up to life and fines for each violation. Under the Pennsylvania Controlled Substances, Drugs, Device, and Cosmetic Act, a person may be imprisoned for up to 15 years or fined up to \$250,000 for each violation.

For updated information regarding the federal Controlled Substance Act, and penalties for the possession and trafficking of illicit drugs, please visit the U.S. Drug Enforcement Agency's website: <http://www.justice.gov/dea/druginfo/ftp3.shtml>. For information regarding the Pennsylvania Controlled Substances, Drugs, Device and Cosmetic Act, please visit the Pennsylvania Department of Health's website: <http://www.health.state.pa.us/pdf/ddc/ddcAct.pdf>.

2.2.5.5. The Seminary considers a violation of the drug and alcohol policy serious and, subject to applicable law, will take the following appropriate actions itself in response to a violation:

2.2.5.5.1. Any student or employee convicted by a court of law of being under the influence of alcohol, on- or off-campus, shall be given an immediate warning. A subsequent offense of the same nature, at any time, is sufficient cause for a three-year probation. Counseling may be required as a condition of continuing enrollment/employment. A subsequent offense of any nature, whether described or not described in this Policy, warranting probation which coincides with the probation described for this offense, is sufficient cause for termination of enrollment/employment after due process.

2.2.5.5.2. Any student or employee convicted by a court of law of being under the influence of illicit drugs or of illicit possession or distribution of alcohol, on- or off-campus, shall be immediately placed upon a three-year probation and may be required to seek counseling as a condition of continuing enrollment/employment. A subsequent offense of the same nature, or of another nature, described in this section or not described in this section, warranting probation which coincides with the probation prescribed for this offense, is sufficient cause for termination of enrollment/employment after due process.

2.2.5.5.3. Any student or employee observed, by two or more witnesses, to be in possession of alcoholic beverage in any Seminary building or consuming alcoholic beverage on Seminary property shall be given an immediate warning. A subsequent offense of the same nature, at any time, is sufficient cause for a three-year probation and counseling may be required as a condition of continuing enrollment/employment. A subsequent offense of any nature, described in this section or not described in this section, warranting probation which coincides with the probation prescribed for this offense, is sufficient cause for termination of enrollment/employment after due process.



2.2.5.5.4. Any student or employee observed to be in possession of illicit drugs, on- or off-campus, shall be reported to law enforcement authorities. The Seminary will cooperate fully in lawful prosecution, including testimony with regard to any accused in a court of law. Any student or employee arrested for such an offense may be suspended until proven guilty or innocent by a court of law. Any student or employee subsequently convicted of possession of illicit drugs shall have his or her enrollment/employment immediately terminated upon due process.

#### **2.2.5.6. Health Risks Associated with the Use of Illicit Drugs and Alcohol**

Please see the health risk information the following websites:

<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects>

<https://www.ifap.ed.gov/regcomps/attachments/86pg14-15.pdf>

#### **2.2.5.7. Drug and Alcohol Abuse Education and Prevention Programs**

2.2.5.7.1. The Seminary annually distributes to all students and employees information about the physical and psychological dangers of drug and alcohol abuse, as well as a summary of legal sanctions. If an employee recognizes a personal addiction or abuse problem, he or she is encouraged to use the Seminary's health insurance plans, as appropriate, to address his or her problem. Conscientious efforts to seek help for an alcohol or substance abuse problem will not be noted in personnel records. In addition, the confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved. The Christian Counseling & Educational Foundation (CCEF) is available to counsel and refer resources to anyone with need in this area.

2.2.5.7.2. Westminster Theological Seminary will pay the cost of an initial counseling session at CCEF for any student or employee who needs help to overcome drug/alcohol abuse/addiction. CCEF may refer the student or employee to another provider of services for inpatient or outpatient treatment. Most services are provided by social workers, psychologists or psychiatrists at private offices, and clinics or hospitals. Services generally fall into one or more of the following categories: (1) counseling/therapy; (2) detoxification/treatment; and (3) rehabilitation/re-entry. Some of these services may be at least partially covered by one's health insurance.

#### **2.2.5.8. Biennial Review**

2.2.5.8.1. Biennially, the Student Development Office will review the drug and alcohol policy and Seminary prevention of drug and alcohol abuse. As part of the review, it will do the following:

2.2.5.8.1.1. Review the effectiveness of the drug and alcohol policy and Seminary prevention of abuse and implement needed changes.

2.2.5.8.1.2. Review the number of drug- and alcohol-related violations and fatalities that occur on the Seminary campus, at the Seminary bookstore, and as part of Seminary activities and are reported to Seminary officials.

2.2.5.8.1.3. Review the number and type of sanctions imposed.

2.2.5.8.1.4. Ensure sanctions are consistently enforced.

2.2.5.8.2. This review will be provided upon request to the public.

#### **2.2.6. WEAPONS POLICY**

2.2.6.1. Despite some laws that allow people to carry firearms in public, Westminster Theological Seminary prohibits students and student employees from possessing or carrying weapons of any kind on Seminary property, in Seminary vehicles, or personal vehicles at any Seminary function on or off campus, or while on Seminary business.

2.2.6.2. This prohibition includes the following:

2.2.6.2.1. Any form of weapon or explosive;

2.2.6.2.2. All firearms;

2.2.6.2.3. All pneumatic firing devices; and

2.2.6.2.4. All illegal knives or knives with blades that are more than six inches in length



2.2.6.3. Students and student employees are responsible for making sure that any item they possess is not prohibited by this policy.

### **2.2.7. Campus Housing**

2.2.7.1. Westminster Theological Seminary offers housing on its main campus. The residences are single sex, save a guest apartment. The one residence accommodates ten singles in single occupancy rooms. A second residence accommodates five singles in three single and one double occupancy room. A third residence accommodates five singles in two double occupancy rooms and one single room. The guest apartment sleeps three.

2.2.7.2. Housing decisions for all residences save the guest apartment will be based on the student's housing application.

2.2.7.3. The doors to Machen Hall in which the one residence is located are locked at the close of the business day and remain locked on the weekends. The entrances to the second and third residences with year-long residents will be locked at all times. Each residence room in all three buildings housing students has an individual lock, and all windows have locks. The guest apartment has locks on its door and windows.

2.2.7.4. Save the guest apartment, visitors are not permitted in residences after 10:00 p.m. or in lounge areas after 12:00 a.m. Overnight guests are not permitted when school is in session. When school is not in session, with the permission from one of the deans of students, same-gender overnight guests may reside with a campus resident for two nights. If such a guest requests to stay more than two nights, a \$20 per night guest fee will be assessed. The guest apartment has a separate fee structure.

### **2.2.8. MISSING CAMPUS RESIDENT NOTIFICATION POLICY**

2.2.8.1. If a campus resident assistant (R.A.) or campus resident notices that another campus resident has been missing for 24 hours, the R.A.s should be consulted to see if the campus resident missing previously notified an R.A. of the absence.

2.2.8.2. If a campus resident missing did not previously notify an R.A. of the absence, the following procedures should be followed:

2.2.8.2.1. The residence R.A. shall contact the VP of Campus Life and Dean of Students with the information of the missing person. If he cannot be reached, an Associate Dean of Students shall be contacted.

2.2.8.2.2. The residence R.A. shall call Cheltenham Police and notify them of the missing campus resident.

2.2.8.2.3. The residence R.A. shall let the Physical Plant Manager know that the police have been notified.

2.2.8.3. At time of initial residency in a residence, each campus resident will be required to submit primary contact person(s) information to the Student Development Office. The primary contact person(s) will be notified by Student Development within 24 hours of the Cheltenham Police determining that the campus resident is missing. This contact information will be kept confidential by the Student Development Office.

2.2.8.4. Campus residents must notify a resident assistant in advance of being gone from the residence for 24 hours or more. The police will be contacted after 24 hours of a campus resident's absence, if the campus resident did not supply advance notice to an R.A. of the absence.

## **2.3. FIRE SAFETY REPORT**

### **2.3.1. Information on On-Campus Housing Facilities**

#### **2.3.2. Fire log statistics for three most recent calendar years**

2.3.2.1. # of fires and cause of each fire: 0

2.3.2.2. # of persons who received fire-related injuries resulting in treatment at a medical facility: 0

2.3.2.3. # of deaths related to a fire: 0



2.3.2.4.. value of property damage caused by fire: n/a

### **2.3.3. Description of fire safety system**

2.3.3.1. A hard-wired smoke alarm system is serviced and maintained in all campus residences by Security On Line System, 22 E. Mt. Pleasant, Avenue, Ambler, PA. It includes standard pull stations, enunciators, strobe lights, smoke detectors, and panel box with connections to Security On Line and Cheltenham Township Fire Department.

### **2.3.4. Number of fire drills held during previous calendar year: 2**

### **2.3.5. Policies or rules on portable electrical appliances, smoking and open flames**

2.3.5.1. Portable electrical appliances such as hot plates, microwaves, rice cookers, etc. are not permitted in residences outside of residence kitchens. No open flames (candles, smoking, incense burning, etc.) are allowed in residences.

2.3.5.2. Smoking is not permitted in any Seminary building under any circumstances.

2.3.6. Annually, after the beginning of the new academic year, Student Development will require all campus residents to attend the fire marshal's presentation. Continuing residence in campus residence units is dependent upon attendance at this presentation.

2.3.7. Residence fires should be reported to Physical Plant.

2.3.8. The Church Road Gatehouse fire alarm system was installed prior to 2000. Machen Hall had its hard-wired fire alarm system upgraded by Security On Line Systems in July 2010. The Seok Nam House fire alarm system was added July 2015.

### **2.3.9. FIRE LOG**

2.3.9.1. Physical Plant will maintain a fire log that records by the date of report fires in the residences reported. Included in the log must be the following for each fire:

2.3.9.1.1. Nature of fire

2.3.9.1.2. Date of fire

2.3.9.1.3. Time of fire

2.3.9.1.4. Location of fire

2.3.9.2. Entries in log, or additions to entries, must be made within two business days of receipt of information. The log for the most recent 60-day period will be open to public inspection during normal business hours in Physical Plant. Physical Plant will make available older portions of the log within two business days of a request for public inspection. Physical Plant will make an annual report to the campus community, by October 1 of each year, on fires recorded in the log by updates to the fire safety report.

## **Sexual Harassment and Sex Offense Policy and Procedures**

### **1. Policy Statement**

Westminster is committed to a policy that prohibits sexual harassment, dating violence, domestic violence, rape, sexual assault, stalking, or any type of aggressive sexual behavior. This policy complies with Title IX of the Educational Amendments of 1972 and applicable state laws, and is consistent with the biblical conviction that every person is of worth and dignity, regardless of background or individual difference. The Seminary affirms the scriptural teaching that God intends that all sexual activity take place within the bonds of marriage. Therefore, any premarital or extramarital activity, and especially that which is forced, is a clear violation of biblical teachings.

### **2. Scope**

This policy addresses sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking involving students or employees of the Seminary.



### **3. Definitions**

**3.1. Sexual harassment** is a form of sexual discrimination and is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. The definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Following is a list of examples of sexual harassment:

- 3.1.1. Unwanted sexual advances;
- 3.1.2. Offering benefits in exchange for sexual favors;
- 3.1.3. Making or threatening reprisals after a negative response to sexual advances;
- 3.1.4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
- 3.1.5. Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes;
- 3.1.6. Verbal sexual advances or propositions;
- 3.1.7. Verbal abuse of a sexual nature: graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, telephone calls, or invitation;
- 3.1.8. Physical conduct such as touching, assaulting, impeding, or blocking movements;
- 3.1.9. Creating a hostile environment that interferes with educational opportunities.

**3.2. Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic nature with the victim. This violence includes but is not limited to sexual, physical abuse, or abusive taunting and threats.

**3.3. Domestic Violence.** Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child, or by a person who is cohabitating with or has cohabitated with the victim.

**3.4. Rape.** If a person engages in non-consensual sexual intercourse caused by physical force, coercion or threat, actual or implied, the act is considered rape. A person is unable to consent to sexual intercourse if he or she is mentally incapacitated, asleep, physically helpless due to drug or alcohol consumption, or unconscious. **Acquaintance Rape** occurs when a person is forced, by someone who is known to him/her, to enter into sexual activity despite objections or reservations.

**3.5. Sexual Assault.** Any harmful or threatening nonphysical behavior of a sexual nature such as threats or intimidation, or an actual, attempted or threatened unwanted sexual act accomplished against a person's will by means of force, duress, manipulation, or fear or when a person is incapacitated due to sleep, unconsciousness or substance use.

**3.6. Stalking.** According Pennsylvania law, a person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

### **4. Protocol for Sexual Harassment Complaints**

**4.1. Rights and Responsibilities.** Under federal and state law, it is a student's or employee's right and obligation to report instances of sexual harassment to the Seminary. Both federal and state law and Seminary policy protect from reprisal those who report harassment whether they themselves are the victims of the harassment or are witnesses to it. Because problems related to harassment may be of a personal or sensitive nature, students or employees may discuss incidents of harassment with several people within Seminary administration. Those with whom students or employees may wish to discuss





such incidents include, but are not limited to, the Associate Deans or the Vice President of Campus Life and Dean of Students. The Seminary prefers that individuals submit complaints or reports in written form so that facts may be accurately documented. However, oral reports will also be responded to promptly and given equal consideration.

**4.2. Informal Report.** A person may contact the Associate Deans or Vice President of Campus Life and Dean of Students when s/he wishes to discuss an incident. Confidentiality will be maintained. However, when the health and safety of a student or employee are involved, it may be necessary to inform others.

**4.3. Formal Report.** A person may provide a written or taped statement after the initial contact to discuss an incident. The detailed statement shall be provided directly to the Vice President of Campus Life and Dean of Students (or if the complaint involves the Vice President of Campus Life and Dean of Students, to the Provost). The fact-finding process shall be handled in the following manner:

**4.3.1.** A meeting shall be arranged which will include the Vice President of Campus Life and Dean of Students (or Provost) and the person who made the complaint. The purpose of this meeting is to gather information relating to the complaint and to determine a possible resolution of the matter.

**4.3.2.** A meeting shall then be arranged which will include the Vice President of Campus Life and Dean of Students (or Provost) and the accused individual, if the accused individual is a student. If the accused individual is an employee, the appropriate administrator will also attend the meeting. The purpose of this meeting is to notify the accused of the allegation, to gather information from the accused, and to determine a possible resolution to the matter.

**4.3.3. As a result of these meetings, one of the following may occur:**

**4.3.3.1.** The complaint may be withdrawn and no further action taken.

**4.3.3.2.** If the complaint is lodged against a student and if evidence strongly indicates that the accusation is true, the Vice President of Campus Life and Dean of Students (or Provost) may take appropriate disciplinary action in the form of a written reprimand (with documentation of such to be included in the student's file), suspension, or dismissal.

**4.3.3.3.** If the complaint is lodged against an employee and if evidence strongly indicates that the accusation is true, the appropriate administrator may take appropriate disciplinary action in the form of a written reprimand (with documentation of such to be included in the employee's file), suspension, or termination.

**4.3.3.4.** In response to the disciplinary action, the accused, if a student, has the right to a hearing headed up by either the Vice President of Campus Life and Dean of Students or the Provost. If the accused is an employee, s/he has the right to a hearing headed by the appropriate administrator.

**4.3.3.5.** After the hearing, either individual (complainant or accused), if a student, may appeal directly to the Vice President of Campus Life and Dean of Students or Provost, or, if an employee, to the appropriate administrator, whereupon the Seminary's procedures for addressing grievances will be followed. For a student, the grievance procedure can be found in the student handbook. For an employee, the grievance procedure can be found in the employment manual.

**4.3.4.** The investigation process will be concluded at any point at which the complainant withdraws from participation in the process.

## **5. Preventing Dating Violence, Rape, Sexual Assault and Stalking**

### **5.1. To deter dating violence, rape, and sexual assault, you should:**

**5.1.1.** Walk in lighted and familiar areas;

**5.1.2.** Walk with a companion;

**5.1.3.** Be direct and firm with someone who is pressuring you sexually;



**5.1.4.** Avoid the use of alcohol or illegal use of drugs because they cloud your judgment. Furthermore, alcohol consumption on campus and the illegal use of drugs violates the Seminary's standards of conduct.

**5.1.5.** Follow these guidelines when on dates:

**5.1.5.1.** Clearly establish the expectation that you and your date will agree, in advance, of where you will go and what you will do. Set boundaries.

**5.1.5.2.** Let someone know where you are going, when you expect to return, and with whom you will be.

**5.1.5.3.** When feeling uncomfortable, pay attention to that feeling and begin to plan a way to get to a safe place.

**5.2. To avoid instigation of inappropriate behavior you should:**

**5.2.1.** Know that you are expressing hostility and aggression if you try to force or coerce someone to engage in sex.

**5.2.2.** Accept the other person's decision not to have sexual contact.

**5.2.3.** Not assume that because a person is flirtatious that s/he wants to have a sexual relationship.

**5.2.4.** Not assume that paying for a date means that the partner owes sexual favors.

**5.2.5.** Avoid the use of alcohol and illegal use of drugs.

**6. Protocol for Sex Offense—Dating Violence, Domestic Violence, Rape, Sexual Assault and Stalking—Victims**

**6.1. Immediate Response:** The following steps should be taken in any instances of physical or sexual abuse or threats to well-being in any sex offense situation.

**6.1.1.** Get to a safe place.

**6.1.2.** Try to preserve all physical evidence. In the case of any bodily contact, physical abuse or sexual abuse, do not wash, take a shower, use the toilet, apply medications, or change clothing if possible. If changing clothes is necessary, put all clothing worn at the time of the attack in a paper rather than a plastic bag.

**6.1.3.** Contact someone who can be trusted to be with and support you through the decision making, medical treatment, and interviews which will follow. **THIS IS YOUR RIGHT.** This might be a close friend, family member, roommate, advisor, etc.

**6.1.4.** Get medical attention as soon as possible to assure your physical well-being and to collect important evidence in the event legal action is taken at a later time. It is important to seek immediate and follow-up medical attention for a couple of reasons: (1) to assess and treat any physical injuries that may have been sustained and (2) to determine the risk of sexually transmitted diseases or pregnancy.

**6.1.5.** Contact the Campus Life and Student Development Office to receive psychological and spiritual support. The long-term negative effects of such an incident may be minimized with the help of a trained professional counselor. Confidentiality will be maintained by these professionals to the extent possible.

The Seminary has established an agreement with the Christian Counseling & Educational Foundation (CCEF) for the initial counseling of any student or employee who has been or believes himself/herself to have been subjected to sexual assault or rape or physical abuse. The Seminary will pay the cost of at least the initial visit and possibly, upon recommendation by counselor, the cost of subsequent visits. If a student or employee prefers to seek counseling from a source other than CCEF, s/he may request this of the Seminary. If approved, the Seminary will supply this benefit as described above.

**6.1.6.** When calm, the student or employee should prepare written notes of the incident.

**6.2. Report the Incident**

**6.2.1.** Assistance in notifying the local police will be provided by the Campus Life and Student





Development Office, if requested. Individuals deciding to report incidents should speak to an Associate Dean or the Vice President of Campus Life and Dean of Students. A statement will be taken to document what happened, including a description of the assailant(s), and whether or not the assailant(s) was/were known to the victim. Questions will be asked about the scene of the crime, witnesses, and what happened before and after the incident. These questions are part of a standard investigation. A support person may be present during the interview.

**6.2.2.** Reporting an incident is a separate step from choosing to prosecute. When a report is filed there is no obligation to continue with legal proceedings or Seminary disciplinary action. Adjudication through the Seminary disciplinary system, the criminal justice system, or both is at the discretion of the victim.

**6.2.3.** The Campus Life and Student Development Office is required by law to contact local police any time a crime has been committed. An Associate Dean or the Vice President of Campus Life and Dean of Students will provide a written copy of his/her report to the police. Victims considering filing a criminal complaint may ask a local police officer to take part in the interview process. Victims may request that their identity be kept confidential until/unless a commitment is expressed to proceed with criminal prosecution.

## **7. Seminary Disciplinary Action**

**7.1.** A student or employee who has been the victim of a sex offense and is considering Seminary action shall arrange to meet with the Vice President of Campus Life and Dean of Students as described in Section 4.

**7.2.** In cases involving alleged sex offense, both the complainant and the accused are entitled to the same opportunities to have an advisor present during a disciplinary proceeding.

**7.3.** Both the complainant and the accused shall be informed of the outcome of the proceeding with respect to the alleged sex offense and sanction, if any, of the accused.

NOTE: Compliance with this requirement does not constitute a violation of FERPA.

**7.4.** A student or employee who is the victim of a sex offense has several options with regard to how the case is handled. The student or employee may choose to:

**7.4.1.** Press criminal charges through the local police department;

**7.4.2.** Press charges through both the judicial and Seminary disciplinary systems concurrently;

**7.4.3.** Press no charges, but request a facilitated meeting with the assailant to discuss the incident; or

**7.4.4.** Press no charges, but have the Vice President of Campus Life and Dean of Students discuss the incident with the assailant.

**7.5.** If the student or employee chooses to participate in the Seminary adjudication process, s/he must contact the Vice President of Campus Life Dean of Students. Charges may be filed directly by the complainant or by the Seminary on the basis of the complainant's written statement. If the complainant is a student, such charges are handled in accordance with the Non-Academic Grievance Policy as outlined in the student handbook. If the complainant is an employee, such charges are handled in accordance with the Grievance Procedure outlined in the employment policy manual. The outcome of cases charging sex offense will be made known to both the complainant and the accused.

**7.6.** At the complainant's request, the Vice President of Campus Life and Dean of Students will make special provisions for alternate campus housing or campus employment, if applicable.

**7.7.** At the complainant's request, the Vice President of Campus Life and Dean of Student will instruct the Registrar to effect changes in the complainant's academic schedule such as:

**7.7.1.** Change of classes;

**7.7.2.** Change of advisor;



- 7.7.3. Extension on assigned quizzes, papers, or exams;
- 7.7.4. Approval to take the course elsewhere and transfer credit back to the Seminary;
- 7.7.5. Independent study with a different professor and with fee waived;
- 7.7.6. Other special support, provided as appropriate upon request.

## **8. Disciplinary Procedures**

**8.1.** The following sanctions may be imposed following a final determination of the Seminary's disciplinary proceeding regarding sex offenses.

**8.2. Disciplinary Dismissal:** In extreme situations, students may be dismissed or an employee terminated from the Seminary for serious and/or repeated violations. A student dismissed or employee terminated for disciplinary reasons may be prohibited from visiting on campus or attending Seminary functions. In such a case, after one year, the student or employee may submit a written request to the Vice President of Campus Life and Dean of Students requesting permission to visit on campus. To gain reentrance to a degree program or employment at the Seminary, such students must follow regular admission procedures and such employees must follow regular job application processes.

**8.3. Disciplinary Expulsion/Permanent Dismissal/Termination from Employment:** In extreme cases, a student may be permanently dismissed or an employee terminated from the Seminary. A student who has been expelled or an employee who has been terminated may not apply for readmission or return to the campus for any reason. Expulsion or termination requires approval of the Provost or President.

**8.4.** If the student or employee wishes to dispute the alleged charges, the student or employee shall arrange to meet with the Vice President of Campus Life and Dean of Students to resolve the disagreement.

## **9. Appeals Process**

**9.1.** Following a disciplinary decision, a student or employee has a right to appeal the disciplinary action. Appeal requests must be made in writing within three calendar days after receipt of the written decision, and must state the basis for the appeal. Appeals are considered when the student or employee believes one or more of the following conditions exist:

**9.1.1.** The discipline imposed is disproportionate to the offense (including consideration of the student's or employee's prior offenses or willingness to cooperate);

**9.1.2.** The student or employee was not accorded his/her rights as outlined by this policy and this failure significantly affected the student's or employee's right to receive a fair hearing;

**9.1.3.** The decision was not supported by sufficient evidence;

**9.1.4.** New evidence has become available that would have significantly altered the results.

**9.2.** Written appeals shall be submitted to the Provost with a copy to the Vice President of Campus Life and Dean of Students. The Vice President of Campus Life and Dean of Students will be invited to submit a response to the appeal. Imposition of discipline may be deferred pending the review of the appeal request.

**9.3.** The Provost will provide a written determination to the student or employee within five days.

**9.4.** Parental notifications for students under age 21: The Seminary may notify the parents of students under the age of 21 of disciplinary violations, suspensions, or expulsions related to alcohol or controlled substances. In such cases, parents are notified only after appeals have been satisfied. When possible, students will be given the opportunity and encouraged to discuss the situation with their parents prior to the Seminary's notification to them.

## **10. Emergency Response Resources**

[AIDS: 800-232-4636 \(800-CDC-INFO\)](tel:800-232-4636)

[National Organization for Victim Assistance: 800-879-6682 \(800-TRY-NOVA\)](tel:800-879-6682)



[Victim Services of Montgomery County](#): 888-521-0983

### **11. Sex Offender Registration and Access to Related Information**

The Federal Campus Sex Crimes Prevention Act went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. It also requires that sex offenders, already registered in a state, provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

Pennsylvania's Megan's Law, 42 PA.C.S. § 9799.1, requires the State Police to create and maintain a registry of persons who have either been convicted of, entered a plea of guilty to, or been adjudicated delinquent of certain sex offenses listed in 42 PA.C.S. §§ 9795.1 and 9795.2.

Additionally, the [Pennsylvania State Police](#) are required to make certain information on registered sex offenders available to the public through an Internet website. The Pennsylvania State Police [has established this website](#) according to the requirements of 42 PA.C.S. § 9798.1 and as under section 121 of the Adam Walsh Child Protection and Safety Act of 2006:  
<http://www.pameganslaw.state.pa.us/EntryPage.aspx>.

Information regarding the possibility of registered sex offenders on the campus of Westminster Theological Seminary may also be obtained from the [Cheltenham Township Police Department](#), 8230 Old York Road, Elkins Park, PA 19027, (215) 885-1600.

### **12. The Federal Campus Sexual Assault Victim's Bill of Rights**

#### **12.1. Rights**

Survivors shall be notified of their options to notify law enforcement.  
Accuser and accused must have the same opportunity to have others present.  
Both parties shall be informed of the outcome of any disciplinary proceeding.  
Survivors shall be notified of counseling services.  
Survivors shall be notified of options for changing academic and living situations.

#### **12.2. Background**

The Campus Sexual Assault Victim's Bill of Rights was signed into law by President George W. Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education. The Campus Sexual Assault Victim's Bill of Rights exists as a part of the campus security reporting requirements commonly known as the Jeanne Clery Act.

## **Discrimination, Harassment, and Retaliation Policy**

### **1. Policy Statement**

1.1. Westminster Theological Seminary will not tolerate any behavior that constitutes unlawful discrimination, harassment, or retaliation on account of sex, race, color, national origin, age, disability, and handicap or other legally-protected classification or activity. Violation of this policy may result in discipline up to and including expulsion from academic program and/or termination of employment at Westminster.

1.2. For policies and procedures regarding sexual harassment, please see [Sexual Harassment and Sex Offense Policy and Procedures](#).

### **2. Definitions**

2.1. For purposes of this policy, "harassment" refers to any unwelcome verbal, visual or physical conduct, comments, communications or treatment of a discriminatory nature about, relating to or because of a person's race, color, national origin, age or disability or other legally-protected



classification or activity, that has the purpose or effect of unduly interfering with an individual's work or academic performance; creates an intimidating, hostile, or offensive work or academic environment; or otherwise adversely affects an individual's academic or employment opportunities.

2.2. Examples of harassment include, but are not limited to: making inappropriate or offensive jokes or remarks relating to race, color, national origin, age or disability; using e-mail or other methods of communication to disseminate such jokes or remarks; accessing such offensive material using Seminary equipment; distributing such jokes or remarks received from others outside Westminster.

### **3. Reporting Procedure**

3.1. Westminster is committed to prompt, diligent and impartial enforcement of this policy. Westminster strongly encourages any person who feels that he or she has been subjected to any type of discrimination, harassment or retaliation, or believes he or she has witnessed such conduct, to report it promptly. Failure to report incidents of harassment promptly will hinder Westminster's ability to investigate a complaint of harassment and will limit Westminster's ability to stop and prevent further harassment. Cooperation in reporting acts of harassment is essential to an effective anti-harassment policy. You are encouraged to provide as much information as possible so that a fair and effective investigation may follow.

3.2. Reports of harassment should be made to the Vice President of Campus Life and Dean of Students or an Associate Dean.

3.3. If reports are made to anyone else, the person receiving the complaint must promptly inform one of the above designated parties so that they may take the appropriate steps to investigate the complaint.

### **4. Investigation Procedure**

4.1. The Vice President of Campus Life and Dean of Students or Associate Dean who received the complaint, or his or her designee, shall conduct an investigation with the assistance, as needed, of one of the other people occupying the above-named positions and/or the Provost.

4.2. All investigations will be conducted promptly, thoroughly, and discreetly so as to protect, to the fullest extent consistent with a thorough and appropriate investigation, the dignity and privacy of the persons involved. The principal investigator will report the results of the investigation to the complainant.

### **5. Appeal Procedure**

5.1. In the event that the complainant believes that the complaint has not been satisfactorily resolved by the principal investigator, the complainant should promptly report the matter to one of the other principal investigators.

### **6. The Accused**

6.1. If it is determined, after thorough investigation, that the accused has violated this policy, such person will be subject to appropriate disciplinary and/or corrective measures commensurate with the seriousness of the particular offense or other relevant circumstances, up to, and including, expulsion from academic programs.

6.2. Retaliation in any form against someone who exercises his or her right to make a complaint under this policy or against any individual who provides information related to any such complaints is strictly prohibited and will in itself constitute cause for appropriate disciplinary action.

6.3. Persons accused of harassment are warned that any form of retaliation taken against a person submitting a complaint or participating in the investigation of a complaint will be grounds for disciplinary action, including expulsion from academic program and/or termination of employment at Westminster.



# Information Technology User Policy

## 1. Policy Statement

1.1. The purpose of this policy is to ensure that all users understand their privileges and responsibilities in relation to the computer, network, and Internet resources provided by the seminary. If you have questions or require clarification about any of the provisions of this policy, please contact the Director of Information Technology ([helpdesk@wts.edu](mailto:helpdesk@wts.edu)). Violation of this policy may result in discipline up to and including expulsion from academic program at Westminster.

## 2. Scope

2.1. This policy covers all persons accessing a computer, telecommunications or network resource of Westminster Theological Seminary, including any campus data network, electronic mail, file sharing, printing, and web and telephone services.

## 3. Campus Equipment Resources

### 3.1. Public Computing Resources

3.1.1. Two computers, dedicated for student academic work and located on the lowest level of the Andreas Center against the wall near the library carrels, are available for use by registered WTS students.

3.1.3. Three laser printers are available on campus for registered WTS student printing of no more than 40 pages per day. The printers are on the lowest level of the Andreas Center against the wall near the library carrels; on the main level of the Andreas Center across from the restroom; and in the student mailroom.

3.1.3. All users of public computing resources must abide by guidelines posted with the resource. Anyone requiring assistance should contact the Help Desk (<mailto:helpdesk@wts.edu>). Tampering with cabling or equipment, installation or upgrading software, or attempted modification to workstation system settings is strictly prohibited.

### 3.2. Public Access Workstations

3.2.1. Public access workstations in the library are provided for dedicated purposes (i.e. access to the library system, Internet access). These workstations may not be used for any other purpose. Unless indicated, users may not attempt to access the administrative seminary network. Printing from public access workstations in the library is exclusively for search results.

### 3.3. Software

3.3.1. Users may not install or upgrade software without permission from the Information Technology Department.

### 3.4. Classrooms

3.4.1. The computer and audio-visual equipment in the classrooms is for faculty use only. Students may only use this equipment as part of a class with faculty supervision.

### 3.5. Equipment Care

3.5.1. All users are to handle the computer resources provided by the seminary with care. Users may not attempt to repair, upgrade or perform any type of maintenance on computer workstations or peripherals unless permission has been granted by the Information Technology Department. The Help Desk is to be contacted immediately ([helpdesk@wts.edu](mailto:helpdesk@wts.edu)) with any computer equipment issue.

## 4. Network and Internet Resources

### 4.1. Email

4.1.1. The seminary offers Westminster Theological Seminary email accounts (@student.wts.edu) to students. All users are expected to use email in a manner consistent with biblical standards and honoring to Christ. Chain letters or messages for personal financial gain, promotion, advertising, or commercial



activity are prohibited. Messages that contact profane, sexually explicit, or degrading language are prohibited and may be grounds for disciplinary action.

#### **4.2. Internet and Other Data Sources**

4.2.1. It is the responsibility of each student in the Westminster Theological Seminary community to use the services provided by the seminary's campus network and computing systems appropriately and in compliance with all seminary, state, local and federal laws and regulations.

4.2.2. Westminster Theological Seminary expects all of its students to act appropriately at all times and in a manner consistent with the mission to which God has called the seminary. Actions that are unacceptable in other settings are also unacceptable on the network, computing systems and other electronic services, including 1) harassment in any form; 2) usage related to pornography and racially derogatory, discriminating, threatening or abusive communication; 3) failure to respect the property and rights of others; 4) forgery or other misrepresentation of one's identity; and 5) distribution of copyrighted materials without the permission of the copyright owner.

## **Students with Disabilities Policy**

### **1. Policy Statement**

1.1. Westminster Theological Seminary is committed to providing reasonable accommodations to otherwise qualified students with disabilities. It has formulated this policy for addressing the educational needs of students with disabilities.

### **2. Purpose**

2.1. First, the Seminary aims to provide assurance that all reasonable measures will be taken by the Seminary to provide an equal opportunity for students with disabilities to study and thrive at Westminster in accordance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act.

2.2. Second, this document serves as a guide for faculty, administration and staff in reasonably accommodating and serving students with disabilities within the Seminary community. Federal and state law prohibit WTS from discriminating against otherwise qualified students with disabilities.

### **3. Definitions**

3.1. As defined by the law, "disability" is used to refer to a person who (1) has a physical or mental impairment that substantially limits one or more of the major life activities of such an individual, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

3.2. Reasonable accommodation will refer to measures taken in the form of modification or adjustment to ensure that an otherwise qualified student has full and equal access to Seminary sponsored programs. Accommodation will vary depending on the class or activity and on the needs of the individual. The goal will be to accommodate the student and establish equity without giving unfair advantage. Accommodation measures must not alter the material or challenge the integrity of the course, the material it is designed to impart, or the skills it wishes to evaluate. The measures are intended to be effective, and reasonable, but may not be exactly as the student wishes or requests.

### **4. Student Responsibility**

4.1. It is the responsibility of the individual student to make any and all needs known to the Seminary as well as to their individual professors. As stated in the acceptance letter from the Admission Office, students must submit written documentation, including evaluation of their disability, to the Dean of Students at least two months prior to matriculation.

4.2. After the documentation of the disability has been received and reviewed, measures for accommodation will be proposed by the Dean of Students in writing.





4.3. The student must then provide permission for letters of notification to be sent to his or her instructors. Instructors should review the proposed accommodations. Concerns or objections regarding the proposed accommodations should be brought to the Dean of Students.

### **5. Faculty and Staff Responsibility**

5.1. Faculty and staff are advised to only make accommodations for students who have taken the proper measures to bring their requests or concerns through the appropriate channels.

5.2. Initiation of proposed accommodations will begin with the Dean of Students.

5.3. After the student's documentation of the disability has been reviewed and accommodations proposed, a letter of notification will be sent to the student's professors for that term at the student's agreement and request.

5.4. Student Development will then encourage students to introduce themselves to their professors and to discuss the practical application of the proposed measures.

5.5. Concerns or objections regarding the proposed accommodations should be brought to the Dean of Students especially if the faculty or staff member has reservations about potential unfair advantage to the student or the alteration of course material or curriculum objectives.

### **6. Suggestions for Practical Application of This Policy**

6.1. The following is taken from the Americans with Disabilities Act (ADA) regulations regarding examinations and courses (28 C.F.R. §36.309).

#### **6.2. General**

6.2.1. Any private entity that offers examinations or courses related to applications, licensing, certification, or credentialing for secondary or postsecondary education, professional, or trade purposes shall offer such examinations or courses in a place and manner accessible to persons with disabilities or offer alternative accessible arrangements for such individuals.

#### **6.3. Examinations**

6.3.1. Any private entity offering an examination covered by this section must assure that:

6.3.1.1. The examination is selected and administered so as to best ensure that, when the examination is administered to an individual with a disability that impairs sensory, manual, or speaking skills, the examination results accurately reflect the individual's aptitude or achievement level or whatever other factor the examination purports to measure, rather than reflecting the individual's impaired sensory, manual, or speaking skills (except where those skills are the factors that the examination purports to measure);

6.3.1.2. An examination that is designed for individuals with impaired sensory, manual, or speaking skills is offered at equally convenient locations, as often, and in as timely a manner as are other examinations; and

6.3.1.3. The examination is administered in facilities that are accessible to individuals with disabilities or alternative accessible arrangements are made.

6.3.2. Required modifications to an examination may include changes in the length of time permitted for completion of the examination and adaptation of the manner in which the examination is given.

6.3.3. A private entity offering an examination covered by this section shall provide appropriate auxiliary aids for persons with impaired sensory, manual, or speaking skills, unless that private entity can demonstrate that offering a particular auxiliary aid would fundamentally alter the measurement of the skills or knowledge the examination is intended to test or would result in an undue burden.

Auxiliary aids and services required by this section may include taped examinations, interpreters or other effective methods of making orally delivered materials available to individuals with hearing



impairments, Brailled or large print examinations and answer sheets or qualified readers for individuals with visual impairments or learning disabilities, transcribers for individuals with manual impairments, and other similar services and actions.

6.3.4. Alternative accessible arrangements may include, for example, provision of an examination at an individual's home with a proctor if accessible facilities or equipment are unavailable. Alternative arrangements must provide comparable conditions to those provided for nondisabled individuals.

#### **6.4. Courses**

6.4.1. Any private entity that offers a course covered by this section must make such modifications to that course as are necessary to ensure that the place and manner in which the course is given are accessible to individuals with disabilities.

6.4.2. Required modifications may include changes in the length of time permitted for the completion of the course, substitution of specific requirements, or adaptation of the manner in which the course is conducted or course materials are distributed.

6.4.3. A private entity that offers a course covered by this section shall provide appropriate auxiliary aids and services for persons with impaired sensory, manual, or speaking skills, unless the private entity can demonstrate that offering a particular auxiliary aid or service would fundamentally alter the course or would result in an undue burden. Auxiliary aids and services required by this section may include taped texts, interpreters or other effective methods of making orally delivered materials available to individuals with hearing impairments, Brailled or large print texts or qualified readers for individuals with visual impairments and learning disabilities, classroom equipment adapted for use by individuals with manual impairments, and other similar services and actions.

6.4.4. Courses must be administered in facilities that are accessible to individuals with disabilities or alternative accessible arrangements must be made.

6.4.5. Alternative accessible arrangements may include, for example, provision of the course through videotape, cassettes, or prepared notes. Alternative arrangements must provide comparable conditions to those provided for nondisabled individuals.

## **Student Conduct**

Student conduct is under the supervision of the Dean of Students. The seminary reserves the right to expel a student whose conduct is found to be unsatisfactory or unbecoming.

### **1. Context**

1.1. Student conduct is considered under two primary contexts.

1.1.1. The first is academic violations addressed in the Honor Code.

1.1.2. The second is character and spiritual violations addressed in the Policy on Unsatisfactory or Unbecoming Behavior.

1.2. Other policies related to student conduct include the Discrimination, Harassment and Retaliation Policy; Sexual Harassment and Sex Offense Policy and Procedures; policies found in the Security Report, such as the Weapons Policy and the Drug and Alcohol Policy; the Information Technology User Policy; and the Parking Policy.

1.3. Smoking is not permitted in any Seminary building.

1.4. Firearms are prohibited on campus.

1.5. The use of alcoholic beverages on campus is not permitted.





1.6. Unlawful possession, use, or distribution of illicit drugs or alcohol by students and employees on school property, or as part of any activity of Westminster, is forbidden and will result in dismissal.

1.7. For other specific questions regarding conduct, the Seminary refers to the *Westminster Standards* and the Community Life Statement, as based on Scripture, as a standard for behavior.

## **2. Honor Code**

2.1. A cherished aspect of community life at Westminster is the honor code. The responsibility for maintaining all aspects of this code lies directly with each member of the community. The honor code is, of course, based upon the entirety of Scripture, but it finds its roots particularly in the eighth and ninth commandments (Exodus 20:15-16) as those commandments are expounded and applied in the Westminster Larger Catechism, Questions 140-145.

2.1.1. The eighth commandment requires that we honor the property of others, whether that property be material possessions or copyrighted ideas. Stealing, destroying, misusing, and even borrowing without permission the property of others are among the sins prohibited by the eighth commandment. Active effort to preserve the property of others, as we would wish our own property to be preserved, is the essential duty required by the eighth commandment.

2.1.2. The ninth commandment requires that we honor the truth. Presenting as our own the ideas of others without full and appropriate documentation, failure to abide by the legitimate directions of our positional superiors without communicating to them what we have done, speaking against another person unfairly, and “speaking the truth unseasonably” are among the sins prohibited by the ninth commandment. Zeal for our neighbor’s as well as our own good name, keeping of all commitments, and a diligence to be exactly what we seem to be are among the duties required by the ninth commandment.

2.2. Two specific expressions of this honor code are the pledges required on all examinations, papers, and projects at the Seminary.

2.2.1. Students are asked to affirm the following statement for all examinations and tests and may be asked to sign this pledge on the cover or first page of examinations:

*I pledge my honor that I have neither given nor received any assistance –verbal, written, or electronic –on this examination beyond that specifically permitted by the instructor in charge.*

2.2.2. Students are asked to write out and to sign this pledge at the end of every paper: *I understand and have not violated the Seminary’s position on plagiarism.*

For projects, theses, and dissertations, students are asked to sign the statement regarding plagiarism when they submit their approved copy.

2.3. All members of the community are asked and expected so to uphold and protect this honor code that “we may live peaceful and quiet lives in all godliness and holiness,” which “is good and pleases God our Savior” (I Timothy 2:2-3).

## **2.4. Consequences for Violation of the Honor Code**

2.4.1. The first violation of the Honor Code will be categorized as either serious (willful and intentional and/or large in scope) or non-serious (unintentional and careless and/or small in scope).

2.4.2. A non-serious first violation will result in failure of the assignment or test in question and possibly failure of the course.

2.4.3. A serious first violation will result in failure of the course and suspension from the seminary for one semester. A second violation of any sort will result in failure of the course and either suspension for one year or expulsion.

2.4.4. In any instance of honor code violation for advanced degree students at the post-coursework phase, the faculty field committee for the student’s degree program will decide consequence(s).



2.4.5. For a lengthy example of what plagiarism is and is not, please refer [here](#).

### **3. Policy on Unsatisfactory or Unbecoming Behavior**

3.1. Westminster Theological Seminary seeks to shape students in character as well as academics, as stated in Westminster's character learning goal in which, upon graduation, students would exhibit a deep love for the triune God, His Word, His truth and His Church and an increasingly Christ-like humility in relation to others.

3.2. While the Honor Code addresses academic violations, this part of the student conduct policy outlines the seminary's policy on addressing obvious character and spiritual violations—issues that are either unsatisfactory or unbecoming of one preparing to minister to Christ's flock. The goal of this policy is the restoration and well-being of the student, the preservation of Christ's name, and upholding the integrity and reputation of the Seminary.

3.3. The academic catalog states, "Student conduct is under the supervision of the Dean of Students. The institution reserves the right to dismiss from the institution a student whose conduct is found to be unsatisfactory or unbecoming." Conduct that warrants immediate dismissal is judged at the discretion of the Dean of Students. It includes, but is not limited to, serious breaches of moral behavior or ethical standards.

3.3.1. The Dean of Students will document the behavior that warrants immediate dismissal and report it to the Faculty Student Affairs Committee.

3.3.2. With the approval of two members of the Faculty Student Affairs Committee (FSAC), the student will be dismissed from the Seminary.

3.3.3. The student dismissal approved by the FSAC will be announced to the faculty.

3.4. For conduct that does not warrant immediate dismissal, the Dean of Students and/or an Associate Dean will speak to the student about their present circumstances as the first step of intervention. This initial investigation will determine a course of action to assist in correcting the problem which may include, but is not limited to, offering counsel, soliciting advice from additional Seminary faculty/staff, and communication with the student's church(es).

3.5. If the student persists in unsatisfactory or unbecoming conduct, the Dean of Students may issue a first and final warning to the student.

3.6. If after the first and final warning the student persists in unsatisfactory or unbecoming conduct, the student may be administratively withdrawn from the institution. Any scholarships will immediately be revoked. In the case of international students, they and their families must return to their home country within 14 days, as stipulated by the federal government (see NAFSA 8 C.F.R. § 214.2(f) (5) (iv)).

## **Community Life Statement**

1. Westminster Theological Seminary sets and expects the following standards of Seminary community life:

1.1. We affirm that the Scriptures of the Old and New Testaments are the ultimate guide for our values, attitudes and behaviors in all relationships.

1.2. We will seek to foster the development of spiritual maturity through maintaining a personal devotional life and through participating in community worship and prayer.

1.3. We will seek to keep the unity of the Spirit through the bond of peace, and in gentleness, patience, and humility, accept one another in love.

1.4. We will seek to encourage one another to mature in Christ-likeness by attempting to speak the truth in love in the classrooms, in business affairs, in social relationships, and in all other areas of our common life.

1.5. We will seek to encourage unity in families through responsible relationships.

1.6. We will seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, experience, gifts, and goals.



- 1.7. We will seek to become involved individually and corporately with the Church in ministering to spiritual and social needs within and beyond our own community.
- 1.8. We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice such as that based on race, sex, and academic or socio-economic status.
- 1.9. We renounce behaviors such as distortion of God's Word, deception, falsehood, drunkenness, stealing, and sexual immorality such as premarital intercourse, adultery and homosexual behavior. Violations of these moral standards, such as, for example, sexual misconduct or unrepentant lying, will be treated as any other policy violation and will be subject to disciplinary action, including expulsion from school and/or termination of employment.
- 1.10. We believe where conflict or sin occurs in the Westminster community, a biblical process such as stated in Matthew 18:15-20 should be followed to seek correction, forgiveness, restitution and reconciliation. Instances of crime and reported discrimination and harassment should be addressed following the Seminary's crime-reporting policy and its policy on discrimination and harassment.
- 1.11. We will seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others' conscience and the good of the community.
- 1.12. We will seek to encourage the cultivation of such spiritual attitudes as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

## **Grievance Policy**

### **1. Purpose**

1.1. In providing the procedure for students to lodge a complaint regarding issues at Westminster, the Seminary's desire is for students to know they have a voice on the peer level as well as the institutional level. As a Seminary, Westminster's ultimate procedural purpose is to honor Christ in how Christians deal with their differences and disappointments. The general guidelines will follow the biblical mandates given in Matthew 18 as to how to process concerns personally and corporately.

### **2. Context**

2.1. In two primary contexts in the Seminary are complaints lodged. One is the area of academic and/or administrative concerns. In this context, policies and procedures that deal with academic concerns and financial issues will be addressed.

2.2. The second context has more to do with things that involve the community as a whole. This context would include attitudes and actions that affect individuals or groups within the campus community. Code of conduct issues are used in responding to grievances expressed within the second context.

### **3. Academic Grievance Policy**

3.1. An academic appeals process exists to resolve any academic problem that cannot otherwise be settled in a biblical manner and assures fairness to all parties concerned.

3.2. The student should first go to the professor and/or administrator to express the concern. If a third party is necessary, the Dean of Students is available to assist.

3.3. If the issue is still unresolved, the student should submit a written appeal to the Faculty Academic Affairs Committee through the Dean of Students regarding the issue. The Faculty Academic Affairs Committee is comprised of the Dean of Faculty, Associate Dean for Academic Affairs, Registrar, and two voting members of the faculty. The committee will render a written decision.

3.4. If the student is not satisfied with the decision of the Faculty Academic Affairs Committee, then the student may submit a subsequent written appeal to the President requesting a hearing.

3.5. The President in consultation with the Dean of Faculty may or may not grant the request. If granted, the President will appoint an *ad hoc* committee of faculty to hear the case.



3.5.1. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.

3.5.2. The decision of the President or the *ad hoc* committee is considered final, subject only to review by the Educational Outcomes Committee of the Board to affirm that the appeals process was properly observed.

#### **4. Non-Academic Grievance Policy**

##### **4.1. Guidelines**

4.1.2. For all general grievances not covered under other campus policies, a similar process outlined above is to be followed in the non-academic realm.

4.1.2.1. Go to the person or parties and express the concern.

4.1.2.2. If the issue is still unresolved, the student should submit a written appeal to the Dean of Students regarding the issue. Depending on the issue, the Dean of Students may request input from the Faculty Student Affairs Committee, which will render a written decision. The Faculty Student Affairs Committee is comprised of the Dean of Faculty, Vice President of Campus Life and Dean of Students, Associate Dean of Students, and two voting members of the faculty.

4.1.2.3. If the student is not satisfied with the decision of the Faculty Student Affairs Committee, then the student may submit a subsequent written appeal to the President requesting a hearing.

4.1.2.4. If granted, the President will appoint an *ad hoc* committee of faculty to hear the case.

4.1.2.4.1. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.

4.1.2.4.2. The decision of the President or the *ad hoc* committee is considered final, subject only to review by the Educational Outcomes Committee of the Board to affirm that the appeals process was properly observed.

##### **4.2. Conclusion**

4.2.1. The Student Development Office is to be seen as the umbrella for addressing all complaints. Information regarding the process of filing a grievance and an informal context to discuss the issue are important beginnings to the process.

## **Parking Policy**

1. Parking is permitted in any unrestricted designated parking spot. Please respect and reserve parking spots designated as "handicapped" and for "visitors" for those populations. Visitor spaces are reserved for those not currently enrolled or employed at the seminary.

2. Under no circumstances should the Seminary community park on the residential streets across from the Seminary. In the event that Seminary lots are full, Calvary Orthodox Presbyterian Church, diagonally across the Church Road and Willow Grove Avenue intersection from the Seminary, allows the Seminary to use its parking lot.

3. In the event of snow, students on campus after normal Seminary business hours, 8:30 AM-4:30 PM, Monday through Friday, must move their vehicles as close as possible to the designated Physical Plant parking spot on the upper parking circle, which extends around the east (gazebo) end of Machen Hall. Doing so facilitates campus snow removal.

4. Check in your Populi account to ensure that the Seminary has your current license plate information. If not, or if you become a new driver or new automobile owner, be sure to supply this information to Student Development. With this information, the Seminary can contact you in an urgent situation where your vehicle is involved.



## **Drone Use**

Students are not permitted to operate airborne drones on campus.