

# WESLEY THEOLOGICAL SEMINARY

## Student Handbook 2022-2023

4500 Massachusetts Avenue, NW

Washington, DC 2016-5690

[www.wesleyseminary.edu](http://www.wesleyseminary.edu)

(202) 885-8600 *voice/TTY*

# Welcome to Community Life at Wesley!

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*A new day will dawn on us from above  
because our God is loving and merciful.  
God will give light to those who live in the dark  
and in death's shadow. God will guide us into the way of peace.” (Luke  
1:78 – 80)*

To the AMAZING Students of Wesley Theological Seminary:

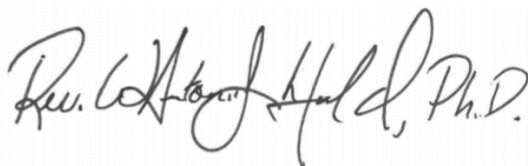
A wonderful song I love from the singing group, *The Winans*, contains a line that says: “It looks like I can feel the breaking of day; O what joy is breaking forth in my soul!” At this time last year, I was joining you (amid the Covid Pandemic) as the new Associate Dean of Community Life! Now, I welcome you back for this semester as we are being blessed by God to see some beautiful rays of sun breaking forth through the darkness that has been coronavirus! Surely, the darkness has not fully passed, but the day is indeed breaking forth! And so, welcome back (in this new day) to this holy space that has been consecrated for the anointed shaping of minds, hearts, and spirits for the significant work of ministry!

As always, the Office of Community Life is fully available and accessible to you during your sojourn of discernment and discovery here at Wesley. Rev. Lee Russell Brown, Jr. and I are here to walk and talk with you from the day of your admission into Wesley until your day of graduation from Wesley! Furthermore, you should expect to see us regularly on campus as “present” points of contact for every aspect of your time in seminary.

You, your families, and your ministries are ALWAYS in our prayers—and as I have said before—we are confident that God will bless you with prosperity, productivity, and good success in your theological quests here at Wesley Theological Seminary.

May you and yours experience the wonder of this new day dawning!

Walking Together on THIS Journey



Associate Dean for Community Life  
Wesley Theological Seminary

## Table of Contents

WESLEY THEOLOGICAL SEMINARY .....	1
Welcome from the Associate Dean for Campus Life .....	2
Academic Calendar 2022 – 2023 .....	9
Campus Map .....	11
Campus Directory.....	12
Emergency Contact Information .....	12
Office Listings .....	13
Individual Phone Directory .....	15
Section One: Community Life Mission Statement.....	18
Covenant of Professional Ethics and Behavior.....	18
Personal and Professional Discipline.....	20
Section Two: Student Services and Resources (by alpha) .....	21
Advertising on Campus .....	21
American University Resources .....	22
Business Office .....	23
Campus Conduct Hotline .....	24
Chapel and Worship Services .....	25
Children on Campus .....	25
Community Kitchens .....	25
Commuter Locker Facilities.....	25
Computer and Network Resources Usage Agreement .....	26
Use of Resources.....	26
Compliance with the Digital Millennium Copyright Act of 1998.....	26
Privacy of Information .....	27
Use of the Wesley Seminary Network .....	29
Electronic Communication .....	29
Cases of Misconduct .....	29
Waiver .....	30
Course of Study .....	30
Deans’ Office .....	30
Dining Services .....	31
Hours for Dining Hall .....	31
Payment .....	31

Meal Prices.....	31
Disability Support Services.....	31
Doctor of Ministry Terms .....	32
Emergency Preparedness.....	32
Emergency Kits .....	33
Facilities and Grounds .....	34
Faculty Offices .....	34
Financial Aid and Scholarships .....	34
The Stafford Loan .....	34
Wesley Merit Scholarships .....	35
Need Based Grants .....	35
CampusEmployment.....	36
Food Pantry .....	36
The G. Douglass Lewis Center for Church Leadership.....	36
Guest Housing .....	37
Health Benefits.....	37
The Henry Luce III Center for the Arts and Religion.....	38
Housing .....	38
Off-campus Housing .....	38
On-campus Housing .....	38
Identification Cards .....	38
Immunization Requirements .....	38
Inclement Weather & Emergency Closing Policy .....	39
Non-weather-related Emergency Closing.....	39
International Student Services.....	39
J-Term .....	40
Library .....	40
Borrowing Privileges and Restrictions .....	41
Electronic Resources .....	41
Course Reserves .....	41
Copying, Printing, and Scanning.....	41
Interlibrary Loan & Document Delivery .....	41
Washington Theological Consortium .....	41
Library Card Eligibility .....	42
Restrictions and Obligations .....	42

Loan Periods.....	42
Library Fees .....	42
Photocopying and printing.....	42
Overdue Overnight Reserves .....	42
Lost/Damaged Item Replacement .....	43
Mailroom and Copy Center.....	43
Packages.....	44
Hours.....	44
Printing.....	44
Parking .....	44
Traffic Regulations.....	45
Parking Regulations .....	45
Payment of Citations .....	46
Appeal of Citations .....	46
Immobilized and Abandoned Vehicles .....	46
Pastoral Counseling Referrals .....	47
Playground/Outdoor Recreation .....	47
Practice in Ministry and Mission.....	48
Preparation for Study.....	48
Writing .....	48
Recycling .....	49
Registrar.....	49
Summer Term .....	49
Welliver Lounge .....	49
Wesley Journal and E-Communications.....	49
Writing Center.....	50
Section Three: Housing and Residential Life Policies.....	50
Guidelines for Straughn Dormitory.....	50
Eligibility .....	50
Guidelines for the NRH- Permanent Resident .....	50
Eligibility .....	50
Terms of Contract.....	51
Rental Fees .....	51
Contract Cancellation and Refunds .....	51
Guidelines for the NRH- Commuter Residents .....	51

Eligibility .....	51
Terms of Contract.....	52
Rental Fees .....	52
Credit and Contract Cancellation.....	52
Personal Property and Liability.....	52
Guidelines for Carroll Hall .....	53
Eligibility .....	53
Terms of Contract.....	53
Rental Fees .....	53
Length of Occupancy .....	53
Contract Cancellation and Refunds .....	53
Vacating at the End of Contract Term .....	54
Extermination.....	54
Children.....	54
Policies and General Information for All Residents .....	56
Alcohol and Smoking .....	56
Care of Premises.....	56
Conduct and Consideration of Residents.....	56
Entry and Inspection.....	56
General Security and Loss of Property.....	56
Guests .....	57
Heating and Cooling System .....	57
Housing Assignment Changes.....	57
Liability .....	57
Housing Deposit .....	58
Personal Property Insurance .....	58
Pets.....	58
Prohibited or Restricted Articles.....	58
ResidentManagers .....	59
Section Four: Student Organizations .....	59
Student Council.....	59
Section Five: Seminary Policies .....	60

Academic Policies.....	60
Academic Qualifications.....	61
Satisfactory Academic Progress.....	61
Disciplinary Actions.....	62
Academic Discipline.....	63
Grievance Policy.....	63
Campus Crime Reporting Policy.....	64
Commitment to Diversity.....	66
Institutional Oversight of Wesley’s Commitment to Diversity.....	66
Title IX Procedures.....	71
Initial Steps Upon Submission of a Formal Complaint.....	73
Formal Resolution Process.....	77
Hearing Procedures.....	78
Appeal Procedures.....	82
WTS Prohibited Conduct Complaint Procedures.....	84
Initial Steps Upon Submission of a Formal Complaint.....	86
Disability and Procedures.....	95
Service and Emotional Support Animal Policy.....	96
Definitions.....	96
Permitted Emotional Support Animals.....	97
Emergency/Medical Withdrawal Procedures.....	99
Federal Student Aid and Return of Federal Funds Policy.....	100
Fraud Policy.....	101
Definition and Scope of Fraud.....	101
Responsibilities.....	102
Process for Disclosure.....	102
Complaints of Retaliation as a Result of Disclosure.....	102
Wesley Theological Seminary Policy on Prohibited Discrimination.....	103
Inclusive Language Policy.....	119
Fundraising Guidelines by Student Organizations.....	119
Motor Vehicle Use Guidelines.....	119

Substance Abuse Policy.....120

Whistleblower Policy ..... 121

    Purpose and Applicability ..... 122

    Statement of Policy .....122

    Process for Disclosure.....123

    Complaints of Retaliation As A Result Of Disclosure.....124

    Process for Adjudication of Complaints Stemming From Disclosure.....124



# Academic Calendar 2022-2023

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## August

- 22-23: International Student Orientation
- 25-26: Academic Planning for Entering Students
- 25: Student Pastor Orientation
- 26: Orientation for Entering Students
- 27: PMM I General Orientation
- 29: **Fall Semester Begins FOR MASTER'S DEGREE STUDENTS**

## September

- 3: End of first week of classes. Last day to add courses without permission on WesleyWeb Self Service
- 5: Labor Day Holiday – **No Classes; Seminary offices Closed**
- 6: Registration opens for D.Min. 2022-2023 Winter term (closes December 2)
- 10: End of second week of classes. **Last day of Master's registration period:** Last day to add a course with instructor signature; change course from credit to audit; to drop course without a "W"; to drop course with full refund.
- 17: End of third week of classes. Last day to withdraw from course with 75% refund
- 23: Grades Due Summer DMIN term
- 24: End of fourth week of classes. Last day to withdraw from course with 50% refund

## October

- 1: MTS proposal due
- 1: End of fifth week of classes Last day to change from letter grade to P/F; withdraw from course with 25% refund
- 7-8: COS Weekend
- 10-15: Reading Week – **No Classes**
- 15: **Deadline to apply for 2023 graduation Master's and D.Min**  
D.Min Project Paper Theology Chapter Due
- 17: Registration opens for Master's J-Term/Spring 2023 semester.  
Limited enrollment period first two weeks of registration.

## November

- 4-5: COS Weekend
- 6: End of 10<sup>th</sup> week of classes; Last day to withdraw from course without "F"
- 21-26: Fall Break – **NO CLASSES.**
- 24-25: **Seminary offices closed for Thanksgiving**

## December

- 12-17: Last week of classes; exams
- 12: Registration closes for Master's 2023 J-Term
- 21: Grades due for fall D.Min term
- 19: **SEMINARY OFFICES CLOSED FOR CHRISTMAS THROUGH JANUARY 2**

## January

- 2: Grades Due for Fall Masters term
- 2: **J-Term (Master's); January Intensive (D.Min.) through January 13**
- 15: D.Min. Project Paper draft due to faculty
- 16: MLK Jr. Day – **No Classes; Seminary offices closed**
- 18: **Spring semester Master's classes begin at 1:30 pm**

### January cont...

- 18: ORIENTATION FOR ENTERING STUDENTS IN SPRING 2023
- 23: Registration opens for D.Min 2022 Spring term (Closes April 1)
- 28: End of the first full week of classes; Last day to add courses online without permission through Wesley Web Self Service

### February

- 1: Applications due for scholarship consideration for fall 2023, including merit-based aid, Student Pastors, & Fellows
- 4: End of second full week of classes; **LAST DAY OF REGISTRATION PERIOD:** Last day to add course with instructor's signature; change course from credit to audit; drop course without a "W"; drop course with full refund
- 11: End of third full week of classes; Last day to withdraw from course with 75% refund
- 17-18: COS Weekend
- 18: End of fourth full week of classes; Last day to withdraw from course with 50% refund
- 27: End of fifth full week of classes; Last day to change from letter grade to P/F; withdraw from course with 25% refund.

### March

- 6: Registration opens for D.Min. Summer 2023 term (closes June 1)  
Application deadline for 2022 International (F-1) students
- 6: Reading Week – **No Classes through March 11**
- 10-11: COS Weekend
- 13: Registration opens for Master's summer 2023 term
- 27: Registration opens for Master's fall 2023 semester. Limited enrollment period first two weeks of registration

### April

- 1: MTS paper due  
D.Min Project Paper deadline to be posted to BlackBoard
- 1: End of tenth full week of classes; Last day to withdraw from course without "F"
- 5: Easter Recess begins at noon **No Classes through April 9**
- 14-15: COS Weekend

### May

- 1: Deadline for submitted Need-Based Financial Aid Requests
- 1: Last week of classes; exams through May 6
- 3: Spring 2023 semester grades for graduating students due at 5 pm
- 6: Grades due D.Min winter term
- 8: **Commencement**
- 9: D.Min. Spring 2022 intensive term through May 19
- 19: Grade due Masters Spring term
- 22: Master's summer 2022 term begins through August 12.

### June

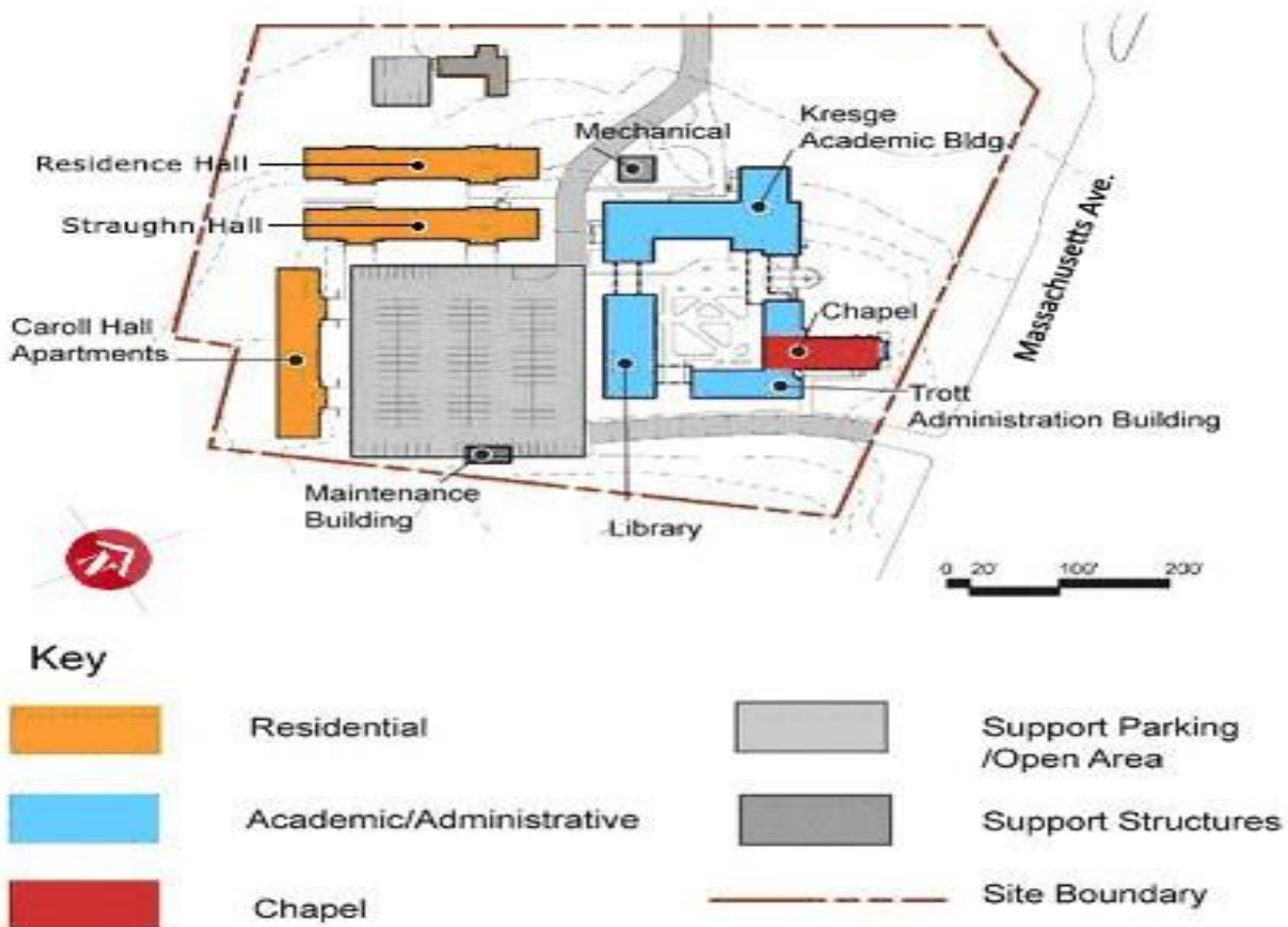
- 5: Registration opens for D.Min. Fall 2023 term (Closes August 11)
- 20: D.Min. Global Asian intensive Term through June 30

### July

- TBD 2023 Intensive Course of Study School
- 21: Grades due D.Min Spring term

# Campus Map

Wesley's campus is located at 4500 Massachusetts Ave. NW, Washington, DC 20016. For more information or directions to the campus, please visit the [Directions](#) page of the website.



## **Campus Directory**

The Administrative Offices of the Seminary are open Monday through Friday, 8:30 a.m.-12:00 p.m. and 1:00 p.m.-4:30 p.m., unless otherwise noted. Also, the Administrative offices are sometimes closed during the 11:00 a.m. Tuesday chapel service.

The New Residence Hall, Straughn Dormitory and Carroll Hall apartments have Resident Managers on duty during non-business hours. Resident Manager's contact information is posted on the front door of each building beside the telephone.

The primary area code for Washington, DC is (202). The majority of campus phone numbers begin with the 885 extension. (Ex. Switchboard: (202) 885-8600 dialing from off campus; x8600 dialing from on campus).

### **Emergency Contact Information**

For emergency (life-threatening or dangerous situations) police, fire, or ambulance response dial **911** from any campus phone. For non-emergency police response dial 7-1- (202) 737-4404 from any campus phone.

For immediate assistance in an emergency contact the Resident Manager On-Duty at (202) 246-8251 or the Associate Dean for Community Life (x8614).

The Associate Dean for Community life needs to be aware of all emergency situations.

### **Building Designations**

T	Trott Administration Building
TG	Trott Admin Building lower level
S	Straughn Dormitory
SG	Straughn Dormitory lower level
K	Kresge Academic Center
KG	Kresge Academic Center
C	Carroll Hall Apartments
KB	Kresge (dining room level)
NRH	New Residence Hall

## WESLEY THEOLOGICAL SEMINARY OFFICES / DEPARTMENTS (July. 2022)

Accounts Payable / Payroll	8661	(202) 885-8661	T-103-A
Admissions	8659	(202) 885-8659	T-202
Admissions student worker desk	8634	(202) 885-8634	T-202
Alumni	8624	(202) 885-8624	T-211
Audio Visual (EdTech)	8644/8619	(202) 885-8644/8619	TG-08/TG-07
Audio Visual after hours assistance	8640	(202) 885-8540	TG-05
Buildings & Grounds	5685	(202) 664-5685	Garage Office
Business Office	8662	(202) 885-8662	T-103
Center for Public Theology (CPT)	8678	(202) 885-8678	Methodist Building
CFO (Chief Financial Officer)	8684	(202) 885-8678	T-101
Chapel Elder			TG-04
Chapel Choir		<a href="mailto:drthomasdtyler@gmail.com">drthomasdtyler@gmail.com</a>	
C.P.E. (Clinical Pastoral Education)	8610	(202) 885-8610	K-116
Marketing & Communication	8657	(202) 885-8657	T-211A
Community Engagement Institute (CEI)	6836	(202) 786-6836	T-211
Community Life	8694/8614	(202) 885-8694/8614	T-105A
Comptroller / Controller	8622	(202) 885-8622	T-103-B
Continuing Education (CEUs)	8659	(202)885-8659	T-202
Course of Study (COS)	8688	(202) 885-8688	T-210B
D.Min	8688	(202) 885-8688	T-210B
Dadian Gallery	8608	(202) 885-8608	
Dean's Office	8611	(202) 885-8611	T-105B
Development	8630	(202) 885-8630	T-212
Digital Sign announcements		<a href="mailto:digitalsign@wesleyseminary.edu">digitalsign@wesleyseminary.edu</a>	
Doctor of Ministry	8688	(202) 885-8688	
Educational Technology (EdTech)	8644/8619	(202) 885-8644/8619	TG-08/TG-07
Educational Technology after hours	8640	(202) 885-8640	TG-05
Email Announcements		<a href="mailto:communitylife@wesleyseminary.edu">communitylife@wesleyseminary.edu</a>	
Facilities Department	5685	(202) 885-5685	Garage Office
Financial Aid	<a href="mailto:financialaid@wesleyseminary.edu">financialaid@wesleyseminary.edu</a> / Yvette McCoy at Financial Aid Services, contact		
Front Desk	8600	(202) 885-8600	T-103--Front Desk
Gallery	8608	(202) 885-8608	K-108
Graduate Affairs	8617	(202) 885-8617	T-212B
Heal the Sick Initiative	6843	(202) 706-6843	WDT
Housing	8612	(202) 885-8612	NRH-Stowe Room
Human Resources	5682	(202) 664-5682	TG-06
Institute for Community Engagement (ICE)	6836	(202) 706-6836	T-211/ K-115
Institutional Advancement	8630	(202) 885-8630	T-212
International Relations	8620	(202) 885-8620	T-212
International Student Services	5683	(202) 664-5683	S-134

Journal		<a href="mailto:Wesley_Journal@wesleyseminary.edu">Wesley_Journal@wesleyseminary.edu</a>	
Lewis Center for Church Leadership	5701	(202) 664-5701	KG-07/K104
Library	8695	(202) 885-8695	Library
Luce Center for Arts and Religion (LUCE)	8637	(202) 885-8637	K-108
(Mailroom/Copy Center) The Raymond Washington Center	8645	(202) 885-8645	KG-04
Maintenance	5685	(202)664-5685	Garage Office
Marketing & Communications	8657	(202) 885-8657	T-211A
Nat. Capital Semester for Seminarians	<u>8678</u>	(202) 885-8678	Meth. Building
Parking	8600	(202) 885-8600	Front Desk
Parking Permits	8662	(202) 885-8662	T-103-C
Payroll	8661	(202) 885-8661	T-103-A
Personnel	5682	(202) 664-5682	TG-06
Practice in Ministry & Mission (PMM)	8666	(202) 885-8666	K-107
President's Office	8601	(202) 885-8601	T-100B
Raymond Washington Center (mailroom & Copy Ctr)	8645	(202)-885-8645	KG-04
Reception Desk	8600	(202) 885-8600	T-103-Front Desk
Registrar's Office	8650	(202) 885-8650	T-104
Residence Life	8612	(202) 885-8612	NRH-Stowe Room
Resident Managers' phone (after business hours)		cell: (202) 246-8251	
Scheduling	8600	(202) 885-8600	T-103-Front Desk
Solutionworx (I.T.)		<a href="mailto:support@solutionworx.com">support@solutionworx.com</a>	
		(703) 961-1840 X2	
Student Accounts	8662	(202) 885-8662	T-103
Transcripts	8650	(202) 885-8650	T-104
Website		<a href="http://www.wesleyseminary.edu">www.wesleyseminary.edu</a>	
Website manager	8657	(202) 885-8657	T-211A
		cell: 202-236-9952	
Weekly Announcements		<a href="mailto:communitylife@wesleyseminary.edu">communitylife@wesleyseminary.edu</a>	
Wesley Ministry Network (Lewis Center)	5701	(202) 664-5701	KG-07
Writing Center	8671	(202) 885-8671	S-129

**URGENT / EMERGENCY CONTACTS**

**Emergency: 911**

\* Remember to press "7,1" if dialing from an office phone

*(Please notify Jeff Straits, X8684 and Oscar Palencia, X5685 if the number above is called).*

**Building and Grounds emergency:**

**Oscar Palencia, X5685**

(202) 664-5685

**American University**

Main number: (202) 885-1000

Fitness Center: (202) 885-6267

## W.T.S. Employees' Phone / Office List

(July, 2022)

<b>ABTS, Devon</b>	Staff	LUCE Ctr. Arts/Rel	K-108	<b>(202) 885-8637</b>	<b>8637</b>
<b>ABBOTT, Cathy</b>	Chap. Eldr.	Chapel Elder	TG-04	<b>(703) 615-8243</b>	<b>cell</b>
<b>ALDRIDGE, Chip</b>	Staff	President's Office	T-200	<b>(202) 885-8686</b>	<b>8686</b>
<b>ANDREWS, Rochelle</b>	Staff	Public Theology/NCSS	Methodist Bldg.	<b>(202) 885-8678</b>	<b>8678</b>
<b>ARNOLD, Joe</b>	Admin.	Registrar	T-104	<b>(202) 885-8649</b>	<b>8649</b>
<b>AYRES, Maggie</b>	Admin.	Human Resources	TG-06	<b>(202) 664-5682</b>	<b>5682</b>
<b>BANKS-WILLIAMS, Lisa</b>	Staff	Spiritual Care	SB-4	<b>(202) 885-8626</b>	<b>8626</b>
<b>BOGARD, Melvin</b>	Staff	Marketing & Comm.	T-211-C	<b>(202) 885-8657</b>	<b>8657</b>
<b>BROWN, Lee</b>	Staff	Community Life	T-105	<b>(202) 885-8694</b>	<b>8694</b>
<b>BUTLER, Kasongo</b>	Staff	Development	T-211B	<b>(202) 664-5687</b>	<b>5687</b>
<b>CHO, Paul</b>	Faculty	Hebrew Bible	SG-26	<b>(202) 885-8641</b>	<b>8641</b>
<b>CHOI, Ruth</b>	Staff	International Relat.	T-212	<b>(202) 885-8620</b>	<b>8620</b>
<b>CLARKE, Sathi</b>	Admin.	Interim Dean	K-105	<b>(202) 664-5684</b>	<b>5684</b>
<b>COLLINS, Berkeley</b>	Staff	Ed. Tech.	TG-08	<b>(202) 885-8644</b>	<b>8644</b>
<b>COOPER, Hope</b>	Staff	Library	Library	<b>(202-885-8658</b>	<b>8658</b>
<b>COURIER, Jessi</b>	Staff	Development	T-212	<b>(202)885-8636</b>	<b>8636</b>
<b>DRISCOLL, James</b>	Staff	Pres./Dev. Offices	T212	<b>(202)885-8631</b>	<b>8631</b>
<b>ELGENDY, Rick</b>	Faculty	Ethics & Public Theo.	SG-24	<b>(202) 885-8670</b>	<b>8670</b>
<b>FOLLETT, Carol</b>	Staff	Lewis Center	n/a	<b>(202) 664-5700</b>	<b>5700</b>
<b>HAGEN, Julie</b>	Staff	Strategic Initiatives	T-211C	<b>(202)-664-5679</b>	<b>5679</b>
<b>HALL, Jaleesa</b>	Staff	Com.Engage.Inst. (CEI)	T-211	<b>(202)-706-6836</b>	<b>6836</b>
<b>HOLMES, Laura</b>	Faculty	New Testament	SG-29	<b>(202)-885-8629</b>	<b>8629</b>
<b>HOPKINS, Denise</b>	Faculty	Hebrew Bible	T-203	<b>(202)-885-8676</b>	<b>8676</b>
<b>HOUFF, Jessie</b>	Staff	Luce Ctr. Arts/Rel.	K-108	<b>(202) 885-8637</b>	<b>8637</b>
<b>HUDSON, Janice</b>	Staff	President's Office	T-100	<b>(202) 885-8601</b>	<b>8601</b>
<b>KLEN KLEN, Andy</b>	Staff	Library	Library	<b>(202) 885-8692</b>	<b>8692</b>
<b>KOPPEL, Michael</b>	Faculty	Pastoral Care	K-116	<b>(202) 885-8610</b>	<b>8610</b>
<b>KUBICHEK, Amy</b>	Staff	Lewis Center	K-104	<b>(202) 664-5708</b>	<b>5708</b>
<b>LAKEY, Anna</b>	Staff	Dean's Office	K-105	<b>(202) 885-8611</b>	<b>8611</b>
<b>LEE, Claire</b>	Staff	Business Office	K-103	<b>(202) 885-8662</b>	<b>8662</b>
<b>LUDLUM, Beth</b>	Admin.	Admissions	T-202	<b>(202) 885-8616</b>	<b>8616</b>
<b>LYONS, Matt</b>	Staff	Lewis Center	KG-07	<b>(202) 664-5703</b>	<b>5703</b>
<b>MATTHEWS, Marci</b>	Staff	Admissions	T-202	<b>(202) 885-8659</b>	<b>8659</b>
<b>McALLISTER-WILSON, D.</b>	Admin.	President	T-100	<b>(202) 885-8601</b>	<b>8601</b>
<b>McCLURE, Gloria</b>	Staff	Registrar's Office	T-104	<b>(202) 885-8651</b>	<b>8651</b>
<b>MICHEL, Ann</b>	Staff	Lewis Center	KG-07	<b>(202) 664-5702</b>	<b>5702</b>

<b>MILES, Veronica</b>	Faculty	Preaching	SG-27	<b>(202) 885-8656</b>	<b>8656</b>
<b>MITCHELL, Beverly</b>	Faculty	Historical Theology	SG-23	<b>(202) 664-5686</b>	<b>5686</b>
<b>MOLINA, Nehemias</b>	Staff	EdTech	TG-07	<b>(202) 885-8619</b>	<b>8619</b>
<b>PALENCIA, Oscar</b>	Staff	Facilities	Garage Office		<b>5685</b>
<b>PAPENDORP, Barbara</b>	Staff	COS / Library	T-210A / Library	<b>(202) 885-8618</b>	<b>8618</b>
<b>PARKS, JaNice</b>	Staff	Admissions	T-202	<b>(202) 885-8687</b>	<b>8687</b>
<b>PARRISH, Lorena</b>	Faculty	Urban Min. & Mis./CEI	CEI K-115	<b>(202)-885-8698</b>	<b>8698</b>
<b>PECK-McCLAIN, Emily</b>	Faculty	Spiritual Formation	SG-28	<b>(202) 885-8672</b>	<b>8672</b>
<b>POWE, Doug</b>	Faculty	Lewis Center	K-104	<b>(202) 664-5706</b>	<b>5706</b>
<b>PRUCHNICKI, Liz</b>	Staff	Admissions	T-202	<b>(202) 885-8653</b>	<b>8653</b>
<b>PRUSKI, Tom</b>	Staff	Heal the Sick Initiative	K-111	<b>(202) 706-6843</b>	<b>6843</b>
<b>ROSEN, Aaron</b>	Faculty	LUCE Ctr. Arts & Rel	K-113	<b>(202) 885-8674</b>	<b>8674</b>
<b>SANTIAGO, Karen</b>	Staff	International Students	S-134	<b>(202) 664-5683</b>	<b>5683</b>
<b>SHARP, Monica</b>	Staff	Residence Life	NRH Stowe Rm	<b>(202) 246-8251</b>	<b>-----</b>
<b>SHEPPARD, Sara</b>	Staff	COS/DMin	T-210B	<b>(202) 885-8688</b>	<b>8688</b>
<b>SHIN LEE, Kyunglim</b>	Admin.	International Relat	T-212	<b>(202) 885-8620</b>	<b>8620</b>
<b>SINKFIELD, W. Antoni</b>	Admin.	Community Life	T-105	<b>(202) 885-8614</b>	<b>8614</b>
<b>SLAYTON, Ginny</b>	Staff	Business Office	T-103	<b>(202) 885-8661</b>	<b>8661</b>
<b>SNOW-DAWSON, Keiran</b>	staff	Lewis Center	KG-07	<b>(202) 664-5704</b>	<b>5704</b>
<b>STEWART, Raedorah</b>	Staff	Writing Center	S-129	<b>(202) 885-8671</b>	<b>8671</b>
<b>STRAITS, Jeff</b>	Admin.	C.F.O.	T-101	<b>(202) 885-8684</b>	<b>8684</b>
<b>Taumoepeau-Aho, Mele</b>	Staff	Alumni Relations	T-211	<b>(202) 885-8624</b>	<b>8624</b>
<b>TYLER, Thomas</b>	Adj.Faculty	Chapel Choir	<a href="mailto:drthomasdtyler@gmail.com">drthomasdtyler@gmail.com</a>		
<b>TZAN, Doug</b>	Faculty	DMin / COS	S-133	<b>(202) 885-8602</b>	<b>8602</b>
<b>VALLADARES, Ana</b>	Staff	Facilities	Residents' Bldgs.	<b>(202) 664-5685</b>	<b>5685</b>
<b>WALKER, Bill</b>	Staff	Controller	T-103	<b>(202) 885-8622</b>	<b>8622</b>
<b>WASHINGTON, Delores</b>	Staff	Mailroom/Copy Ctr.	R.Washington Ctr.	<b>(202) 885-8645</b>	<b>8645</b>
<b>WASHINGTON, Twila</b>	Staff	Business Office	T-104A	<b>(202) 885-8675</b>	<b>8675</b>
<b>WEEMS, Lovett</b>	Faculty	Lewis Center	KG-07	<b>(202) 885-8621</b>	<b>8621</b>
<b>WHITTEN, Debra</b>	Staff	PM&M	K-107	<b>(202) 885-8666</b>	<b>8666</b>
<b>WILLIAMS, Rachel</b>	Staff	Lewis Center	KG-07	<b>(202) 664-5701</b>	<b>5701</b>
<b>WILLINGHAM, Angela</b>	Admin.	Dev. Office	T-212 suite	<b>(202) 885-8617</b>	<b>8617</b>
<b>WINGEIER-RAYO, Phil</b>	Faculty	Wrld.Xnity/Meth. Studies	K-110	<b>(202) 885-8667</b>	<b>8667</b>
<b>WOGAMAN, Diane</b>	Staff	Facility Coord/ Recpt.	T-103	<b>(202) 885-8600</b>	<b>8600</b>
<b>WORKS, Carla</b>	Faculty	New Testament	K-109	<b>(202) 885-8673</b>	<b>8673</b>
<b>WORKS, Nick</b>	Staff	PM&M	K-112	<b>(202) 885-8604</b>	<b>8604</b>
<b>YOUNG, Josiah</b>	Faculty	Systematic Theology	T-209	<b>(202) 885-8623</b>	<b>8623</b>



**Building/floor key for offices:**

S = Straughn (entry & top floors)    K = Kresge entry floor

SG = Straughn lower level            KG = Kresge lower level

SB = Straughn Basement            KB = Kresge Basement

T = Trott (entry & top floors)

TG = Trott lower level

# Section One: Community Life Mission Statement

## Covenant of Professional Ethics and Behavior

Wesley Theological Seminary, rooted in Christian tradition, recognizes that theological education involves a rigorous academic formation. It is important that students recognize that the seminary holds certain legitimate expectations that students will act with integrity toward self and community. We expect the Covenant of Professional Ethics and Behavior to be honored in practice and in intent. Readiness for ministry will be gauged by faithfulness to this covenant.

The seminary covenants to welcome students as valued members of the community and treat them with respect, dignity, fairness and equity. The seminary also covenants to promote a safe and healthy environment, to promote a climate that nourishes professional, spiritual, personal, and emotional development, and to provide support services or referrals for assistance with personal issues and academic advancement.

**Recognizing that as offspring of our Creator, called to live in community with God and one another, we commit to live in a covenanted relationship. Each student affirms and commits himself or herself to the following:**

### *The Covenant of Stewardship*

“I will be a faithful steward of and fully accountable for funds, property, and human resources related to my study and ministry.

I will be respectful of the time and energies of faculty, staff, and administration, and other students.

### *Use of Property*

I will use seminary property (computers, dormitories, classrooms, etc.) only for its intended purpose. I will do my best to make sure that property is respected and that maintenance needs are reported promptly. I will report situations that threaten the safety and well-being of the community.

### *Financial Accountability*

I will act responsibly in incurring indebtedness, considering my potential for employment and my family and personal commitments. I will be responsible in meeting my financial obligations, including prompt payment of tuition and fees.

### Timeliness

I will submit course work on time and take course attendance requirements seriously. Regular attendance in classes and timeliness in submitting work is a matter of respect and courtesy to faculty members and fellow students. When a deadline cannot be met, I must negotiate in advance with either the professor or the Dean as specified in their course syllabus and the Wesley Theological Seminary Catalog.

### Special Needs

I will take responsibility to negotiate with the seminary about my special needs in accordance with seminary policy. Such conditions might include:

learning disabilities, family emergencies, physical limitations, and severe illness. I will not undertake on my own the remedy of special needs of others in the community, including extended counseling, financial support, or inappropriate academic assistance.

### *The Covenant of Dignity and Inclusiveness*

“I affirm that all persons at Wesley Theological Seminary should be treated with respect regardless of their race, sex, gender identity, sexual orientation, religion, marital status, political belief, national origin, physical and mental disabilities, age, or any other human condition.

I will respect each person’s integrity, values, conscience, spirituality, and theology and will protect the welfare of all persons, considering the impact of my words and actions on those around me. I will be respectful in criticizing students, faculty, and staff, and I will be truthful and honest in relating to others.

Further, I have read and affirm the [Commitment to Diversity](#) as stated in the Handbook on pages 59-63 and the [Disabilities Statement & Procedures](#) on pages 66-68.”

### **The Covenant of Self-Care**

“I will manage my personal life in a healthful fashion and seek consultations with appropriately qualified persons for my personal problems or conflicts when necessary. I remain accountable for honoring the duty of spiritual growth, self-improvement, intellectual openness, and physical well-being.”

### **The Covenant of Academic Honesty**

“I recognize that all forms of academic dishonesty are detrimental to my integrity and to the community. I recognize that infractions of this covenant may lead to a review of my status in the community. I recognize that professors have authority to determine whether computers will be used for exams.

I have read and affirm the policy on dishonesty as stated in the Handbook under [Disciplinary Actions](#) on pages 24-25.”

## **The Covenant of No-Harassment**

“I will seek collegial relationships with colleagues, faculty and staff. I affirm Wesley Theological Seminary’s commitment to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment and threats (verbal, visual, physical, and sexual)” as stated in the [Sexual Harassment Policy](#) on pages 70-73.

## **Personal and Professional Discipline**

Whenever the Seminary is presented with a problem of inappropriate conduct, personal immaturity, or evidence of emotional or mental instability that could lead to disciplinary action, or when a student demonstrates behavior that brings into question fitness for ministry, the following procedure will be followed:

1. A written complaint regarding the student must be made to the Associate Dean for Community Life by the injured party or his/her representative. The complaint may be sent through regular mail or e-mail.
2. There shall be a preliminary hearing between the student whose character or conduct has been questioned and the Associate Dean for Community Life for the purpose of ascertaining the facts of the case. In that preliminary hearing, the student shall be informed of the information in the Seminary’s possession and the student shall be invited to respond. The student will be provided with a copy of this process. The possibility shall be explored that the charges are untrue or do not justify disciplinary action or that by some voluntary cooperation on the part of the student the matter may be brought to a just result without the necessity of formal action. The Associate Dean for Community Life shall then make a decision concerning resolution of the charges or referral to the Personal Development for Ministry (PDM) Committee. Decisions of the Associate Dean for Community Life may be appealed to the PDM Committee; decisions of the PDM Committee may be appealed to the Faculty.
3. If the matter is referred to the PDM Committee, the Associate Dean for Campus Life shall write a letter to the student stating the nature of the evidence in the hands of the Seminary, and in what respects the evidence may indicate that the student lacks one or more of the characteristics of a degree candidate. The letter will request that the student meet with the PDM Committee, the Dean, and the Associate Dean for Campus Life no later than ten days after receipt of the letter, at a time and place designated.
4. The student will meet with the PDM Committee, the Dean, and the Associate Dean for Community Life. The student’s Faculty Advisor shall be invited to attend. Following this meeting, the PDM Committee shall make a decision concerning the resolution of the charges or referral to Faculty, in cases of dismissal.
5. Should the PDM Committee refer the student to the Faculty for dismissal, a letter will be sent from the PDM Committee to the Faculty through the Dean and to the student no less

than ten days before a faculty meeting. Such a letter shall include designation of the nature of disciplinary or other action to be taken. The student shall be given the opportunity to send comments or objections by letter to the Faculty through the Dean at this time. The Faculty upon motion duly made shall take action by ratifying, modifying, or vacating the recommendations of the Committee. The Dean shall notify the student in writing of the Faculty's decision.

6. Students who are withdrawn from matriculation for such reasons may be considered for readmission by the Admissions Committee following appropriate assessment, consultation with the Associate Dean for Community Life, and a determination that the condition requiring withdrawal has been remedied. Please note that any international students studying on an F-1 visa must immediately consult with the Director of International Student Services at the start of any disciplinary hearing to be advised of their options for maintaining immigration status.

## Section Two: Student Services and Resources (by alpha)

### Advertising on Campus

There will be no posting of signs on any doors or other surfaces of the main Wesley campus (see below for Residence Halls), with the exception of the Seminary event list, course lists and emergency postings made by the Facilities Staff. There are no other exceptions. Signs will be immediately removed if violated.

#### *General Event Promotion*

1. All Seminary events can be advertised in three ways 1) weekly e-mail announcements 2) the Wesley Journal, and 3) on the events calendar page of the Wesley web-site.
2. To promote an event on one or all of these mediums, e-mail all event details to the [e-communications email address](#). For more information see the section on [Wesley Journal and E-Communications](#).
3. The various editors have the right to deny inclusion and/or to edit information to fit their respective publication. Rationale will be given for those items wholly denied.
4. All information for e-communicating must be submitted by noon on the Wednesday of the week prior to the event. There will be no exceptions made, and information cannot be disseminated if not submitted in the manner described above.
5. Freestanding, portable sign holders are available in the mail room. They must be reserved through the Facilities Coordinator and can be checked out on the same day of the event. Event planners must make their own 8 ½" x 11" or smaller signs to be put in the sign holders and arrange for the return of the sign holders upon completion of the event.
6. All notices and advertisements must comply with the Seminary guidelines regarding diversity and be respectful of the various points of view and the variety of cultures

represented in the Seminary community and outlined in the Covenant of Professional Ethics and Behavior.

### *Bulletin Boards*

- General Purpose bulletin boards are provided in various locations throughout the campus for posting of materials of general interest to various members of the Wesley Seminary community.
- Some bulletin boards are reserved for official seminary notices or for announcements from specific departments. Notices should only be posted on these boards with the approval of faculty or staff of the Seminary.

### *Signs in Residence Halls*

The doors of Straughn and Carroll Halls are reserved for materials from the Office of Residence Life. Any other materials that provide information on events directly related to the life of the seminary may be posted on the bulletin boards located in the lobbies of Straughn and Carroll provided for that purpose. Any student, staff member, or faculty member can post a message providing it falls in line with the following guidelines:

- Messages are hung on a first-come basis and all new messages must be hung in a manner that does not block any existing message.
- Material may only be removed by a member of the sponsoring organization or Residence Life Staff. If any member of the community feels that any posted material is hung in violation of a Seminary policy, they should report it to the Office of Residence Life or the Office of Community Life.
- To provide space and opportunity for all members of the community to have access to board space, notices should not be hung more than seven days in advance of an activity. Prior notice of an activity can be posted on the general-purpose bulletin boards or advertised in the Wesley Journal (see above).
- Notices will be removed within 24 hours after a meeting or event has taken place. It is the responsibility of the organization sponsoring the event to ensure that this is done.

## **American University Resources**

For more information about resources and services available at American University, including contact information and hours of operation, please see the [American University website](#).

### *Bender Arena and Box Office*

Wesley students qualify for graduate student rates for concerts sponsored by American University. The box office is located in the tunnel near Bender Arena.

## *Greenberg Theatre*

The Greenberg Theatre is located at 4200 Wisconsin Ave. Students can purchase tickets online at [american.tix.com](http://american.tix.com). For more information about Greenberg Theatre including contact information and box office hours, please see the [American University website](#).

Jacobs Fitness Center, Cassell Fitness, Reeves Aquatic Center & Bender Arena

The Jacobs Fitness Center is located on the first floor of the American University Sports Center. This 15,000 square foot facility includes a wide range of cardiovascular and strength equipment in addition to a group exercise program. Membership also includes use of the pool, basketball courts, and indoor track. Memberships are available to Wesley Seminary students and staff for \$485 a semester.

## *Kay Spiritual Life Center*

The Kay Spiritual Life Center is an interfaith center located near Massachusetts Ave. at the end of the academic quad. It is home to many of the religious communities of American University. The Center hosts various religious events including a Protestant Worship Service on Sunday nights at 7:00 p.m.

## *Library Privileges*

Students with a Wesley photo ID may apply for borrowing privileges, use library resources, and study at the Bender Library at the American University. Contact the Bender Library for more information.

## *Retail Services*

Several retail stores, banks, and restaurants are available on American University's campus. For more information about American University services, please see the American University website.

## *Shuttle Service*

Wesley students can ride the AU Shuttle at no charge, using a valid Wesley ID card. The closest shuttle stop is near the tunnel at American University, outside the Kogod School of Business building. The bus will take you to the Tenleytown Metro Station. For more information about shuttle service including a map and service hours, please see American University's Shuttle webpage.

## **Business Office**

The business office is located in Trott 103. Students may visit the office to make payments or get information about their student accounts. Office hours are from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Monday - Friday and is closed during chapel service on Tuesday mornings.

Students may contact the business office at (202) 885-8662 or [businessoffice@wesleyseminary.edu](mailto:businessoffice@wesleyseminary.edu)

## Campus Conduct Hotline

*Campus Conduct Hotline*© is a part of the seminary's continuing effort to promote "zero tolerance" of unethical conduct in the workplace. It is designed to minimize any apprehension you may have and make it possible for you to report concerns about possible violations of our institution's Code of Ethics and employment policies. The *Campus Conduct Hotline*© system is available for your use around the clock, seven days a week. Because the *Hotline* is operated by an independent organization, any calls made through this *Hotline* are completely confidential and anonymous.

Using this new reporting service is easy. If you have a question or concern about a possible violation of our Code of Ethics or employment policies, simply dial toll-free to **866.943.5787**. Once you have dialed the toll-free number, here is how the reporting and follow-up processes work:

1. Your call will be greeted promptly and courteously by a person who makes certain you understand the *Campus Conduct Hotline*© program and how it functions. If you prefer to make your report in a language other than English, just let the person who answers know and they will arrange for a translator to participate.
2. At the beginning of the interview, you will be provided with a five digit, randomly generated case number that you should use to check back for updates and requests for additional information. Be sure to write this number down and remember where you put it!
3. You will then be interviewed about the question or concern that is on your mind.
4. Your interview will not be recorded. Instead, the interviewer will be typing notes of your conversation. Whether or not you choose to provide your name is completely up to you.
5. Within one business-day of your call, a summary of the interview will be forwarded to our institution. Our goal will be to have a basic response back to you in five business days.
6. To receive your response, you will need to call back and provide the five digit case number that has been assigned to you. At that time, you might be asked to provide additional information or to call back at a later date. You will be able to keep checking back for updates until your case is closed.
7. Because of the built-in confidentiality, it is important that you try to be as specific as possible about the information you provide. For example, we will need to know the name of the department you work in and the location you are calling about. And, please be sure to call back in five business days to check to see if any additional information is needed. Alternatively, if you would like someone to contact you directly, you can leave your name along with a phone number where and when you would prefer to be called.



8. To repeat, at no time is any caller required to identify his or her identity and all. Information provided can be completely confidential and anonymous.

## Chapel and Worship Services

The Wesley community worships on Tuesdays at 11:00 a.m. in Oxnam Chapel for worship incorporating music, visual arts, dance and drama. Students, faculty, and staff are encouraged to participate in worship activities. Some student groups provide additional opportunities for worship throughout the semester. Please check your Wesley weekly announcements for additional worship times and opportunities.

## Children on Campus

As a welcoming and supportive community, Wesley is open to the children of residents and commuters. The area public schools for children of residential students are [Horace Mann Elementary School](#), [Alice Deal Middle School](#), and [Woodrow Wilson High School](#).

Parents are reminded that the supervision of juvenile residents and visiting children is the responsibility of the parents/guardians. Children are expected to respect the property and other community members. Children should be supervised at all times. They should not play in the lobby areas or parking lots. The Seminary will not be held responsible for injuries sustained by children playing anywhere on campus.

Parents/guardians must assume financial responsibility for any Seminary property damaged by children. It is expected that if there is harm done to the property, children and parents/guardians will be honest about the liability. However, in cases where no one claims responsibility, the Seminary will reserve the right to judge the responsible party. Failure of children to observe these regulations will result in a warning to the student parent/guardian.

## Community Kitchens

Full community kitchens are available on all four floors of the New Residence Hall and on the second floor and sub basement level of Straughn Hall. Full kitchens feature a commercial refrigerator, deep freezer, four coil electric range, microwave, toaster oven, and sink/disposal. The half community kitchen on the sub basement level of Straughn has all of the features of a full kitchen minus the four coil electric range. Kitchens are open to all students and are outfitted with basic appliances and utensils.

## Commuter Locker Facilities

Lockers are available for nonresident Wesley students as a place to safely store personal belongings. The locker room is located in the basement of Kresge Academic Building. To request a student locker, please contact the Office of Community Life located in Trott 105 or by telephone at (202) 885-8694. These lockers are assigned and kept for the fall and spring semesters and must be vacated and cleaned out by the Commencement in May. If you are a summer student, you may re-reserve your locker, but failure to re-reserve or vacate by

commencement will result in facilities cutting your lock off and disposing of the contents of your locker.

## Computer and Network Resources Usage Agreement

The following document outline Wesley Seminary's Computer and Internet Use Policy. Contained here are the rules and regulations governing the use of the technological resources owned and controlled by Wesley Theological Seminary.

### *Use of Resources*

Students who are provided access to Wesley Theological Seminary's computer facilities and to the campus-wide communication network assume responsibility for their appropriate use. Wesley Seminary expects students to be careful, honest, responsible, and civil in the use of computers and networks.

Those who use wide-area networks (such as the Internet & wireless internet) to communicate with individuals or to connect to computers at other institutions are expected to abide by the rules for those systems and networks as well as those for Wesley Seminary's systems.

Be advised that, in addition to violating seminary rules, certain computer misconduct is prohibited by federal and state law and is, therefore, subject to criminal and civil penalties. Such misconduct includes but is not limited to the following:

- knowingly gaining unauthorized access to a computer system or database
- falsely obtaining electronic services or data without payment of required charges
- intentionally intercepting electronic communications
- obtaining, altering or destroying others' electronic information

Students are expected to abide by these rules and policies and to consult a member of the Wesley Seminary staff or administration prior to any activity that would appear to threaten the security or performance of seminary computers and networks. Failure to do so may result in disciplinary action.

### *Compliance with the Digital Millennium Copyright Act of 1998*

Wesley Seminary prohibits the use of the seminary network for illegal activities. Federal law prohibits the reproduction, distribution, public display or public performance of copyrighted materials over the Internet without permission of the copyright holder, except in accordance with fair use or other specifically applicable statutory exceptions.

Wesley Seminary may terminate the network access of users who are found to have repeatedly infringed the copyrights of others. In addition, unauthorized distribution of copyrighted material, including unauthorized torrent use or peer-to-peer file sharing, may subject a student to civil and criminal liabilities. Also, a student may be held responsible for misuse that occurs by allowing a third-party access to the student's own computer, account, or network connection.

Wesley Seminary complies fully with the federal Digital Millennium Copyright Act of 1998 ("DMCA") and has in place the mandated process for receiving and tracking alleged incidents of copyright infringement.

### *Use of Facilities*

Information technology resources are the property of Wesley Seminary and are provided to

employees and students primarily for purpose of fulfilling the mission of the seminary. Informational technology resources include, but are not limited to, user accounts, email accounts, Learning management system accounts, printing, network and Internet access. Use of these systems is a privilege. These facilities have tangible value. Attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

The following expectations apply:

- Students should not attempt to damage or to degrade the performance of Wesley Seminary's computers and networks and should not disrupt the work of other users.
- Students should not attempt to circumvent security systems or to exploit or probe for security holes in any Wesley Seminary network or system, nor may students attempt any such activity against other systems accessed through Wesley Seminary facilities.
- Execution or compilation of programs designed to breach system security is prohibited.
- Students assume personal responsibility for the use of their accounts.
- Students may not disclose their passwords or otherwise take action that would make Wesley Seminary's facilities available to unauthorized individuals (including family or friends).
- The possession or collection of other individual's passwords, personal identification numbers (PINs), private digital certificates, or other secure identification information is prohibited.
- Use of Wesley Seminary's computers and networks for business related purposes without authorization is prohibited.

### *Privacy of Information*

Systems administrators may gain access to users' data or programs when it is necessary to maintain or prevent damage to systems or to ensure compliance with other seminary rules.

Computer systems and networks provide mechanisms for the protection of private information from examination. These mechanisms are imperfect and any attempt to circumvent them or to gain unauthorized access to private information (including both stored computer files and messages transmitted over a network) will be treated as a violation of privacy and will be cause for disciplinary action.

In general, information that the owner would reasonably regard as private must be treated as private by other users. Examples include the contents of electronic mail boxes, the private file storage areas of individual users, and information stored in other areas that are not public. That measures have not been taken to protect such information does not make it permissible for others to inspect it.

On shared and networked computer systems certain information about users and their activities is visible to others. Users are cautioned that certain user accounting and directory information (for example, usernames and email addresses), certain records of file names and executed commands, and information stored in public areas, are not private. Nonetheless, such unsecured information about other users must not be manipulated in ways that they might reasonably find intrusive; for example, eavesdropping by computer and systematic monitoring of the behavior of others are likely to be considered invasions of privacy that would be cause for disciplinary action. The compilation or redistribution of information from seminary directories (printed or electronic) is forbidden.

## *Email*

Wesley Seminary uses Microsoft 365 email to communicate with members of the seminary community. Students, faculty, and staff are expected to check their email regularly.

Email is not an infallible medium of communication. Users are reminded that the storage and transmission of electronic materials, including email, can be disrupted by hardware and software failure as well as by hacking. Users are cautioned about storing or transmitting material that is sensitive or confidential.

Whenever employees or students send electronic mail, their name and user id are included in each mail message. **You are responsible for all electronic mail originating from your e-mail account.**

1. Misuse of the email system is not acceptable (such as sending messages to everyone on campus, chain letters, messages for personal gain, promotion, advertising, commerce, harassment, threats, profanity, or gossip).
2. The user should delete all messages from the mail system when they are no longer needed as a finite amount of storage space is available for electronic mail. Any messages that the user wants to keep should be saved on her or his own hard drive or cloud.
3. Network usage on campus is monitored by Wesley system administrators. For electronic mail this includes ensuring the delivery of messages within the seminary and to/from the Internet.
4. Protect your email address and be wary of what you open. If you do not recognize the email, then be cautious about opening it.
5. The following actions are prohibited and may result in the suspension or revocation of all network privileges:
  - a. Forgery (or attempted forgery) of electronic mail messages
  - b. Attempts to read, delete, copy, or modify the electronic mail of other users
  - c. Attempts at sending harassing, obscene and/or other threatening e-mail to another user.
  - d. Attempts at sending unsolicited junk mail (spam), “for-profit” messages or chain letters.

## *Security and Privacy*

Network-based system activity is automatically logged on a continuous basis. These logs do not include private user text, mail contents, or personal data, but do include a record of user processes that may be examined by authorized system administrators.

Users who request assistance from Wesley Seminary IT and IT contractors give the staff implicit permission to view specific data in their accounts that is necessary to investigate, diagnose, or correct the problem.

## *Blackboard Tracking*

Blackboard Learn automatically records all student and faculty activities including: the first and last access to the course, the pages accessed, the number of discussion messages read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify participants having difficulty, or to verify academic honesty.

## *Kaltura*

Kaltura Video Enterprise System tracks data on videos created and viewed. Instructors and System Administrators can see what user viewed what videos for how long and when.

### *Use of the Wesley Seminary Network*

- Users with personal devices on the Wesley Seminary network are expected to take reasonable precautions to ensure the security of their systems. Individuals may be held responsible for misuse by others that occurs on their systems.
- Wesley Seminary reserves the right to scan the seminary network and systems connected to it to assist in identifying and protecting against exploitable security vulnerabilities (e.g., viruses) and to preserve network integrity and availability of resources (e.g., sufficient bandwidth). Devices may be disconnected from the network until security issues have been resolved. Users may not scan the Wesley Seminary network or computers that they do not own or officially administer.
- Attempts to monitor, analyze, or tamper with network data packets that are not explicitly addressed to your computer are prohibited.
- Using a network address other than the one assigned by Wesley Seminary is prohibited.
- Users are not permitted to register external domain names (i.e., any domain outside of wesleyseminary.edu) that reference systems on the Wesley Seminary network without authorization.
- Users may not advertise routing information on the Wesley Seminary network or act as gateways to external or private networks.
- It is prohibited to create secondary physical networks, using devices including bridges, routers, or wireless access points, connected to the Wesley Seminary network without authorization.
- Providing services or running applications that consume excessive bandwidth or impede others' use of the network is prohibited without authorization.

### *Electronic Communication*

1. Those who make use of online forums and other network communication utilities (e.g., Newsgroups and the Web) do so voluntarily, with the understanding that they may encounter material they deem offensive. Individuals who subscribe, post messages, or simply browse through such utilities must abide by the rules governing each in addition to Wesley Seminary's rules governing computing on campus.
2. Although unauthorized commercial work is prohibited on Wesley Seminary systems and networks, some online forums allow the posting of job opportunities and personal items for sale. Such activity is permissible within the constraints of policies specific to each forum. Wesley Seminary takes no responsibility for any fraud or misrepresentation users may encounter.

### *Cases of Misconduct*

- Wesley Seminary reserves the right to terminate access at any time to anyone whose use of its resources violates the law or threatens system or network security, performance, or integrity. This includes the ability to terminate running processes or active connections.
- Wesley Seminary will, in appropriate circumstances, terminate the network access of users who repeatedly infringe the copyrights of others.
- In cases of computer misconduct, Wesley Seminary will notify the appropriate dean or University official, who in turn will determine the course of any investigation or disciplinary action.

## *Waiver*

Users recognize that systems and networks are imperfect and waive any responsibility for lost work or time that may arise from their use. The staff of Wesley Seminary cannot compensate users for degradation or loss of personal data, software, or hardware as a result of their use of University-owned systems, software, or networks, or as a result of assistance they may seek from Wesley Seminary staff.

## **Course of Study**

The Course of Study at Wesley Theological Seminary is a year-round experiential and classroom learning process for licensed Local Pastors of the United Methodist Church. The five-year program meets both on-line and in person in weekend formats and a residential program in July. Wesley Theological Seminary is the Regional School for the North East Jurisdiction and functions as the anchor school for the area. In addition to weekend courses and the July program on the Wesley campus, Wesley manages courses at three satellite programs located near Philadelphia, PA (EPA Conference); near Syracuse, NY (Upper New York Conference) and the New England Conference. Registration forms can be found on the Course of Study web page on the Wesley website. All courses require pre-course work to include reading, writing and submitting in advance using Blackboard.

Students should take courses in sequence from Year 1 to Year 5 with CS 121 Bible 1: Introduction and CS 122 Theological Heritage 1: Introduction taken first as pre-requisites to all other coursework. Course instructors include both full time and adjunct faculty of Wesley theological Seminary as well as clergy from the surrounding area. Grades are mailed out to students and conferences and reported to the General Board of Higher Education and Ministry after each term. Students in need of a transcript should contact the Course of Study Office at Wesley.

For more information about requirements and enrollment, please see the [Course of Study section](#) of the Wesley website or contact [Sara Sheppard](#), Director for the Course of Study Program

## **Deans' Office**

The Deans' Office is located in Trott 105. Students may schedule a visit to the office or arrange an appointment with the Dean or the Associate Dean for Community Life by calling (202)885-8694 or emailing [communitylife@wesleyseminary.edu](mailto:communitylife@wesleyseminary.edu).

## Dining Services

The refectory dining room is located on the bottom floor of Kresge. This is an area that is set aside for students and staff to bring their meals for dining when you would like. You will find the dining area, rest rooms, and several meeting rooms in this area.

Wesley will not have food service on campus for the 2022-2023 academic year. We have worked with American University to offer Wesley students the ability to enroll in American University's meal service plans.

The AU meal plans include a comparable plan to Wesley's. The most comparable option is the 100 Block Plan. This plan includes 100 meals and \$400 in Eaglebucks per semester. Wesley will discount this plan \$414 per semester to the \$1,230 rate of Wesley's 2021 Food Service Plan.

Wesley has also arranged with AU for the plan cost to be direct billed to Wesley, enabling us to put the cost on your student account instead of paying the entire cost by credit card with AU. The plans are as follows:

2023 AU Meal Plans

Plan	Meals Per Semester	Eagle Bucks	Semester AU Price	Wesley Discount	Student Price
All-Access	Unlimited	\$100	\$3,315	(\$496)	\$2,819
175 Block Plan	175	\$400	\$2,653	(\$496)	\$2,157
100 Block Plan	100	\$400	\$1,726	(\$496)	\$1,230
50 Block Plan	50	\$100	\$755	\$0	\$755

The advantage of this relationship with American University is that it provides for our students a wider variety of food options, and AU Dining's hours are much longer—offering breakfast, lunch and dinner.

Details about the AU Meal Plans and their prices can be found on the following webpage. <https://www.american.edu/ocl/onecarddining/mealplan.cfm>

## Disability Support Services

Students needing accommodations are encouraged to self-identify to the Office of Community Life. Students should submit any relevant and current documentation from a qualified

professional to the Office of Community Life.

Students must return documentation as early as possible, preferably by June 30 for fall admission, and by November 30 for January admission. Later submission of documentation may result in a delay of accommodation implementation.

For more information about how to secure accommodations, please see the [Disability Statement and Procedure](#) in the section on Seminary Policies.

## Doctor of Ministry Terms

Wesley is proud to offer a Doctor of Ministry program for advanced-level curriculum integrating the experience of ministry with the academic resources of the Seminary. The D.Min Program aims to enable pastors to develop an integrated theology of ministry that embraces the total life and mission of the church.

Admission to the D.Min Program requires a bachelor's degree or equivalent from a regionally accredited college, a Master of Divinity or equivalent from a seminary accredited by the Association of Theological Schools, and three years of ministry experience prior to entering Wesley's D.Min Program.

Tracks have various deadlines for admission. Interested applicants are encouraged to contact Wesley's Office of Admissions via [email](#) or phone at (202) 885-8659.

For more information about the Doctor of Ministry program please visit the [Doctor of Ministry page](#) on the Wesley website.

## Emergency Preparedness

In the case of an actual disaster or a declaration of Code Red by the Department of Homeland Security, the community will follow the below listed procedures:

- The community will be notified of the emergency by one or more of these methods, (alarms, whistles or air horns sounding in the buildings, switchboard, voice mail system, e-mail, signs, and individual contact) regarding the type of emergency.
- If you are required to evacuate the buildings, (*emergency notification will be by fire alarm*), please exit at least 500 feet from any building:
  1. Trott evacuates down the entry drive to Massachusetts Avenue and proceeds towards University Avenue.
  2. Kresge evacuates down the exit drive towards University Avenue.
  3. Library evacuates down the exit drive towards University Avenue.



4. Wesley Downtown evacuates to either side of Mass Ave or K Street to the front of Mount Vernon Place United Methodist Church.
  5. Straughn evacuates down the exit drive towards University Avenue.
  6. Carroll and NRH evacuates down the exit drive towards University Avenue.
  7. Birch evacuates down the atrium stairwell out to Massachusetts Ave.
- If the building is locked down (*emergency notification will be sounded by whistles or air horns*), you will need to relocate to an area in the building that is marked as a safe area.
    1. Trott relocates to safe areas on the ground floor (basement/annex) of the Library.
    2. Kresge relocates to safe areas in the tunnel leading to Trott and in the ground floor (basement) hallways of Trott.
    3. Library relocates to safe areas in the basement lounge, hallway area and the tunnel leading to Kresge.
    4. Straughn relocates to safe areas on the ground floor north side of building by the mail boxes, Welliver Lounge, in the hallway and the open area by the prayer room.
    5. Carroll West relocates to the safe areas on the ground floor by the storage room, laundry room and the hallway area.
    6. Carroll East relocates to the safe areas on the ground floor by the storage room, laundry room and the hallway area.
    7. Wesley Downtown and the Birch Intentional Community relocates to the safe areas in the basement of Mount Vernon Place UMC.

### *Emergency Kits*

In the event of an emergency or disaster, you may break open any emergency kit for supplies such as food, water, flashlights, etc. A list of supplies will be listed on each kit and will be in the following locations:

1. Laundry room on east and west sides of **Carroll**
2. Food pantry in **Straughn**
3. Community kitchen in the **Birch Intentional Community**
4. Millian Kitchen in the **New Residence Hall**
5. Facilities closet across from the Business Office in **Trott**
6. Behind the circulation desk in the **Library**.
7. Commuter lounge in **Kresge**
8. Office Cabinet in B 110-3 next to the bathrooms on the basement level of **Wesley Downtown**

## Facilities and Grounds

Facilities and Groundskeeping are responsible for maintenance and care of the physical property, with offices located in the maintenance garage in front of Carroll Hall. The facilities manager, the Resident Manager on Duty, and the Office of Residence Life should be contacted in the event of emergency situations (such as gas leaks or water leaks), general maintenance requests for on-campus residents should be placed through the [online maintenance request form](#). General concerns about facilities and maintenance should be addressed to the Office of Residence Life.

## Faculty Offices

Faculty offices are located in Trott, Kresge, and Straughn. Faculty set individual office hours and should notify students of those hours at the start of each semester's class. Appointments with faculty or questions concerning faculty availability can be directed to the faculty member.

## Financial Aid and Scholarships

Wesley's Financial Aid program is administered by the Financial Aid consultant, Yvette McCoy: [financialaid@wesleyseminary.edu](mailto:financialaid@wesleyseminary.edu). Students can get information on specific grant and loan programs, debt counseling, work-study and work-ship positions by contacting the Financial Aid consultant. Appointments can be made by contacting the consultant by phone, email, or by stopping by the Financial Aid Office.

Going into debt for seminary is discouraged but will be a reality for many seminarians. The average educational debt load for Wesley graduates is **\$40,000**. The Financial Aid consultant is prepared to help you with various types of student loans.

### *The Stafford Loan*

The Stafford Loan is a government loan, originated by the school. Depending on cost of attendance and other aid, graduate students can borrow up to **\$20,500** per year in an unsubsidized loan. The interest rate is fixed at **4.3%** and there is a six month grace period before repayment begins after graduation or dropping below half-time enrollment.

The procedure for applying for a Stafford loan is as follows:

1. Complete [FAFSA form](#).
2. Complete the Master Promissory Note and Loan Entrance Counseling required by the government's [Federal Direct Loan Program](#).
3. Complete a Stafford Loan Request Form

Steps 1 and 3 are required each year a loan is obtained. Step 2 is a one-time process for new borrowers.

Loan funds will be deposited to students' accounts in the Business Office. The loan takes several days to process, so students are encouraged to plan ahead. Tuition and other charges must be paid first from the loan disbursement. If the loan disbursement is in excess of charges, resulting in a credit, a refund check will be issued. Refunds are available after 2:00 p.m. on Fridays, and the money must be credited to the account.

Entrance and exit interviews are required of all Federal loan recipients.

### *Wesley Merit Scholarships*

Merit Scholarships are based on demonstrated academic achievement, qualities of character, and leadership abilities that suit students for exceptional service in and through the church. The merit scholarships available to degree-seeking students are Bishop's, Oxnam, Governor's, President's, Dean's and Wesley Merit Awards. Applicants will be considered for merit aid upon admission to the seminary. Completed files are reviewed and awards are granted for 81 credit hours or six semesters if the student is in the MDiv degree program. If the student is in the MTS degree program, awards are granted for 60 credit hours or 4 semesters. If the student is in the MA program, awards are granted for 36 credit hours or three semesters. The following are specifications for Wesley merit scholarships:

- 1) Students must be accepted in a degree program to receive a merit scholarship.
- 2) Students must take **at least nine credit hours a semester** to receive the full-time merit scholarship and must take **at least five credit hours a semester** to receive the part-time merit scholarship.
- 3) The merit scholarship cannot be used in the Summer Session.
- 4) The merit scholarship **will not** cover audited classes.
- 5) If study is interrupted, the merit scholarship plan will be discontinued. Upon reentering, a student may be considered for reinstatement of the remainder of the initial scholarship.
- 6) If a student requests and receives credit for graduate studies completed in another educational institution, financial aid will be reduced by the number of hours transferred.
- 7) If a student seeks two Master degrees, scholarships are limited to the longer of the two degree programs.
- 8) Merit scholarships will be applied to the students' accounts after the add-drop deadlines.

### *Need Based Grants*

#### **Wesley Need Grant Application Process**

Need-based Wesley Grants will be awarded only when the FAFSA form and the Wesley Assistance Application have been received. **These must be completed each year** that the student is to receive an award.

**Application deadline for all forms is May 1<sup>st</sup>** of the year preceding the academic year for which the student is applying. Applications received after that time cannot be guaranteed, even

if the multiple year plans were already devised. These forms are used to determine financial need. Need must be demonstrated each year that a Wesley Grant is given.

### *Campus Employment*

There are two types of campus employment offered to Wesley students:

1. Wesley Work-ship and Federal Work-study
2. Positions involve part-time employment on campus (10-16 hours per week). Federal work-study provides federal funds for a limited number of part-time employment opportunities to students who have financial need and must earn part of their educational expenses. Federal work-study positions are available both on- and off-campus. To be eligible for federal work-study, you must file a FAFSA and demonstrate financial need.
3. While a FAFSA is not required for a Wesley work-ship position, financial need is still considered.
4. Students interested in either form of employment should complete a student employment application which is available through Human Resources. Both types of positions are paid through payroll twice per month.

### **Food Pantry**

A food pantry is available for students in need on the main level of Straughn. The pantry is stocked through donations and students may take as they need and give when they can.

### **The G. Douglass Lewis Center for Church Leadership**

The G. Douglass Lewis Center for Church Leadership seeks to advance the understanding of Christian leadership and promote the effective and faithful practice of Christian leadership in the church and in society. The center is building a new vision for church leadership grounded in faith, informed by knowledge, and exercised in effective action. It seeks a holistic understanding of Christian leadership that brings together theology and management, scholarship and practice, research and application.

For Wesley students, the center enhances the seminary's capacity to provide a foundation in church leadership of the highest quality. Supporting Wesley's mission as a church-based seminary, the Lewis Center also serves as a resource for clergy and lay leaders, congregations, and denominational leaders. Through teaching, research, publications, and resources, the Lewis Center supports visionary spiritual leaders and addresses those key leadership issues so crucial to the church's faithful witness. Current initiatives focus on encouraging excellence in the early years of ministry, sustaining pastoral excellence, and supporting vital congregations.

The center was established in 2003 to commemorate G. Douglass Lewis's twenty years of service as President of Wesley Theological Seminary. Doug Powe is the executive director of the Lewis Center. For more information visit the [Lewis Center Website](#).

## Guest Housing

The Office of Residence Life accepts requests for guest housing for eligible Wesley Seminary guests. Priority consideration is given to educators with active engagements at the seminary, prospective students or faculty (at the behest of the Admissions Office and Dean's Office), Wesley alumni, guests of faculty, administration, staff, current students or residents, and officials of the United Methodist Church.

To make a request for reservation, please complete the [Request for Guest Housing form](#). Please note, the Seminary is not able to accommodate requests for guest housing without a **minimum of two weeks' notice**, and certain times throughout the year Guest Housing is unavailable.

For more information about amenities, rates, policies, and procedures regarding guest housing, please see [Guest Housing](#).

## Health Benefits

Due to the new health care regulations and the costs to students of compliant plans, Wesley Seminary will not be offering student health insurance for the 2022 - 2023 academic year. We encourage you to look for other options for health care.

The Seminary understands it is important for students to have access to some form of health care coverage and provides a supplemental health benefit to students taking at least 5 credits. There is no additional cost for students to participate in these supplement health benefits. The cost of participation is included within student fees, assessed each Fall and Spring semester. **It is important that students understand this is not a comprehensive insurance plan and does not qualify as such under the Affordable Care Act. Students are strongly encouraged to have a comprehensive health insurance plan during their matriculation at Wesley.** For more information about available comprehensive health insurance plans under the Affordable Care Act, please visit [www.healthcare.gov](http://www.healthcare.gov).

Wesley provides Accident coverage to all half-time undergraduate students (5 credits or more). A full description of the Accident coverage may be found online at: [www.eiiastudent.org/wts](http://www.eiiastudent.org/wts).

**IMPORTANT: All benefits are provided in excess of any other Health Care Plan available.**

**CLAIM FILING INSTRUCTIONS:** Please complete one claim reporting form per accident and include the Policy number, Student's name and ID# on all correspondence. Submit all itemized bills along with the explanation of benefits from the primary insurance carrier to:

**NAHGA, Inc, PO Box 189, Bridgton, ME 04009**

Phone: 877.497.4980 / Fax: 207.647.4569

**E-mail: [eiia@nahga.com](mailto:eiia@nahga.com)**

For more information about the health benefit available to students, please contact the Office of Campus Life.

## **The Henry Luce III Center for the Arts and Religion**

The Center's programs offer rich opportunities for exploration of difficult questions, creative expressions in worship, and the spiritual formation of students. LCAR merges the transformative power of the arts as praxis and aesthetic theory with the rest of Wesley's curriculum while offering opportunities to engage the arts in a variety of ministry settings and contexts. LCAR's on-campus facilities include the visual arts studio, the Dadian Gallery, and the LCAR office.

The Studio (KG-06) provides work space for guest Artists-in-Residence, students enrolled in Religion and Art (RA) classes, and other members of the Wesley community. Members of the community not currently enrolled in RA classes should inquire with the Arts Office regarding availability and policies. The Dadian Gallery, located in the Kresge Academic Center, is LCAR's main exhibition space which hosts regularly scheduled exhibitions and artist talks. LCAR also maintains exhibitions in the Boardroom as well as managing the Wesley Collection, most of which is on permanent display throughout campus. For more information on the Luce Center, visit <http://luceartsandreligion.org/>. or visit the Arts Office in K108.

## **Housing**

### *Off-campus Housing*

The Office of Community Life & Residence Life maintains a small list of off-campus housing options submitted by neighbors or students. Students are also encouraged to utilize American University's [Office Campus Housing Resources](#), including [Off-Campus Housing Postings](#).

### *On-campus Housing*

On campus housing is available for single students and families. Policies regarding on campus housing can be found in [Section Three: Housing and Residential Life Policies](#). Students seeking housing for the Fall semester are encouraged to apply beginning March 1, and students seeking housing for the Spring semester are encouraged to apply as soon as they are aware there is a need. Housing is extremely limited (especially in the Spring semester) and available on a first- come, first-serve basis.

## **Identification Cards**

Student ID cards are available for new students in the Registrar's office. Student IDs may be used to check out books from the Library and to access Straughn Residence Hall where many faculty offices are located. Students can also use their Wesley student IDs to access American University libraries.

## **Immunization Requirements**

All students 26 years of age and younger must present proof of immunization against measles,

mumps, polio, rubella, and tetanus. This is a District of Columbia requirement. Disclosure forms are available in the Office of Community Life.

## **Inclement Weather & Emergency Closing Policy**

Wesley has expanded its emergency notification system to include text messages and phone calls sent directly and immediately to those who register for Wesley Alerts. We strongly encourage all students, faculty and staff to register for this service, which notifies you if there's a campus emergency. Examples include closures for inclement weather or other unplanned reasons, and safety or security situations. Please fill out the [Campus Safety Notifications Form](#) and follow the emailed instruction to opt-in to Wesley Alerts.

Wesley Alerts is the primary vehicle for emergency notification, the latest alert is always available on the seminary's website ([www.wesleyseminary.edu](http://www.wesleyseminary.edu)). For regionally information please consult the list of media outlets below.

<u>Radio Stations:</u>	<u>Television Stations:</u>
<a href="#">WTOP</a> 103.5 FM	<a href="#">WRC</a> 4-1 NBC
<a href="#">WMAL</a> 630 AM	<a href="#">WTTG</a> 5-1 Fox
<a href="#">WMMJ</a> 102.3 FM	<a href="#">WJLA</a> 7-1 ABC
<a href="#">WAMU</a> 88.5 FM	<a href="#">WUSA</a> 9-1 CBS
<a href="#">WFED</a> 1500 AM	

### *Non-weather-related Emergency Closing*

If a non-weather-related event occurs in the Washington, DC area that will impact Wesley Theological Seminary, we will use our primary mode of dissemination of information: WesleyAlerts. We might also use the other resources listed above as possible.

## **International Student Services**

The Office of International Student Services (ISS) provides specialized immigration support services to the international student community at Wesley. The Director of ISS serves as a secondary advisor to all international students, providing advisement on academic, immigration, cross-cultural, and social issues. ISS administers the Student and Exchange Visitor Information System (SEVIS) and ensures that Wesley's international student procedures are in-line with federal F-1 and F-2 visa regulations. To support international students, ISS offers pre- and post-arrival orientation programs, ongoing regulatory workshops (including those focused on

employment, taxes, and maintaining status), and campus-wide programming focused on cultural and social issues. ISS is a part of the Office of Community Life, supporting all student needs for a successful career at Wesley and beyond.

Prospective international students—including those wishing to transfer from another U.S. institution—should follow the admissions guidelines as listed in the [Academic Catalog](#). Once you are successfully admitted to Wesley, ISS offers a range of support services throughout your program starting with **International Student Check-In** and **International Student Orientation**. These (mandatory) orientation programs are typically held the Tuesday and Wednesday before the Community Life Orientation. These programs are reinforced by the first-year seminar course for international students (IS-205 “International Student Seminar”), typically taken in your first semester at Wesley. International students also receive a host of support services under the umbrella of the Office of Community life (OCL), including through the Writing Center and OCL directly.

International students must maintain compliance with all F-1 or F-2 visa regulations during the course of their program. This is top priority for ISS, and we want to make sure that immigration regulations do not get in the way of a successful academic career. ISS works diligently to inform and remind you of your responsibilities as an F-1 student through programming, courses and direct communication.

For more information, please contact the Office of International Student Services (ISS), in person at Straughn 134, or via telephone at 202-664-5683.

## J-Term

Registration for J-Term courses occurs simultaneously with Spring registration. Students are encouraged to take note of the registration deadlines for J-Term courses as they differ from full semester timelines.

Please review the syllabus and Blackboard sites for your J-Term course(s), as there will likely be work and/or reading to be completed prior to the course start.

Students concerned about housing arrangements for J-Term courses should contact the Office of Residence Life to determine availability.

More information about courses being offered during J-Term and registration instructions is distributed in November prior to the term.

## Library

The library supports teaching, learning, and critical inquiry at Wesley Theological Seminary by providing access to quality resources, establishing a comfortable place for study, and offering assistance with research needs. To learn more about library resources and services or to start your research, please visit the library in person or at [www.wesleyseminary.edu/library](http://www.wesleyseminary.edu/library).



## *Borrowing Privileges and Restrictions*

Your Wesley student ID is your library card and can be used to obtain or renew library items. Library borrowing privileges must be renewed at the beginning of each semester. Unless requested by another borrower, books can be renewed twice and audio-visual materials once (in person, over the phone, or by email). Certain items are subject to recall. A library card may be used only by the person to whom it belongs, and that person is responsible for all materials checked out on their card.

Overdue fines and fees are published on the Library website. Student fines are sent to the business office and added to the student's account. Items are automatically considered lost when they are more than forty days overdue. Lost and damaged items are assessed a fee of \$97 per item. This fee includes the replacement cost of the item and a \$30.00 processing fee. (Item replacements from patrons will not be accepted.) For lost items, the maximum fine may still apply. Borrowing privileges may not be renewed for students whose names are on the Business Office stop list or have outstanding Library fines. Persons expecting to graduate must pay all library fines before diplomas are issued.

## *Electronic Resources*

The library provides access to a wide range of e-books, e-journals, and other electronic resources. You can freely access them while on campus. To access them from off-campus via the web, you will need to log in with valid MyWesley account information.

## *Course Reserves*

Items placed on Reserve are located at the Circulation & Information Services Desk. Reserve items can be checked out for two hours, or overnight if borrowed within two hours of the Library's closing.

## *Copying, Printing, and Scanning*

The library provides print and copy machines and book scanners for community use. Copying/printing has a charge of 10¢ per page (black and white) and 15¢ per page (color). There is no fee for scanning.

## *Interlibrary Loan & Document Delivery*

Students may request items from other libraries through Interlibrary Loan & Document Delivery. As we must coordinate services with other institutions, please allow for 8-14 days for processing and delivery; rush requests cannot be processed. Borrowers may have to pay charges assessed by the lending library.

## *Washington Theological Consortium*

Students may borrow items directly from the libraries of member institutions of the Washington Theological Consortium. Visit the Wesley library for a form that authorizes you as

a WTC borrower, and take that form with you when you use those libraries. The form must be renewed each semester.

### *Library Card Eligibility*

Students must present a current, validated Wesley Seminary photo I.D. in order to obtain, renew, or se borrowing privileges. Students who receive a new Wesley photo I.D. with a Library barcode already on the I.D. must also come to the Library to have the Library account activated. Privileges will not be renewed for students whose names are on the Business Office stop list or have outstanding Library fines. Expiration Library borrowing privileges must be renewed at the beginning of each semester. Outstanding library fines must be paid before a card is renewed.

### *Restrictions and Obligations*

A library card may be used only by the person to whom it belongs, and that person is responsible for all materials checked out on his or her card. Once materials are checked out, they should not be loaned to anyone else.

Students who mutilate, deface, or steal library materials may be subject to academic discipline and will be charged applicable library fines.

### *Loan Periods*

Unless requested by another borrower, books can be renewed twice and A/V materials once. Items to be renewed and the I.D. with the library barcode on it should be brought to the library in person. Contact the Circulation Librarian to inquire about renewals by telephone. Once renewed, items are subject to recall.

### *Library Fees*

Photocopying and printing: The library provides access to printers and book scanners for use by the Wesley community. Copying/printing has a charge of \$.10/page (black and white) and \$.15/page (color). There is no fee for the books scanners.

### *Photocopying and printing*

The library provides access to printers and book scanners for use by the Wesley community. Copying/printing has a charge of \$.10/page (black and white) and \$.15/ page (color). There is no fee for the books scanners.

Interlibrary loans: As charged by the lending library.

### *Overdue Overnight Reserves*

25 cents/hour, starting one hour after opening. Maximum: \$40.00 per book. There is no grace period for overdue reserve items.

## *Lost/Damaged Item Replacement*

Lost and damaged items are assessed a fee of \$97 per item. This fee includes the replacement cost of the item and a \$30.00 processing fee. For lost items, the maximum fine may still apply. Items are automatically considered lost when they are more than 40 days overdue. Item replacements from patrons will not be accepted.

Borrowing privileges are blocked when a Wesley student accrues more than \$50.00 in library fines of any kind. Student fines are sent to the business office to be added to the student's account. Persons expecting to graduate must pay all library fines before diplomas are issued.

For more information about library privileges and responsibilities, to learn more about resources and services, or to start your research, please visit the Library in person or via the web at [www.wesleyseminary.edu/library](http://www.wesleyseminary.edu/library).

## **Mailroom and Copy Center**

The mailroom and copy center are located on the second floor of the Kresge Academic Center, KG04. Mailbox assignments may be acquired after you pay a key deposit of \$25.00 in the business office. You will keep this assigned mailbox until you complete your degree program or withdraw from school. If you decide to move off campus, you can keep your mailbox here on campus if you are a currently enrolled student.

***Alert: A \$25.00 replacement fee will be charged for a lost key. The fee may be refundable if the key is found and returned to the Mail Room before a replacement key has been made***

### *Incoming & Outgoing Mail*

Mail and packages are received at the mailing address listed:

***Students' Name***

***Mailbox #***

***Wesley Theological Seminary  
4500 Massachusetts Avenue NW  
WASHINGTON, DC 20016***

Please ensure that the student's name and mailbox number are on everything that is sent so that there are no delays in delivery. Students please do not use your housing address for regular mail or packages.

Outgoing USPS Mail can be dropped in outgoing mailbox located in front of the Kresge Academic Building if properly stamped or simply stop by the mailroom for assistance. USPS mail pickups are at 12:00p.m. and 3:00p.m.

We also offer UPS and DHL as other shipment options. Any overnight mail requests must be received by mailroom staff before 11:00am.

## *Packages*

Most packages are received in the afternoon, as is the mail, unless you have a scheduled overnight package. When delivered, packages are scanned into our tracking software which automatically sends the student an email for each package received. In addition, the software allows students to sign electronically for their packages, making the entire process paperless. We ask that students wait until they receive the email from us before coming to inquire about a package.

All packages may be retrieved from the mailroom during the following hours unless otherwise posted:

### *Hours:*

#### **Fall/ Spring**

*Monday – Thursday, 8:30 a.m. – 12:00 p.m., 1:00 p.m. – 7:00 p.m.*

*Friday, 8:30 a.m. – 12:00 p.m., 1:00 p.m. – 4:30 p.m.*

#### **Summer**

*Monday – Friday, 8:30am- 12pm, 1:00pm – 4:30pm*

The week leading up to certain holidays and during reading week the mailroom hours are:

*Monday- Friday, 8:30am – 4:30pm*

## *Printing*

The mailroom copy center offers a self-serve computer and two Xerox machines for printing and copying papers.

- Color copies are \$.15
- B/W copies are \$.10

The mailroom/copy center accepts all normal forms of payment, including cash, checks and debit and credit cards.

Need more info? Contact the mailroom at (202) 885-8669

## **Parking**

Parking is available on campus for *residential and commuting students, faculty, staff, and visitors on a first-come-first-served basis*. All spaces are unreserved, but a parking permit is required.

**One permit per student** is included in the student fees paid each semester. Additional permits may be obtained from the Business Office at a cost of \$150/semester or \$300/ year. The Seminary is not considered part of the neighborhood for purposes of securing a District of Columbia Residential Parking Permit (RPP), and all students residing on campus are, therefore, excluded from eligibility for an RPP. Only one vehicle per adult campus housing resident is

allowed. *Guest* parking permits can be requested from the business office. **These permits should be displayed in the car at all times while in the Wesley parking lot with the date of use and specified event when appropriate.**

**Cars without parking permits will be subject to ticketing.**

1. The first ticket will be a warning.
2. A second ticket, carrying a \$50 fine, may be issued 24 hours after the first ticket is issued.
3. A third ticket may be issued 24 hours after the second ticket. If you do not have a parking permit at time of the third ticket, Metro Parking Enforcement will be called to issue a \$250.00 ticket and the vehicle will be towed. If your vehicle gets towed you will have to contact *ABC Towing* (located in Georgetown) at 202.338.2222 or 202.338.3010 to make arrangements to get your vehicle back.

An unpermitted vehicle found parking on a later day after having been ticketed for a first or second violation on an earlier day, may be issued another ticket immediately and fined \$50. A Metro ticket may be issued 24 hours later, and the vehicle will be towed.

*Traffic Regulations*

Drivers are cautioned to watch their speed and obey directional signs in the parking lot at all times, but particularly during times of warm weather when community children are outside playing. The speed limit in all of Wesley's facilities is 10 mph. After a snowfall, please use only the tracks that have been cleared to ensure your safety.

*Parking Regulations*

In the event that you cannot find parking on the main parking lot of Wesley, other parking options are still available to you:

- There is a 3-hour parking zone available to the right of the bottom of Wesley's exit driveway on University Ave. and other neighborhood locations for 2 or 3 hours (be sure to check the posted signs!) M – F from 9:30 am to 6:30 pm.

Note: Persons whose cars are registered in DC and have a neighborhood Zone 3 parking sticker are able to park in any of those spaces without being subject to the time restriction.

- There are a number of 3-hour and 4-hour metered spaces on the side of Massachusetts Avenue (Southbound) adjacent to Wesley's campus that are available from 9:30 am. to 6:30 pm.
- Across the street on Massachusetts Avenue (northbound), there are 4-hour meters available from 7 am to 4 pm. There is a parking restriction on that side from 4 pm. to 6:30 pm. One does not have to pay for the metered parking after 6:30 pm.

If you will be utilizing the additional parking options previously mentioned, please make sure to have your Wesley parking permit visible to parking enforcement. American University

discourages their students from parking in the neighborhood. As a result, AU parking enforcement will sometimes issue tickets to Wesley constituency thinking that the vehicle belongs to an AU student. AU should not ticket Wesley cars identifiable by the Wesley parking permit that is **properly** hung from the rearview mirror.

### *Payment of Citations*

Ticket fines from a Wesley-issued citation will be charged to your Wesley account and will appear on your bill if you are a Wesley student. Staff, faculty, and visitors will need to pay their fines in person in the Business Office. If you have any questions please refer them to the Business Office during regular business hours.

Ticket fines from American University can be paid at the Parking and Traffic Services Office during regular business hours. Payment may be made with cash, Visa, MasterCard, and Discover, money order or certified check. Payment may be submitted via mail by mailing a check or money order made payable to American University, indicating your name, citation number, and the vehicle license plate. These should be sent to:

American University  
Office of Parking and Traffic Services  
4400 Massachusetts Avenue NW  
Washington, DC 20016-8074

If a check is returned by the bank for insufficient funds, the payment will be reversed and an additional fee will be assessed. AU reserves the right to immobilize the vehicle until payment is rendered in full.

### *Appeal of Citations*

American University will nullify any parking tickets they issue in error to the Wesley constituency. Appeals for American University parking tickets must be made within 30 calendar days from the date the ticket is issued. To nullify a ticket, contact the AU Public Safety office number at [parking@american.edu](mailto:parking@american.edu), and inform them that you are from Wesley. If you still have difficulty having your ticket nullified, please contact Randall Adams ([radams@wesleyseminary.edu](mailto:radams@wesleyseminary.edu)) or the Office of Community Life ([communitylife@wesleyseminary.edu](mailto:communitylife@wesleyseminary.edu)).

### *Immobilized and Abandoned Vehicles*

Wesley Theological Seminary defines an “immobilized vehicle” as one that is obviously inoperable due to accident or mechanical malfunction, even if undergoing emergency repair. An "abandoned vehicle" is defined as any motor vehicle, trailer, or semitrailer that is left unmoved, parked or stored on campus property for 30 days, and any one of the following conditions applies:

- The vehicle does not display a valid license plate and/or a valid Wesley parking permit.

- The vehicle is extensively damaged and/or missing parts necessary for operation and is not undergoing emergency repair.
- The vehicle serves as harborage for rats, vermin, or other pests.

If a vehicle on Wesley's property is considered immobilized or abandoned for 30 calendar days and the owner has not contacted the Director of Facilities, the following will occur:

1. Two tickets will be given with the second carrying a \$50.00 fine under procedures described above.
2. If the vehicle is not repaired or removed within 3 days of the second ticket, Metro Parking Enforcement will be called to issue a \$250.00 ticket.
3. The vehicle will be towed immediately upon issuance of the Metro ticket. If your vehicle gets towed you will have to contact *ABC Towing* (located in Georgetown) at 202.338.2222 or 202.338.3010 to make arrangements to get your vehicle back.

## Pastoral Counseling Referrals

In an effort to meet the pastoral care and mental health needs of our student body, the Office of Community Life has committed to provide access to affordable mental health and pastoral care services from a wide variety of sources throughout the Washington Metropolitan area. We have developed a list of vetted clinicians who have expressed a willingness and availability to provide psychiatric evaluations, medication management, psychotherapy and counseling, spiritual direction, soul care and complementary and alternative medicine (CAM) services. Many of the providers have agreed to accept insurance and or provide a sliding scale for students. All referrals are confidential.

We have three pathways to access care:

1. Independently review the list of providers as listed and then review the corresponding website to obtain location, contact information, and specialty services. Then contact the provider of your choice to obtain an appointment. Please inform them directly that you are a student from Wesley Theological Seminary.
2. Contact the Office of Community Life's Program Coordinator for Student Care to obtain recommendations for an appropriate provider, for instance a counselor as opposed to a psychiatric or spiritual director.
3. Contact the Office of Community Life's Program Coordinator for Student Care for screening and 1-2 sessions to help discern what would be an appropriate referral for mental health and or spiritual counseling.

Questions or concerns regarding accessing the services should be directed to the Program Coordinator for Student Care, Lisa Banks-Williams at [lbwilliams@welseyseminary.edu](mailto:lbwilliams@welseyseminary.edu) or 202-885-8626.

## Playground/Outdoor Recreation

Behind Carroll Hall is a small playground for children of Wesley students. The play area is best

suited for children aged three to eight. In addition to the playground on campus there are area playgrounds located at Friendship Recreation Center just across Massachusetts Ave near the intersection of 45<sup>th</sup> Street NW and Van Ness Street NW.

The grounds of campus are available for outdoor recreation such as Frisbee and other sports. Additionally, the hill near the front of campus can be used for sledding during the winter. Children and students who play on campus should exercise caution, and the Seminary is not responsible for injury sustained during play.

## Practice in Ministry and Mission

Practice in Ministry and Mission provides the opportunity to integrate classroom learning with practical experience in a teaching congregation or other setting for ministry. Students experience a broad range of ministerial learning activities with placement in an approved teaching congregation or other setting for ministry (e.g., campus ministry, social justice ministry). These internships involve 800 hours of supervised ministry for M.Div. students. Students can satisfy this requirement through one of the following means:

- Part-time Year-long Internships
- Full-time Summer Internships
- Full-time Year-long Internships
- Student Pastor Program

In all instances, Learning Partners from the host placements will help students develop individual learning goals. They will engage together in regular theological reflection and in evaluation of student learning.

For more information about policies and procedures regarding the Practice in Ministry and Mission, please see [PM&M Handbook](#) or visit the PM&M office in Kresge 107.

## Preparation for Study

Proficiency in written and spoken English is expected of all M.Div., M.A. and M.T.S. candidates. Students are expected to meet high academic standards, which includes writing, communicating, and thinking at a graduate academic level.

### *Writing*

An important part of a seminary education is developing the ability to write clearly and precisely about theological topics at a graduate academic level. In general, Wesley students are expected to show proficiency in writing at a college level prior to admission. If a student's written work reveals a deficiency during the first year of study, he or she may be required to work with the Writing Center to strengthen writing skills, or to take the course NC-112: Writing for Ministry. Individual faculty may recommend or require that a student complete NC-112 to address concerns identified in a course.

Student who needs assistance with writing skills may take advantage of The Writing Center, a



faculty-staffed office at Wesley's 4500 Massachusetts Avenue NW campus, Straughn Hall 34A.

## Recycling

The Seminary participates in a recycling program. Recycling is required by District of Columbia law. Bins are located around campus and in offices, and a large recycling receptacle is located in the parking lot. The recycling service used is single-stream, so all recyclable products can go into a single bin.

## Registrar

The Office of the Registrar is located in Trott 104. Students can get assistance with questions regarding registration, degree requirements, transcript requests, enrollment certifications, graduation audits, and other academic records. Office hours are 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. The first week of each major semester, office hours on Monday through Thursday are extended until 5:30 p.m. Students may contact the Registrar's office at (202) 885-8650 or [registrar@wesleyseminary.edu](mailto:registrar@wesleyseminary.edu).

## Summer Term

The Summer Term is divided into two shorter terms. Students may take up to 8 credits during the summer. Registration opens the March before the term.

Courses run for 1 to 6 weeks and students are encouraged to note the syllabus and Blackboard site for courses as soon as possible following registration. There may be reading or course work required prior to the start of the course.

Please pay attention to registration deadlines for the summer courses as they will differ from the usual format. More information about the Summer Term, including registration dates and deadlines can be found on the [Summer Term](#) page of the Wesley Website.

## Welliver Lounge

Welliver Lounge is located on the lower level of Straughn Hall as a space for fellowship and fun. A large screen television with satellite access is provided as well as games and other entertainment.

## Wesley Journal and E-Communications

The Wesley Journal is a publication of the Wesley Theological Seminary Student council. Students, faculty, and staff are welcome to contribute articles, poems, devotions, etc. Publications are released every other week when classes are in session. Please send submissions to [wesley\\_journal@wesleyseminary.edu](mailto:wesley_journal@wesleyseminary.edu) or [communications@wesleyseminary.edu](mailto:communications@wesleyseminary.edu) by 10:00 a.m. Saturday morning the weekend before publication.

Weekly announcements are emailed to Wesley community members. All notices to be included in the announcements should be sent to [communications@wesleyseminary.edu](mailto:communications@wesleyseminary.edu) by noon the

previous Wednesday.

## Writing Center

An on campus writing center is available for all students to strengthen their writing skills. The Writing Center is located on the ground level of Straughn Hall in SG-129. Students should contact the [writing center](#) to make an appointment.

Because writing is an important part of a seminary education, students are expected to show proficiency in writing at a college level prior to admission. If a student's work reveals a deficiency during the first year of study, he or she may be required to work with the Writing Center, or to take the course NC-112: Writing for Ministry.

# Section Three: Housing and Residential Life Policies

There are three residential facilities on Wesley's campus: Straughn Dormitory, Carroll Residence Hall, and the New Residence Hall (NRH). Straughn Dormitory currently houses local graduate students. The NRH houses AU/ WCL single and Wesley single and commuter students in suite-style dormitory rooms. Carroll Residence Hall houses students and families in apartments.

## Guidelines for Straughn Dormitory

### *Eligibility*

Residence in Straughn Dormitory is restricted to students enrolled for at least six credit hours per fall and spring semester in a graduate degree program at an area university.

Straughn Residents are not Wesley students (with the exception of Resident Managers assigned to live in the building) but are an important part of our on-campus resident population. Residents are invited to participate in all campus housing events as well as any unrestricted community events occurring while they are in residence

## Guidelines for the NRH- Permanent Resident

### *Eligibility*


Permanent residency in the NRH is restricted to students enrolled for at least five credit hours per fall and spring semester and four cumulative credit hours for summer terms at Wesley Seminary (or Wesley and AU for dual degree students). Local graduate students must be enrolled full-time in their degree program for fall, spring and summer terms.

## *Terms of Contract*

Responsibility for the unit and liability for rent will begin on the first day of the term, as determined by the Office of Residence Life, and end on the Friday preceding Commencement in May. Students vacating at the end of the Fall semester must notify the Office of Residence Life in writing a minimum of 30 days prior to the Fall move-out date determined by the Office of Residence Life (and listed on the housing contract). Summer months are contracted separately from the academic- year contract

Students who reside in the NRH are also required to purchase the meal plan in the dining hall at a rate of \$1230 per semester.

## *Rental Fees*

Rent is due at the beginning of each semester and is paid in the Business Office. Any special payment arrangements must be made with the Business Office. Installment plans are available through Official Payments. 

*Note: Rental charges will continue until all keys are returned to the Seminary completely empty of the resident's belongings.*

### **Rental Fees per semester for 2022-2023 school year for the NRH:**

Apartment unit: \$4535/semester + \$1230 for Meal Plan

Double occupancy: \$3459/semester + \$1230 for Meal Plan

Single occupancy: \$4254/semester + \$1230 for Meal Plan

## *Contract Cancellation and Refunds*

A student may cancel the contract if the student withdraws from Wesley Theological Seminary or if the student's marital status changes.

The Seminary reserves the right to cancel the contract in the event that the resident is not compliant with the regulations set forth in the contract. In most cases, the resident will receive one warning from the Seminary. If the resident continues to be in noncompliance with the terms of the contract, the Seminary will cancel the contract and the resident will be evicted without refund of rent or security deposit. In cases in which the resident may cause harm to self or other community members, the warning will be forgone.

## **Guidelines for the NRH- Commuter Residents**

### *Eligibility*

Commuter housing in the NRH is restricted to students enrolled in a class in a degree program at Wesley Theological Seminary. We will accommodate special and part-time students if availability exists. Commuter residents may stay a maximum of three nights per week in the NRH. The following policies apply specifically to commuter students in the NRH

## *Terms of Contract*

Commuter students contract for a 14-week semester term. This does not include seminary breaks or holidays. To request housing during breaks or holidays, please make arrangements with the Director of Residence Life, Monica Sharp at [msharp@wesleyseminary.edu](mailto:msharp@wesleyseminary.edu).

*The rental day begins and ends at 12:00 noon. Commuter students are expected to arrive after 12:00 noon to move in and must vacate by 12:00 noon following their last night.*

## *Rental Fees*

Rent is due at the beginning of each semester and is paid in the Business Office. Any special payment arrangements must be made with the Business Office.

***Note:** Rental charges will continue until all keys are returned to the Seminary and the unit is completely empty of the resident's belongings.*

### **Rental Fees per semester for 2022-2023 school year for NRH Commuters:**

Double – 1 night:	\$589/semester
Double – 2 nights:	\$1177/semester
Double – 3 nights:	\$1767/semester

Single – 1 night:	\$870/semester
Single – 2 nights:	\$1741/semester
Single – 3 night:	\$2610/semester

#### Extra Commuter Night

Double:	\$42/night
Single:	\$64/night

## *Credit and Contract Cancellation*

A student may cancel the contract if he/she withdraws from Wesley Theological Seminary. The Seminary reserves the right to cancel the contract in the event that the resident is not compliant with the regulations set forth in the contract. In most cases, the resident will receive one warning from the Seminary. If the resident continues to be in noncompliance with the terms of the contract, the Seminary will cancel the contract and the resident will be evicted without refund of rent or security deposit. In cases in which the resident may cause harm to self or other community members, the warning will be forgone.

## *Personal Property and Liability*

Commuters may leave personal items in their rooms, although it is not recommended. *All personal items left in the room should be labeled and stored out of sight.* Commuter rooms are used by guests and other commuters at other times during the week and therefore must be left tidy.

The seminary assumes no legal responsibility of the personal property of residents on its premises or within its buildings. The Seminary strongly advises all residents to obtain appropriate insurance for their personal property.

## **Guidelines for Carroll Hall**

### *Eligibility*

Residence in Carroll Hall is restricted to students enrolled in at least seven credit hours in a degree program at Wesley Theological Seminary or full-time at a local graduate school. Efficiency apartments may house no more than two adults or one adult and one child. One-bedroom apartments may house no more than two adults and one child. Two-bedroom apartments may house no more than two adults and two children. Three-bedroom apartments may house no more than two adults and four children. Children of opposite sex, above the age of 8, may not occupy the same bedroom in accordance with the District of Columbia's laws. Adult is defined as 18 years old or older.

A student who ceases to be regularly enrolled must vacate her/his unit by the end of the week in which her/his student status terminates and will be treated as if she/he has canceled her/his contract.

### *Terms of Contract*

Responsibility for the unit and liability for rent will begin on the date stated on the contract and terminate on the date stated on the contract, unless special arrangements are made with the Seminary. Summer months are contracted separately.

### *Rental Fees*

**Note:** Rental charges will continue until all keys are returned to the Seminary and the unit is completely empty of the resident's belongings.

**Rental fees for the 2022-2023 school year for Carroll Hall are as follows:**

<u>Efficiency:</u>	\$4794/semester
<u>One Bedroom:</u>	\$5778/semester
<u>Two Bedrooms:</u>	\$7671/semester
<u>Three Bedrooms:</u>	\$9048/semester

### *Length of Occupancy*

Families may remain in Carroll Hall in accordance with the following limitations, as long as one member of the family is a regularly enrolled student at Wesley Theological Seminary or another local graduate school. Non-student Seminary affiliates and students without family members with them may occupy units by the semester only.

### *Contract Cancellation and Refunds*

The contract will be canceled if the resident withdraws from Wesley Theological Seminary. If

the contract is canceled during an academic semester without previous arrangements with the Seminary, the resident will pay an additional one month's rent.

The Seminary reserves the right to cancel the contract in the event that the resident is not compliant with the regulations set forth in the contract. In most cases, the resident will receive one warning from the Seminary. If the resident continues in noncompliance with the terms of the contract, the Seminary will cancel the contract and the resident will be evicted without refund of rent or housing deposit. In cases in which the resident may cause harm to self or other community members, the warning will be forgone.

### *Vacating at the End of Contract Term*

All campus residents must complete the end of the semester renewal process to renew their housing, make a housing change request, notify the Office of Residence Life of their graduation status or notify the Office of Residence Life of their intent to vacate. This process is done completely online and is a requirement for all campus residents. Failure to notify the Office of Residence Life in the allotted time may result in the loss of housing deposit and being scheduled to move out of campus housing.

After end-of-semester plans are confirmed, students preparing to vacate must clear their unit and any community areas of their personal belongings. Units must be cleaned before leaving. Keys must be returned to the Office of Residence Life and Mail Room.

Once keys are received, the Director of Facilities or other staff member will inspect the unit to determine if it meets the standards set forth in the section on Housing Deposits and further elaborated in the vacating instructions. Determination to withhold or return the Housing Deposit will be given and the Director of Residence Life will initiate the return process with the Business Office on the students' behalf or will contact the student directly to inform him/her of the decision to withhold the deposit.

Deposit refunds are sent to the student by check. Forwarding addresses must be left with both the Mail Room (for mail purposes) and the Registrar's Office (for check-mailing purposes).

### *Extermination*

The Seminary provides extermination service. Exterminators and Seminary personnel will enter units periodically for extermination. Residents are asked to notify Facilities at the first sign of roaches, bugs, or rodents by completing the online [Maintenance Request Form](#).

### *Children*

Supervision of child residents is the responsibility of the parents. Children are expected to respect property and other community members as set forth in the Conduct and Consideration of Residents and Care of Premises paragraphs of the resident's contract. The Seminary will not be held responsible for injuries sustained by children playing anywhere on campus.

Parents/guardians must assume financial responsibility for any Seminary property damaged by children. It is expected that if there is harm done to the property, children and parents will be

honest about the parent's liability. However, in cases where no one claims responsibility, the Seminary will reserve the right to judge who is responsible.

Child residents and their parent/guardians are expected to adhere to the specific rules and regulations for minor residents outlined in the housing contract. Failure of children to observe these regulations will result in a warning to the student parent/guardian. Continued infringements following one warning may result in termination of the resident's housing contract.

## **Policies and General Information for All Residents**

### *Alcohol and Smoking*

Alcohol is not permitted in any common areas on campus (this means it is restricted to apartments and dorm rooms). Smoking is not permitted in any Seminary building or within 25 feet of any building. (See Substance Abuse Policy)

### *Care of Premises*

Although units should be clean and in good condition when residents move in, residents accept the units “as is” by moving in. If residents notice any damage to the unit when they move in, they must report the damage to the Seminary in writing within one week of occupancy. Residents are responsible for maintaining their unit in a decent, safe and sanitary condition. No alteration can be made to the unit. Damage caused by nails, screws or adhesives used on the walls is considered to be beyond normal wear and tear. Any necessary repairs due to damages caused by the resident, above the security deposit, will be charged to the resident. Residents are responsible for replacing all window screens removed or damaged by them. Alterations or damage to the grounds or landscaping caused by the resident will be charged to the resident. Garbage and waste should be enclosed in plastic garbage bags and emptied from the room to the dumpster on a timely basis. A dumpster is located in the parking lot, and smaller trash receptacles are available on the exit driveway for NRH residents. Recycling is mandated by the District of Columbia. Receptacles are available in the parking lot next to the dumpster, and on the exit driveway for NRH residents. Light bulbs in overhead fixtures are replaced by the Facilities Office.

### *Conduct and Consideration of Residents*

To allow all to study and sleep in reasonable comfort, the Seminary requires that residents show to each other mutual respect and consideration that neighbors or members of any community owe to each other. Excessive noise is a particularly serious offense against other members of the community. Residents must use their voice as well as musical equipment and instruments and TV sets with consideration for other resident’s quiet and privacy. Quiet hours in Carroll Hall will be in effect from 10:00 p.m. until 7:00 a.m., unless otherwise determined by the community. Quiet hours in Straughn and New Residence Halls will be in effect from 11:00 p.m. until 8:00 a.m., unless otherwise determined by the community.

### *Entry and Inspection*

The Seminary reserves the right to enter and inspect any resident room. Because of the reasonable need to prevent violations of safety and other Seminary regulations, to determine whether such violations have occurred, or to provide maintenance a time may be arranged for inspection. Inspection may also be made without prior notice, when necessary.

### *General Security and Loss of Property*

While the safety of members of the community and the protection of Seminary and personal



property are a common concern of all members of the Wesley community, each resident is responsible for her or his own safety. The Seminary particularly requests the cooperation of residents in maintaining the security of each building. Residents should keep their room door and entry doors locked and their windows secured. Do not prop open entry doors. Refer to the emergency procedures document for any activity or the presence of any person that you think might constitute a threat to security.

### *Guests*

Apartment units are to be occupied only by the person(s) renting them. Guests may stay no longer than seven consecutive days. Residents are responsible for the actions of their guests on campus. Minors are not allowed as overnight guests in Straughn or the NRH without special permission from the Office of Residence Life. All minors must always be accompanied by the resident with whom he or she is visiting. Wesley residents can inquire about other on-campus guest housing options that may be available in the Office of Residence Life. The Seminary has several guest apartments and dormitory rooms that may be available for guest rentals at a discount to residents.

### *Heating and Cooling System*

The heat will be turned on by October 15 and turned off no later than April 15. The use of space heaters is prohibited.

Carroll has air-conditioning units. Straughn has ceiling fans and AC units. The NRH has central air controlled by thermostat.

The temperature in the winter is kept at 70 degrees. If you think your room is colder, please report it using the online [Maintenance Request Form](#). Sometimes individual radiators must be repaired.

### *Housing Assignment Changes*

Lateral (changing from one assignment to an identical assignment, such as a single-occupancy dormitory room to another single-occupancy dormitory room) housing changes are not permitted. We cannot accommodate a request for a lateral change unless your current, assigned unit is deemed unfit by the Director of Facilities.

Housing change requests for larger apartments, from double occupancy to single occupancy (or vice versa), or from dormitory rooms to apartments are accommodated on a case-by-case basis. If you are planning to be married or growing your family in children, please make your request as soon as possible, as it is very difficult to make new apartment assignments mid-semester.

### *Liability*

The Seminary assumes no legal responsibility for the personal property of residents on its premises or within its buildings. The Seminary strongly advises all residents to obtain appropriate insurance for their personal property.

## *Housing Deposit*

A housing deposit, as indicated in the contract, must be paid to the Business Office before keys to the apartment or room can be obtained. The housing deposit is payable by a check, cash, credit card (Mastercard or Visa), or bank transfer for international students.

The housing deposit will be returned in full by check to the resident's forwarding address after the resident vacates the unit at the end of the contract term and meets the conditions stated in the vacating instructions.

The housing deposit will not be returned in full or in part should any of the following occur:

1. The resident cancels the contract without permission of the Seminary.
2. The unit has been damaged beyond normal wear and tear.
3. The unit does not meet Seminary standards of cleanliness.
4. Any property owned by Wesley Theological Seminary has been removed from the unit.
5. The resident transfers or sublets the unit to another person without prior expressed permission of the Seminary.
6. All the resident's belongings have not been removed from the unit, storage and community areas.
7. The Business Office requests that the deposit be applied to rent or other charges due.
8. The resident fails to return the keys to the Office of Residence Life.

## *Personal Property Insurance*

All residents should consider purchasing personal or rental insurance. This type of insurance covers up to 100% (depending on what options you choose) of the replacement costs of personal items should they be lost, stolen, or destroyed. It can often be secured at a discount through the same carrier you have automobile insurance with.

## *Pets*

Students are not permitted to own, house, or keep pets of any kind in the residence halls. Students with special needs are to refer to the Seminary's "Service and Emotional Support Animal Policy."

## *Prohibited or Restricted Articles*

1. Firearms, ammunition and air rifles are strictly prohibited.
2. *Major appliances are not permitted.* Stoves and refrigerators are provided by the Seminary in Carroll Hall units. Washers and dryers are provided by the Seminary in each building. Straughn Hall and NRH residents may have small refrigerators and small coffee makers in their rooms.
3. Hot plates, rice cookers, and halogen lamps are not allowed in dormitory rooms (rice cookers may be used only in community kitchens)
4. Open flames (candles) are prohibited.
5. Personal property, including bicycles, may not be left at any time in hallways, stairways, or lobbies.
6. Locks may be changed or installed only by the Seminary.

7. Keys may not be duplicated.
8. Garden plots are not allowed outside of the Wesley Theological Seminary Community Garden (WTSCG).
9. Alcohol use is restricted to individual rooms. No public consumption or storage of alcohol is permitted.
10. Use of illegal drugs is prohibited and may result in disciplinary action including immediate eviction. (See Substance Abuse policy)
11. Smoking is not permitted in or within 25 feet of any Seminary buildings.

### *Resident Managers*

There are six Resident Managers (RM) on campus throughout the year. They function as a liaison between the Seminary and the residents. When the Office of Residence Life is closed, urgent maintenance problems (such as plumbing problems and leaks) should be reported to the RM, as well as problems having to do with community life in the residence halls, i.e., noise problems. Each evening the RM begins duty at 4:30pm and is expected and prepared for emergencies, lockouts, or guests who arrive after hours. Please do not disturb the RM after 10pm unless there is an emergency. To reach the resident manager on duty, please call the RM phone at 202-246-8251 and leave a message if no one answers.

## **Section Four: Student Organizations**

### **Student Council**

Wesley's Student Council seeks to promote the common welfare of the student body by acting as the voice of the student body through providing an open forum in which concerns can be raised, sponsoring various student organizations, and working with the administration, faculty, staff, and the community to ensure a supportive academic climate. Student council can be reached at [studentcouncil@wesleyseminary.edu](mailto:studentcouncil@wesleyseminary.edu)

### ***ASAH***

An organization for those in the Wesley community interested in the intersection between the ministry and the arts.

### ***Association of Black Seminarians***

A group not only seeking to expand the voice of the black seminarian, but also address the issues and racism confronting our African-American and Caribbean-American brothers and sisters.

### ***Faith & Politics***

An organization that seeks to theoretically and practically address theological and political questions of humanity.

### ***Gente Latinx Seminarians Association***

GLSA serves to serve as a Latinx public witness through the promotion of public service and cultural awareness of the Latinx community

### ***Korean Student Association***

A group determined to look after the well-being of the large Korean population here on campus and support their interaction with all other students.

### ***Of Sacred Worth***

An organization committed to expressing and advocating the sacred worth of the LGBTQ community.

### ***Plumblin***

A social-justice organization that seeks opportunities to raise awareness and serve

### ***Wesley Fellowship***

A United Methodist organization that nurtures fellowship opportunities for students and staff

## **Section Five: Seminary Policies**

*The following policies were approved by the Board of Governors on May 17, 2013 unless dated otherwise.*

### **Academic Policies**

All academic policies, including policies regarding academic planning, advising, registration, as well as policies governing academic records and privacy are found in the [Academic Catalog](#).

Students are expected to comply with all academic regulations and requirements, both of the Seminary and of the classes in which they are enrolled. Academic honesty is expected and required. Plagiarism is regarded as a serious offense and will result in substantial penalties, including the possibility of academic dismissal.

The Faculty regards the following as forms of plagiarism or dishonesty:

- copying from another student's paper
- giving or receiving unauthorized assistance to or from another student during an examination
- using unauthorized material during an examination
- borrowing and presenting as one's own (i.e., without proper attribution) the composition or ideas of another.

The mutilation, defacement, or stealing of library materials are examples of academic dishonesty and/or professional misconduct and are also subject to disciplinary action.

## Academic Qualifications

### *Satisfactory Academic Progress*

Wesley will monitor the statutory requirement that a student be making satisfactory academic progress. The Financial Aid Committee will review the grade point averages of degree students each semester. At the end of the spring semester, grade point averages as well as the academic progress of the student will be evaluated.

**Quantitative Progress** will be completed according to the following:

- A Master of Divinity (M.Div.) must successfully complete eighty-one semester hours of course work in the regular curriculum, including supervised Practice in Mission and Ministry, an Immersion experience, and advancement to candidacy. The M.Div. program may be completed in a minimum of three years of full-time study and must be completed within ten years from the date of admission.
- A Master of Arts (M.A.) must successfully complete 36 semester hours of course work in the regular curriculum. The M.A. program must be completed within six years from the date of admission.
- A Master of Theological Studies (M.T.S.) must successfully complete sixty hours of course work in the regular curriculum, including the final M.T.S. Paper. The M.T.S. program may be completed in a minimum of two years of full-time study and must be completed within six years from the date of admission.
- For Stafford Loan Purposes, students cannot exceed the maximum timeframe of study and still receive federal student loans. Students receiving merit scholarships are held to the timeframe outlined previously.
- A Doctor of Ministry (D.Min.) must successfully complete thirty hours of course work, plus a D.Min. Project Paper. The thirty hours of course work is normally completed within three-and-one-half years. The Doctor of Ministry Committee of the faculty will entertain requests for extensions of time for circumstances of unusual gravity. Course Work must be started within two years after admission into the program.

**Qualitative Progress** will be monitored according to the following:

- A cumulative grade average of “C+” (2.30) is required for graduation with the M.Div., M.A. or M.T.S. degree.
- A student must have at least a 2.3 to be eligible for a Stafford Loan and Need Grants. If the student’s GPA falls below the 2.3, the Director of Financial Aid will send a letter to the student giving him/her an opportunity to write a letter of appeal for the revocation of the aid.
- The Financial Aid Committee will render a decision on the appeal and if the aid is reinstated, the student will have a full academic year to bring the GPA up to the minimum requirement. If the GPA is not up to the minimum requirement when Satisfactory Academic Progress (SAP) is evaluated the following spring semester, then the student’s aid is not reinstated. Second appeals are handled on a case by case basis and are up to the discretion of the Financial Aid Committee.
- Once the student is meeting SAP, the student automatically qualifies to reenter the federal loan program
- Merit recipients are required to maintain a 3.0 to keep their scholarship and the appeals process is the same as outlined above. However, if the student still is not meeting SAP upon completion of the appeal year, merit scholarships are not reinstated, even if SAP is met in subsequent semesters.
- Any Masters or non-degree student who accumulates 8 or more credits of failing grades will be automatically separated from the Seminary. Separated students may apply for readmission after one academic year has passed.
- D.Min students must maintain a minimum 3.0 (B) G.P.A. For Stafford Loan purposes a D.Min student is considered full-time if he/she takes 6 credits during the January and May Intensive terms. A D.Min student is considered half-time with 3 credits during the January and May Intensive terms.

### *Disciplinary Actions*

In cases of academic dishonesty or personal or professional misconduct, it may prove necessary to dismiss the student from the Seminary or to delay completion of his/her degree program until satisfactory progress can be made in dealing with academic, professional, or personal problems. The Seminary protects the interests of the student by adhering to the procedures outlined below.

## Academic Discipline

In questions of academic dishonesty (including cheating on exams or papers and plagiarism), the professor will report the circumstances of the case to the Dean. In first instances of proven plagiarism or dishonesty, the student will receive a “Fail” grade for the course. Second instances will result in automatic separation from the Seminary. In all other instances, the procedures outlined below will be followed:

1. The Dean shall notify the student of the nature of the evidence of academic misconduct and shall request that the student to meet with the Dean, the Associate Dean for Community Life and/or the respective Faculty.
2. The student will meet with the Dean(s) and/or Faculty member. Following this meeting, the Dean will make a decision concerning the resolution of the charges.
3. The Dean may refer serious cases to the Personal Development for Ministries (PDM) Committee in consultation with the Associate Dean for Community Life. Students may also appeal to the PDM Committee.
4. In cases of referral or appeal, the student will be requested to meet with the PDM Committee and may be accompanied by his or her Faculty Advisor. The Committee will investigate the situation and will ratify, modify, or vacate the Dean’s decision. Recommendations for dismissal shall be forwarded to the Faculty for final approval.
5. Should the PDM Committee refer the student to the Faculty for dismissal, a letter will be sent from the PDM Committee to the Faculty through the Dean and to the student ten days before a faculty meeting.

Such a letter shall include designation of the nature of disciplinary or other action to be taken. The student shall be given the opportunity to send comments or objections by letter to the Faculty through the Dean at this time. The Faculty upon motion duly made shall take action by ratifying, modifying, or vacating the recommendations of the Committee. The Dean shall notify the student in writing of the Faculty’s decision. Students are expected to familiarize themselves with policies governing academic performance and advancement. It is each student’s responsibility to meet all requirements for graduation and for ecclesiastical ordination, and to ensure that any deviations from the normal program are pre-approved by the appropriate degree committee.

### *Grievance Policy*

A student who has a grievance about an academic matter shall consult first with the faculty member whose course is involved. If there is no satisfactory resolution, the student may ask the Dean to consult with the faculty member. The student may choose to be present at the Dean’s consultation with the faculty member.

At that time the Dean shall inform the student about possible further appeal according to the following procedure:

1. Academic matters that are not resolved through the informal consultation of the Dean with the faculty member may be formally appealed by the student in writing a letter the Dean. Such an appeal must be made no later than six months after the incident giving rise to the grievance took place. For concerns related to grades, the appeal must be made no later than one semester after the posting of the disputed grade.
2. On receipt of the student's letter of appeal the Dean shall appoint and convene an ad hoc committee to address the issue. The committee shall consist of one faculty member from the area of the course in which the grievance arose (if the subject area has more than one full time faculty member, if not it shall be a tenured faculty member), one faculty member from another area, and the Associate Dean for Community Life. The Dean shall serve as a non-voting, advisory member of the committee.
3. The committee's investigation and decision shall be completed no later than the end of the semester in which the letter of appeal was received.
4. The committee shall give written notification of its decision to both parties (the student bringing the appeal and the faculty member involved) and the Registrar. If the decision involves the change of a course grade, the Registrar shall change the course grade in accordance with the committee's decision.
5. The filing of an academic appeal and its outcome will be noted in the student's file and kept until graduation.

The greatest possible confidentiality shall be observed in the appeals process. Student grievances regarding non-academic matters are governed by the policies laid out in the Student Handbook, including but not limited to the Wesley's Commitment to Diversity policy and the grievance procedure contained therein.

## **Campus Crime Reporting Policy**

The safety and well-being of all members of our community are of great concern to Wesley Theological Seminary. While we are happy to report that Wesley is an infrequent location for many crimes, a safe environment depends on the cooperation and involvement of individuals in safeguarding themselves and others. We encourage all members of the Wesley Seminary community to use this report as a guide for safe practices on and off campus.

The Office of Community Life prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This is the landmark federal law that



requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Office of Community life relies on members of the community to report any criminal activity that they witness or of which they are victims to the Community Life Office or to any Wesley campus official (including but not limited to directors, deans, department heads, and resident managers, advisors to students and student organizations and administrators). These reports are combined with information from the Metropolitan Police Department (MPD), to compile the information.

This publication contains information to aid in the cooperative effort of creating a safer campus. It contains specific information on safety and security including fire safety, policies relating to reporting crime, and crime statistics for the three previous calendar years. These statistics reflect reported crimes that occurred on campus, in any off-campus buildings or property owned or controlled by Wesley Seminary, and on public property that is immediately adjacent to and accessible from the campus.

This publication is posted on Wesley's web site by October 1 each year. We notify all students, staff, and faculty of the web site via e-mail, as well as through informational postings within the campus. You can obtain this report easily by visiting the [Campus Safety](#) portion of the Wesley website, or by requesting a printed report.

All current or prospective faculty, staff, and students can obtain a paper copy by calling 202-885-8694, visiting Community Life on campus, or by writing to:

Annual Security Report Request  
Community Life  
Wesley Theological Seminary  
4500 Massachusetts Avenue, NW  
Washington, DC 20016



## COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The mission of Wesley Theological Seminary (“**Wesley**” or “**the Seminary**”) is to prepare persons for Christian ministry, to foster theological scholarship, and to provide leadership on issues facing the church and the world. Our aim is to nourish a critical understanding of Christian faith, cultivate disciplined spiritual lives, and promote a just and compassionate engagement in the mission of the church to the world.

Wesley is a community of persons in the church, accountable, as all Christian communities are, to the intention of God that all may be one. In recognition of God’s intention, this Commitment to Diversity, Equity, and Inclusion (“**DEI Commitment**”) recognizes all humans are made in the image and likeness of God and establishes Wesley as a community that intentionally seeks to include persons of multifarious differences as students, faculty, staff, administrators, and members of the Seminary’s Board of Governors (“**Board**”).

Wesley’s commitment to diversity, equity, and inclusion is to be lived out in our admission and support of students; in the hiring and promotion of faculty, staff, and administrators; in the selection of members to the Board; and through the work of Wesley’s Diversity, Equity, and Inclusion Committee (“**DEI Committee**”) and Diversity, Equity, and Inclusion Officer (“**DEI Officer**”) as supported by Wesley’s Board, administration, faculty, staff, and students.

Wesley’s Policy on Prohibited Discrimination, Harassment, and Retaliation addresses the Seminary’s commitment to complying fully with all applicable federal and District of Columbia laws prohibiting discrimination, harassment, and retaliation. This Commitment to Diversity, Equity, and Inclusion addresses the Seminary’s further commitment to promoting a diverse, equitable, and inclusive educational experience, recruitment and hiring process, and affirming work environment.

### REASONS FOR WESLEY’S COMMITMENT

Wesley’s community embraces and promotes diversity, equity, and inclusion as fundamental to our Christian faith. God is the creator of all humankind (Gen 1:27, inclusive language) and in God we share a common humanity. Jesus made clear God’s love for all people regardless of their color, ethnicity, gender, background, or other personal characteristics and demonstrated God’s inclusive love during his life. Further, he showed through his teaching and ministry that Christians are to accept and be in ministry with persons least like them as well as most like them. Jesus showed that Christians and Christian communities have a particular obligation to demonstrate the reality of Christ’s culture-transforming love for all people. Wesley strives to create a diverse and inclusive community, equip a diverse group of individuals for Christian ministry, and provide leadership to the world on this fundamental aspect of our faith.

Wesley's community also embraces and promotes diversity, equity, and inclusion because a diverse and inclusive environment enriches the experience of the Seminary's students, staff, faculty, administrators, and Board. Learning with and from persons representing different life experiences and spiritual journeys to Wesley's community informs intentional understanding, creates opportunities to engage, and equips us to tear down dividing walls that prohibit oneness in the peace of Jesus. Interaction within a diverse intellectual community improves active learning and critical thinking. Scholarship flourishes when the rich diversity of human perspectives and experiences is heard, equitably regarded, and included in the curriculum, conversation, and consciousness. Diversity, equity, and inclusion are thus core to Wesley's mission as a Christian seminary.

## **INSTITUTIONAL OVERSIGHT**

The Seminary's DEI Committee and DEI Officer, together with the Seminary's administrators and Board, have responsibility for institutional oversight of Wesley's commitment to diversity, equity, and inclusion.

### **A. DEI Committee**

The following representatives within Wesley's community shall serve on the DEI Committee:

- (1) DEI Officer, appointed by the President.
- (2) Title IX Coordinator, appointed by the President.
- (3) Director of Human Resources, appointed by the President.
- (4) One Board member, appointed by the Board.
- (5) One faculty member, appointed by the faculty.
- (6) At least one additional staff member, appointed by the Staff Council.
- (7) At least one student, appointed by the Student Council.

The Seminary's DEI Officer, Title IX Coordinator, and Director of Human Resources shall serve ex-officio on the Committee with no term limit. Other committee members shall serve two-year terms with a limit of three consecutive terms. Terms for the Board and faculty representatives on the committee commence at the beginning of the academic year (July 1) in odd-numbered years. Terms for the staff and student representatives commence at the beginning of the academic year (July 1) in even-numbered years. If a member ceases to serve prior to the expiration of their term a replacement member shall be appointed, in the same manner as the departing member, to serve the remainder of the departing member's term. Serving a partial term as a replacement member shall not count against the limit of three consecutive terms on the committee.

The DEI Committee shall include at least one person of color; at least one person who is not a person of color; and representatives of various genders. If at any time the committee does not meet these requirements the president shall appoint an additional member or members to satisfy the requirement. The additional member(s) shall serve until the end of the academic year for which

they were appointed and may be reappointed by the president if these requirements would not otherwise be met.

The DEI Committee shall choose one of its members to serve as the committee chair for each academic year. If a chairperson is not chosen by September 1 of any academic year, the president shall appoint a chairperson from among the members of the committee.

The DEI Committee shall have the following duties:

- (1) Nominate an individual to serve as the Seminary’s DEI Officer to be appointed by the President.
- (2) Collaborate with the DEI Officer and assist in advancing the goals of this DEI Commitment.
- (3) Participate in educating the Seminary community on DEI issues by encouraging engagement and facilitating awareness activities and opportunities that amplify the Seminary's commitment to creating a diverse, equitable, and inclusive community. Expand DEI focuses to embrace individual consciousness and communal commitment to creating an enviable diverse experience for all persons affiliated with Wesley.
- (4) Develop procedures to promote and implement Wesley’s commitment to diversity, equity, and inclusion. Amplify DEI awareness through surveys, events, a dynamic webpage, DEI tools for faculty to use in curriculum and classroom and being equipped to have answers for any person who asks about the hope we have (1 Pet 3:15) in our calling to welcome everyone to Wesley’s community for an encounter of the love of God.
- (5) Monitor the Seminary’s application, admission, retention, recruitment, and hiring procedures to ensure that these support Wesley’s DEI commitment and report any departures from this commitment to the person(s) responsible for the area of concern and to Wesley’s president.
- (6) Through the DEI Officer, report at least annually to the president and to the Board’s Enrollment and Academic Programs Committee regarding all significant matters related to the DEI Committee.
- (7) Recommend to the president and the Board, as the committee deems appropriate, any changes needed to this policy.

## **B. DEI Officer**

A DEI Officer shall be nominated by the DEI Committee and appointed by the president to serve until otherwise determined. The DEI Committee will nominate an individual who is a regular member of the Seminary’s staff or faculty, but not a member of the Administrative Council or Board of Directors, and who in the committee’s view exhibits integrity, sensitivity, and leadership.

The DEI Officer shall have the following duties:

- (1) Coordinate DEI activities that involve the committee and engage students, staff, faculty, administrators, and the Board.
- (2) Consult with the DEI Committee chair to manage meeting logistics and disseminate information to DEI Committee members.
- (3) Consult and coordinate with the Title IX Coordinator, the Director of Human Resources, the Associate Dean for Community Life, and other Seminary personnel regarding DEI issues.
- (4) On behalf of the DEI Committee, report at least annually to the president and to the Board's Enrollment and Academic Programs Committee regarding all significant matters related to the DEI Committee.

### **C. Seminary Administration**

The Seminary's president and other members of the administration have responsibility for recruiting and admitting students, hiring employees, and administering the operation of the Seminary. This includes responsibility for pursuing the goals set forth in this policy. To this end, the Seminary's administration shall:

- (1) Lead, support, and monitor the Seminary's commitment to diversity, equity, and inclusion.
- (2) In admitting and supporting students, and in hiring and promoting faculty, staff, and administrators, take intentional actions to advance the Seminary's commitment to diversity, equality, and inclusion.
- (3) Coordinate with the DEI Committee and DEI Officer in these efforts, including where appropriate with respect to recruiting, hiring, and promotion decisions.

### **D. Board of Governors**

The Seminary's Board of Governors is an integral part of the Seminary community and has an important role in advancing the goals of this policy. To this end, the Board shall:

- (1) Approve an annual budget for DEI activities/programming and a DEI Officer stipend.
- (2) In selecting its members, and in appointing members to leadership positions on the Board, seek commitment to advance the Seminary's commitment to diversity, equality, and inclusion.

- (3) As part of its oversight role, support and monitor the Seminary’s efforts to promote diversity, equity, and inclusion.
- (4) Review the DEI Officer’s reports to the Board’s Enrollment and Academic Programs Committee, and act if needed in response to such reports.

### **PUBLICATION OF THIS POLICY**

This policy shall be published on the Seminary’s website and in the Seminary’s Faculty Manual, Staff Manual, Student Handbook, and Annual Catalog. It will also be an addendum to job descriptions, admission packets, orientation materials, course syllabi, and Blackboard.

**WESLEY THEOLOGICAL SEMINARY  
TITLE IX SEXUAL HARASSMENT  
COMPLAINT PROCEDURES**

**I. OVERVIEW**

Wesley Theological Seminary (“**Wesley**” or “**the Seminary**”) is committed to complying fully with all applicable federal and District of Columbia nondiscrimination laws. As addressed in the Seminary’s Policy on Prohibited Discrimination, Harassment, and Retaliation (“**Policy**”), Wesley prohibits all forms of illegal discrimination, harassment, and retaliation in connection with Seminary education program and activities. These Title IX Sexual Harassment Complaint Procedures (“**Title IX Complaint Procedures**”) should be read in conjunction with the Policy, which includes definitions for certain terms used in these procedures.

These procedures apply only to Formal Complaints alleging Sexual Harassment covered by Title IX of the Education Amendments of 1972 (“**Title IX Sexual Harassment**”). Formal Complaints alleging Prohibited Conduct other than Title IX Sexual Harassment will be addressed under the Seminary’s general Prohibited Conduct Complaint Procedures.

As defined in detail in the Policy, “**Sexual Harassment**” is a form of discriminatory harassment against a person based on that person’s sex. “**Title IX Sexual Harassment**” is Sexual Harassment (other than sexual exploitation) (a) committed by a Seminary employee, student, or other member of the Seminary community, (b) against a person in the United States who is participating or attempting to participate (such as by seeking employment or admission) in the Seminary’s education program and activities, (c) in connection with a Seminary education program or activity.

The Seminary’s Title IX Coordinator is tasked with coordinating the Seminary’s response under these procedures to Formal Complaints alleging Title IX Sexual Harassment. Contact information for the Title IX Coordinator:

Karen Santiago  
Title IX Coordinator  
Wesley Theological Seminary  
Room S-134  
4500 Massachusetts Ave., N.W.  
Washington, D.C. 20016  
(202) 664-5683  
[ksantiago@wesleyseminary.edu](mailto:ksantiago@wesleyseminary.edu)

Members of the Seminary community are encouraged to contact the Title IX Coordinator for assistance in understanding and initiating action under the Policy and these Title IX Complaint Procedures.

## II. DEFINITIONS

Definitions for the following terms used in these procedures are set forth in the Policy:

- Complainant
- Respondent
- Party
- Prohibited Conduct
- Report
- Formal Complaint
- Sexual Harassment
- Title IX Sexual Harassment
- Supportive Measures

Where an investigation, hearing, or other proceeding under these procedures involves more than one Complainant or more than one Respondent, references in these procedures to the singular “Complainant,” “Respondent,” or “Party” include the plural, as applicable.

## III. IMPARTIALITY AND FAIRNESS OF THE PROCESS

Formal Complaints alleging Title IX Sexual Harassment will be handled and resolved in an impartial, fair, and respectful manner. To ensure the impartiality and fairness of the process:

- (1) The Seminary’s Title IX Coordinator, as well as any investigator, decision-maker, appeal officer, or person designated to facilitate an informal resolution process, will not have a conflict of interest or bias for or against Complainants or Respondents generally or against any individual Complainant or Respondent.
- (2) The Title IX Coordinator, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process will receive training, as applicable to that person’s role or roles, on the following topics:
  - (a) How to serve impartially, including by avoiding conflicts of interest, prejudgment of the facts at issue, reliance on sex stereotypes, and bias.
  - (b) The definitions of Sexual Harassment and Title IX Sexual Harassment.
  - (c) The scope of the Seminary’s education programs and activities.
  - (d) How to conduct an informal resolution process, an investigation, a formal resolution process, a hearing, and an appeal.
  - (e) How to create an investigative report that fairly summarizes relevant evidence.
  - (f) Any technology to be used in interviews or at a live hearing.
  - (g) The relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.



- (3) Consideration of any Formal Complaint will include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

These Title IX Complaint Procedures include anticipated time frames for each stage of the Formal Complaint resolution process. To ensure fairness, the Seminary may allow for a temporary delay of the complaint process or for a limited extension of time frames for good cause, with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, the absence of a Party, a Party's advisor, a witness, an investigator, a decision-maker, or an appeal officer; additional time needed by an investigator or a Party to collect evidence; concurrent law enforcement activity; delays caused by holidays or Seminary breaks; or the need for language assistance or accommodation of disabilities.

#### **IV. INITIAL STEPS UPON SUBMISSION OF A FORMAL COMPLAINT**

##### **A. Assessment Whether the Formal Complaint Alleges Title IX Sexual Harassment**

Upon receipt of a Formal Complaint that appears to allege Sexual Harassment the Title IX Coordinator will first make an assessment whether the factual allegations in the complaint, if true, would constitute Title IX Sexual Harassment. If the complaint is not sufficiently clear or complete for this assessment to be made, the Title IX Coordinator will so advise the Complainant and provide an opportunity for the Formal Complaint to be revised with sufficient additional information for the Title IX Coordinator to undertake this initial assessment.

The Title IX Coordinator may also prepare and sign a Formal Complaint alleging Title IX Discrimination, with or without the Complainant's consent, where the Title IX Coordinator concludes that an investigation is necessary to protect the safety or rights of persons other than the Complainant or the interests of the Seminary, or is required by law. In these circumstances, however, the Complainant is not required to participate in the investigation or adjudication process with respect to the Formal Complaint. A decision by a Responsible Official to institute a Formal Complaint does not make the Responsible Official or the Seminary the Complainant and is not a determination that the allegations of Prohibited Conduct are true.

If the Title IX Coordinator determines that the factual allegations in the Formal Complaint, if true, would constitute Title IX Sexual Harassment, the Title IX Coordinator will issue an initial notice to both the Complainant and Respondent in accordance with Section IV(B), below.

If the Title IX Coordinator determines that the factual allegations in the Formal Complaint, if true, would not constitute Title IX Sexual Harassment, the Title IX Coordinator will dismiss the complaint under these Title IX Procedures. Such a dismissal is only a determination that the allegations in the Complaint do not fall within the scope of these Title IX Procedures, not a determination that the allegations are false or meritless. The Title IX Coordinator will then determine either (a) that the complaint should be referred to the Director of Human Resources (in the case of an employee respondent) or to the Associate Dean for Community Life (in the case of a student respondent) for further action under the Prohibited Conduct Complaint Procedures or other applicable policies or procedures; or (b) that no further action should be taken. In either

event, the Title IX Coordinator will notify the Complainant and Respondent of the referral or other decision reached.

The Title IX Coordinator is expected to complete their initial assessment and provide the appropriate notice to the Parties within 14 days of receipt of a Formal Complaint, unless unusual or complex circumstances exist.

### **B. Notices to Complainant and Respondent**

Upon a determination that a Formal Complaint alleges a claim of Title IX Sexual Harassment, the Title IX Coordinator will send to both the Complainant and Respondent a written notice that includes the following:

- (1) Copies of the Policy and these Title IX Complaint Procedures.
- (2) Notice of the allegations potentially constituting Title IX Sexual Harassment, including sufficient detail known at the time for the Respondent to prepare a response before any initial interview. Sufficient detail includes (a) the identities of the parties involved in the incident, if known; (b) the conduct allegedly constituting Title IX Sexual Harassment; and (c) the date(s) and location(s) of the alleged incident(s), if known.
- (3) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process.
- (4) Notice (a) that the Parties may have an advisor of their choice, who may be but is not required to be an attorney; and (b) that a Party may be accompanied by their advisor at any meeting or proceeding the Party attends in connection with the Formal Complaint.
- (5) Notice that the Parties and their advisors may review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including (a) evidence upon which the Seminary does not intend to rely in reaching a determination regarding responsibility, and (b) inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to the conclusion of the investigation. This evidence will be provided in accordance with timelines and process set forth in these Title IX Complaint Procedures.
- (6) Notice that the Policy prohibits knowingly making false statements or knowingly submitting false information in connection with a Report covered by the Policy, including in connection with a Formal Complaint, and the consequences for the same.

If during an investigation the Seminary decides to investigate allegations about the Complainant or Respondent that are not included in the notice, the Seminary will provide notice of the additional allegations to the Parties.

### **C. Potential Consolidation of Related Formal Complaints**

Where deemed appropriate by the Title IX Coordinator, the Seminary may consolidate Formal Complaints alleging Title IX Sexual Harassment (a) against more than one Respondent; (b) by more than one Complainant against one or more Respondents; or (c) by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. In addition, where deemed appropriate by the Title IX Coordinator and the other relevant Responsible Official(s), the Seminary likewise may consolidate Formal Complaints alleging both Title IX Sexual Harassment and other types of Prohibited Conduct (a) against more than one Respondent; (b) by more than one Complainant against one or more Respondents; or (c) by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances, subject to following the potentially differing procedures applicable to each type of claim.

### **D. Dismissal of a Formal Complaint**

As stated above, if the Title IX Coordinator determines that the factual allegations in a Formal Complaint, if true, would not constitute Title IX Sexual Harassment, the Title IX Coordinator shall dismiss the Complaint under these Title IX Procedures. Where otherwise permitted by applicable law, a Formal Complaint may also be dismissed at the discretion of the Title IX Coordinator at any time after it is submitted in the following additional circumstances:

- (1) The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw the Formal Complaint or any allegations therein.
- (2) The Complainant is not, or ceases to be, participating or attempting to participate (such as by seeking employment or admission) in the Seminary's education program and activities.
- (3) The Respondent is not, or ceases to be, employed or enrolled at the Seminary.
- (4) Specific circumstances prevent the Seminary from gathering evidence sufficient to reach a determination as to the Formal Complaint or the allegations therein.

In the event of such a dismissal the Title IX Coordinator will promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the Parties. The Title IX Coordinator will also advise the Parties whether the allegations in the Formal Complaint may still be pursued under the Seminary's general Prohibited Conduct Complaint Procedures or other policies.

### **V. RIGHT TO AND ROLE OF ADVISORS**

The Complainant and Respondent may each have an advisor of their choice to accompany them to interviews, other meetings, and the hearing. The advisor may be, but is not required to be, an attorney. A Party is expected to advise the Title IX Coordinator of the identity and contact information for an advisor at least two business days before the advisor is to appear with the Party

at any interview, other meeting, or a hearing. A Party is not required to use the same advisor throughout the process of resolving a Formal Complaint and may change their advisor at any time upon notice to the Title IX Coordinator. Where a Party has identified and provided email contact information for an advisor, that advisor will be copied on communications to the Party if the Party so requests and a FERPA waiver has been executed.

A Party's advisor may be present during any interview, other meeting, or hearing attended by that Party, including as part of an alternative resolution process. Except at a hearing, an advisor does not have a speaking role but may confer with a Party quietly at appropriate times and in such a way as not to interrupt or interfere with the interview or other meeting. An advisor may not present evidence, present argument, or otherwise advocate for the Party during an interview or other meeting.

At a hearing, an advisor has the limited responsibility of conducting cross-examination of witnesses on behalf of a Party. If a Party does not have an Advisor present at a hearing the Seminary will provide the Party with an advisor, without fee or charge to that Party, to conduct cross-examination on behalf of that Party during the hearing. An advisor does not otherwise have a speaking role at a hearing but may confer with a Party quietly at appropriate times and in such a way as not to interrupt or interfere with the hearing. An advisor may not present evidence, present argument, or otherwise advocate for the Party during the hearing, apart from conducting cross-examination.

Advisors must act in an appropriate and respectful manner and must abide by the limitations on their role. An advisor who does not do so will be cautioned, and if the advisor repeatedly fails to conduct themselves in accordance with their limited role they will be required to leave the interview, other meeting, or hearing. Depending upon the nature of the advisor's conduct, the Seminary may also limit or bar the advisor's participation in future interviews, other meetings, or the hearing.

## **VI. ALTERNATIVE RESOLUTION PROCESS**

In certain situations, it may benefit both Parties to seek resolution of a Formal Complaint through mediation, facilitated dialogue, or another alternative resolution process that does not include a full investigation and hearing. Except with respect to an allegation that a Seminary employee sexually harassed a student, in which case the Formal Complaint process must be followed, the Seminary will facilitate a mediation or other alternative resolution process if both Parties agree voluntarily in writing to participate in such a process and the Seminary determines that undertaking such a process is appropriate in the circumstances. There is no requirement that a Party agree to participate in any alternative resolution process and no pressure will be placed on a Party to do so. A Party who chooses to participate in an alternate resolution process may withdraw from that process, and commence or resume formal proceedings, at any time before an agreed written resolution has been reached in that alternative process.

Where the Parties and the Seminary agree to pursue an alternative resolution after a Formal Complaint has been filed, the Title IX Coordinator will appoint a facilitator for the process. After

initial discussions with the Parties regarding potential alternative resolution approaches, the facilitator will provide the Parties with a written notice that includes:

- (1) A summary of the allegations in the Formal Complaint.
- (2) The steps and requirements of a proposed alternative resolution process the facilitator considers appropriate and potentially beneficial to both Parties.
- (3) Disclosure of the fact that should the Parties reach an agreed written resolution, signed by both Parties, in this alternative process, this resolution shall be final and binding.
- (4) Disclosure of any consequences that may result from participating in the alternative resolution process, including the records that will be maintained or could be shared.

The facilitator is expected to bring any informal resolution process to a close within 21 days after commencement of the process unless the Parties wish to continue the process and the facilitator concludes that doing so may be useful. If the Parties reach an agreed resolution through an informal resolution process, this fact shall be memorialized in a written agreement signed by both Parties, which shall include any agreed Supportive Measures, remedies, or sanctions. Once the Parties have both signed an agreed resolution of the Formal Complaint and the Seminary has notified the Parties that it considers the agreed resolution sufficient to resolve the matter, this resolution is final and binding. In the event the Seminary concludes that the agreed resolution is not sufficient to resolve the matter it shall provide the Parties in writing with the reasons for this conclusion and the Parties shall be given an opportunity to seek an alternative agreed resolution should they wish to do so,

## **VII. FORMAL RESOLUTION PROCESS**

The formal resolution process set forth below will be followed by the Seminary in addressing a Formal Complaint alleging Title IX Sexual Harassment unless all Parties agree to undertake an alternative resolution process and a resolution is reached through that process as described above.

### **A. Investigation**

At the commencement of the formal resolution process the Title IX Coordinator will designate either themselves or another individual to investigate the allegations made in a Formal Complaint. The investigator is responsible for gathering and evaluating relevant evidence and for preparing an investigative report at the conclusion of the investigation. The investigator may utilize other Seminary personnel or outside resources to assist with the investigation but shall retain ultimate responsibility for the fairness and outcome of the investigation.

The investigator has discretion to determine the best means of conducting the investigation depending upon the circumstances so long as both Parties are treated equally during the investigation. Typically, the investigator will interview the Complainant, the Respondent, and other known witnesses. Where deemed necessary, the same individual may be interviewed more than once. The investigator will also seek to gather other relevant evidence including emails, texts, other documents, photographs, or videos.

During the investigation both Parties will be given an equal opportunity to identify witnesses for interviews, including fact and expert witnesses, and to present other inculpatory and exculpatory evidence. Parties are expected to share relevant information with the investigator, including providing any relevant information requested by the investigator.

During the investigation, as set forth below in the evidentiary review process, both Parties (including their advisors, if any) will also be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes inculpatory or exculpatory evidence whether obtained from a party or other source and includes evidence upon which the Seminary does not intend to rely in reaching a determination regarding responsibility.

Prior to completion of the investigative report the investigator will send to each Party the evidence subject to inspection and review in electronic format or hard copy. The investigator also may (but is not required to) send a draft investigative report to the Parties. The Parties will be given at least 10 calendar days after communication of the evidence subject to review and inspection (and draft investigative report, if supplied) within which to submit a written response to the information supplied by the investigator, and any such response will promptly be forwarded by the investigator to the other Party. The investigator will consider any written responses received in preparing the final investigative report.

## **B. Investigative Report**

After completing the investigation, the investigator will prepare a written investigative report which shall fairly summarize the evidence relevant to the allegations in the Formal Complaint. The investigator is expected to issue the investigative report within 20 calendar days after receipt of the Parties' written responses provided for above (or within 20 days after they were due, if none were submitted). The investigative report will be provided to the Parties and their advisors at least 10 calendar days before the date set for a hearing. The Parties may but are not required to submit a written response to the investigative report in advance of the hearing date. Any such response shall be submitted to the Title IX Coordinator, who will promptly forward copies to the other Party and to the decision-maker(s).

## **C. Hearing Procedures**

Complainants and Respondents are entitled to a live hearing before any determination is reached regarding an allegation of Title IX Sexual Harassment. The Seminary will appoint a trained decision-maker who will conduct the hearing and reach a Determination regarding the Formal Complaint, or in the Seminary's discretion appoint a panel of three trained decision-makers to fulfill this function (in which case references in these procedures to "decision-maker" shall apply to the panel). Neither the Title IX Coordinator nor any person designated as the investigator may serve as a decision-maker.

The decision-maker has discretion to determine the best means of conducting the hearing, so long as both Parties are treated equally during the hearing and the hearing comports with applicable legal requirements under Title IX. Without limiting the foregoing, the decision-maker may, in their discretion, determine whether the Parties shall be permitted to make opening and/or closing statements and whether further written submissions will be accepted from the Parties as part of the hearing process.

In most circumstances hearings will be scheduled to take place between 10 and 30 calendar days after delivery of the final investigative report. Notice of the date, time, and location of the hearing, and of the identity and contact information for the decision-maker, will be provided to the Parties and their advisors at least 10 calendars before the date set for the hearing.

The following procedures shall apply in any hearing:

- (1) At the request of either party, the Seminary will provide for the hearing to occur with the Parties located in separate rooms with technology enabling the decision-maker and Parties to simultaneously see and hear the Party or the witness answering questions. A Party who wishes for the hearing to occur with the Parties located in separate rooms must make this request at least five calendar days before the scheduled hearing date.
- (2) Subject to the foregoing, hearings may be conducted with all Parties physically present in the same geographic location or, at the decision-maker's discretion, any or all Parties, witnesses, and other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- (3) The decision-maker may ask relevant questions of any Party or other witness who testifies at the hearing.
- (4) The decision-maker will permit each Party's advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination must be conducted directly, orally, and in real time by the Party's advisor. A Party may not cross-examination witnesses. The decision-maker may ask questions of any Party or witness.
- (5) Only relevant questions may be asked of a Party or witness, including on cross-examination. Before a Party or witness answers a question, the decision-maker will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- (6) The decision-maker may, in their discretion, exclude witnesses or testimony the decision-maker determines to be irrelevant or duplicative. The decision-maker may, in their

discretion, exclude witnesses or testimony where the decision-maker concludes that the Party offering such evidence was aware of the evidence at the time of the investigation but failed to disclose the evidence to the investigator, or subsequently became aware of such information and did not promptly disclose it to the Title IX Coordinator, investigator, or decision-maker. In the event a Party offers evidence not disclosed in the investigation, the decision-maker may also postpone the hearing or take other steps to avoid undue prejudice to the other Party.

- (7) The Seminary will create an audio or audiovisual recording, or transcript, of the hearing and make it available to the Parties for inspection and review. No other audio or visual recording may be made at the hearing. The decision-maker may preclude participants in the hearing from possessing or utilizing electronic devices (laptops, tablets, cell phones, etc.) capable of capturing an audio or video recording of the hearing.

If a Party or witness chooses not to participate in a hearing, chooses not to testify at a hearing, or chooses not to answer one or more questions that the decision-maker has determined are relevant and appropriate, the decision-maker will not draw an inference solely because of that fact. The decision-maker may, however, take this fact into account in determining what weight, if any, to give to statements by that individual, including testimony at the hearing and/or prior statements that are part of the hearing record.

#### **D. Determination Regarding Responsibility, Remedies, and Sanctions**

Following the hearing, the decision-maker will consider all relevant evidence and reach a determination, using a preponderance of the evidence standard, whether the Respondent has violated the Policy. A preponderance of the evidence standard is met when, based on the record before the decision-maker, it is more probable than not (that is, over 50% likelihood) that the Respondent engaged in Title IX Sexual Harassment.

If the decision-maker determines that the Respondent engaged in Title IX Sexual Harassment, the decision-maker will next determine what remedies and/or sanctions are appropriate in the circumstances.

Remedies shall be designed to continue or restore equal access to Seminary educational programs and activities. Remedies may include continued or further Supportive Measures but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. Remedies may include but are not limited to the following:

- (1) Referral to counseling or other health services.
- (2) Extensions of deadlines or other course-related adjustments.
- (3) Temporary or permanent modifications of work or class schedules.
- (4) Temporary or permanent changes in work or housing locations.



- (5) Temporary or permanent mutual restrictions on contact between the parties.
- (6) Modifications to Seminary policies, additional training, and/or additional education to the Seminary community.
- (7) Leaves of absence.

The Seminary will maintain as confidential any remedies provided to the extent that doing so would not impair the Seminary’s ability to provide such remedies.

Sanctions imposed upon a student Respondent may include but are not limited to the following:

- (1) A formal warning or admonishment.
- (2) Required mental health assessment, mental health treatment, counseling, educational programs related to Prohibited Conduct, and/or community service.
- (3) Prohibition or restrictions on contact with the Complainant and/or other specified individuals.
- (4) Temporary or permanent restrictions on participation in Seminary education programs or activities.
- (5) Disciplinary probation, suspension, or expulsion.

Sanctions imposed upon an employee Respondent may include but are not limited to the following:

- (1) A formal letter of reprimand.
- (2) Required mental health assessment, mental health treatment, counseling, and/or educational programs related to Prohibited Conduct.
- (3) Prohibition or restrictions on contact with the Complainant and/or other specified individuals.
- (4) Temporary or permanent restrictions on participation in Seminary education programs or activities.
- (5) Reassignment to another employment position at the Seminary.
- (6) Temporary or permanent reduction in pay and/or the loss or reduction of merit or other pay raises.
- (7) Disciplinary probation, suspension, or termination of employment.

In determining remedies and/or sanctions the decision-maker may consult with the Associate Dean of Community Life, the Director of Human Resources, or other appropriate Seminary officials.

#### **E. Issuance of a Written Decision**

After the decision-maker has reached a determination regarding responsibility and (if applicable) regarding appropriate remedies and/or sanctions, the Seminary will provide the Parties with a written decision (the “**Decision**”) that will include:

- (1) Identification of the allegations potentially constituting Title IX Sexual Harassment.
- (2) A description of the procedural steps taken from receipt of the Formal Complaint through the issuance of the Decision, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- (3) Findings of fact supporting the determination of responsibility.
- (4) Conclusions regarding the application of the Policy to the facts.
- (5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any sanctions the Seminary imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the Seminary’s education program or activity will be provided to the Complainant.
- (6) The Seminary’s procedures and permissible bases for the Complainant and Respondent to appeal the Decision.

The Decision is expected to be issued within 20 days after the conclusion of the hearing, unless unusual or complex circumstances exist, and will be provided to the Parties simultaneously.

#### **F. Appeal Procedures**

Both the Complainant and Respondent have a right to appeal a dismissal of all or any portion of a Formal Complaint or to appeal a Decision. A Party who wishes to appeal must submit a written notice of appeal to the Title IX Coordinator within 10 calendar days after delivery of the dismissal or the Decision. The Title IX Coordinator will promptly provide copies of any appeal notice to the other Party. If a timely appeal is filed, the Seminary may still move forward with Supportive Measures provided for in the Decision but any sanctions will be stayed until the appeal is decided. If no appeal is submitted within the 10-day time frame, the Decision becomes final.

Grounds for an appeal are limited to the following:

- (1) A procedural irregularity that affected the outcome of the matter.

- (2) New evidence that was not reasonably available at the time the dismissal or Decision was made, that could affect the outcome of the matter.
- (3) The Title IX Coordinator, the investigator, or the decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent, that affected the outcome of the matter.
- (4) The dismissal or Decision involved a clear error of law that affected the outcome of the matter.
- (5) The Decision is against the manifest weight of the evidence. Meeting this standard requires a showing on appeal that the Decision is obviously erroneous and unsupported by the evidence and that an opposite conclusion is clearly evident.

The Seminary will appoint a trained appeal officer to handle the appeal and render a written decision (the “**Appeal Decision**”) at the conclusion of the appeal process. Neither the Title IX Coordinator, the investigator, nor the decision-maker may serve as the appeal officer.

The appeal officer has discretion to determine the best means of conducting the appeal so long as both Parties are treated equally during the process. The appeal officer will set a date, in most instances between 10 and 30 days after all Parties have been provided with the notice(s) of appeal, by which each Party may submit a written statement challenging or supporting the dismissal or Decision. The appeal officer may, in their discretion, also permit the Parties to submit written responses to each other’s initial written statements and may schedule a meeting at which the Parties or (in the appeal officer’s discretion, if the appeal officer determines that permitting this will be fair to both parties and will aid the appeal officer in reaching a decision) their advisors may make an oral presentation of the Party’s position.

At the conclusion of the appeal process the appeal officer will issue an Appeal Decision describing the result of the appeal and the rationale for the result. The Appeal Decision will be provided simultaneously to both Parties and is final at that time.

## **VIII. RECORDKEEPING**

The Seminary will maintain records regarding proceedings under these Title IX Procedures for a period of seven years in accordance with 34 CFR §106.45(b)(10).

**WESLEY THEOLOGICAL SEMINARY  
PROHIBITED CONDUCT  
COMPLAINT PROCEDURES**

**I. OVERVIEW**

Wesley Theological Seminary (“**Wesley**” or “**the Seminary**”) is committed to complying fully with all applicable federal and District of Columbia nondiscrimination laws. As addressed in the Seminary’s Policy on Prohibited Discrimination, Harassment, and Retaliation (“**Policy**”), Wesley prohibits all forms of illegal discrimination in employment and in the provision of educational opportunities. These Prohibited Conduct Complaint Procedures should be read in conjunction with the Policy, which includes definitions for certain terms used in these procedures.

These procedures apply to Formal Complaints alleging Prohibited Conduct (as defined in the Policy) other than Title IX Sexual Harassment. Formal Complaints alleging Title IX Sexual Harassment will be addressed under the Seminary’s Title IX Sexual Harassment Complaint Procedures. As used in these Prohibited Conduct Complaint Procedures, “**Prohibited Conduct**” refers to Prohibited Conduct other than Title IX Sexual Harassment.

The Seminary’s Title IX Coordinator has primary responsibility for coordinating the Seminary’s response under these procedures to Formal Complaints alleging sex discrimination other than Title IX Sexual Harassment. Contact information for the Title IX Coordinator:

Karen Santiago  
Title IX Coordinator  
Wesley Theological Seminary  
Room S-134  
4500 Massachusetts Ave., N.W.  
Washington, D.C. 20016  
(202) 664-5683  
[ksantiago@wesleyseminary.edu](mailto:ksantiago@wesleyseminary.edu)

The Seminary’s Director of Human Resources has primary responsibility for coordinating the Seminary’s response under these procedures to Formal Complaints alleging Prohibited Conduct committed by an employee or by any other member of the Seminary community except a Wesley student. Contact information for the Director of Human Resources:

Maggie Ayers  
Director of Human Resources  
Wesley Theological Seminary  
Room TG-06  
4500 Massachusetts Ave., N.W.  
Washington, DC 20016  
(202) 664-5682

[mayres@wesleyseminary.edu](mailto:mayres@wesleyseminary.edu)

The Seminary’s Associate Dean of Community Life has primary responsibility for coordinating the Seminary’s response under these procedures to Formal Complaints alleging Prohibited Conduct committed by a Wesley student. Contact information for the Associate Dean of Community Life:

Rev. W. Antoni Sinkfield, Ph.D.  
Associate Dean of Community Life  
Wesley Theological Seminary  
Room T-105  
4500 Massachusetts Ave., N.W.  
Washington, DC 20016  
(202) 885-8614  
[wsinkfield@wesleyseminary.edu](mailto:wsinkfield@wesleyseminary.edu)

Members of the Seminary community are encouraged to contact these individuals for assistance in understanding and initiating action under the Policy and these Prohibited Conduct Complaint Procedures.

## II. DEFINITIONS

Definitions for the following terms used in these procedures are set forth in the Policy:

- |                      |                     |                              |
|----------------------|---------------------|------------------------------|
| • Complainant        | • Report            | • Title IX Sexual Harassment |
| • Respondent         | • Formal Complaint  | • Supportive Measures        |
| • Party              | • Sexual Harassment |                              |
| • Prohibited Conduct |                     |                              |

Where an investigation, hearing, or other proceeding under these procedures involves more than one Complainant or more than one Respondent, references in these procedures to the singular “Complainant,” “Respondent,” or “Party” include the plural, as applicable.

## III. IMPARTIALITY AND FAIRNESS OF THE PROCESS

Formal Complaints alleging Prohibited Conduct will be handled and resolved in an impartial, fair, and respectful manner. To ensure the impartiality and fairness of the process:

- (1) The Seminary’s Responsible Officials, as well as any investigator, decision-maker, appeal officer, or person designated to facilitate an informal resolution process, will not have a conflict of interest or bias for or against Complainants or Respondents generally or against any individual Complainant or Respondent.
- (2) The Seminary’s Responsible Officials, investigators, decision-makers, appeal officers, and any person who facilitates an informal resolution process will receive training, as

applicable to that person’s role or roles, on the topics relevant to their roles under the Policy and these procedures.

- (3) Consideration of any Formal Complaint will include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

These Prohibited Conduct Complaint Procedures include anticipated time frames for each stage of the Formal Complaint resolution process. To ensure fairness, the Seminary may allow for a temporary delay of the complaint process or for a limited extension of time frames for good cause, with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include, but is not limited to, the absence of a Party, a Party's advisor, a witness, an investigator, a decision-maker, or an appeal officer; additional time needed by an investigator or a Party to collect evidence; concurrent law enforcement activity; delays caused by holidays or Seminary breaks; or the need for language assistance or accommodation of disabilities.

#### **IV. INITIAL STEPS UPON SUBMISSION OF A FORMAL COMPLAINT**

##### **A. Assessment Whether the Formal Complaint Alleges Prohibited Conduct**

Upon receipt of a Formal Complaint that appears to allege Prohibited Conduct the Responsible Official will first make an assessment whether the factual allegations in the complaint, if true, would constitute Prohibited Conduct. If the complaint is not sufficiently clear or complete for this assessment to be made, the Responsible Official will so advise the Complainant and provide an opportunity for the Formal Complaint to be revised with sufficient additional information for the Responsible Official to undertake this initial assessment.

The Responsible Official may also prepare and sign a Formal Complaint alleging Prohibited Conduct, with or without the Complainant’s consent, where the Responsible Official concludes that an investigation is necessary to protect the safety or rights of persons other than the Complainant or to protect the interests of the Seminary, or is required by law. A decision by a Responsible Official to institute a Formal Complaint does not make the Responsible Official or the Seminary the Complainant and is not a determination that the allegations of Prohibited Conduct are true.

If the Responsible Official determines that the factual allegations in the Formal Complaint, if true, would constitute Prohibited Conduct, and that sufficient reason exists for a reasonable person to believe that further inquiry is warranted into whether Prohibited Conduct occurred, the Responsible Official will issue an initial notice to both the Complainant and Respondent in accordance with Section IV(B), below.

If the Responsible Official determines that the factual allegations in the Formal Complaint, if true, would not constitute Prohibited Conduct or determines that sufficient reason does not exist for a reasonable person to believe that further inquiry is warranted into whether Prohibited Conduct occurred, the Responsible Official will dismiss the complaint under these Procedures. The

Responsible Official will then determine either (a) that the matters raised in the Formal Complaint should be addressed under other applicable policies or procedures, or (b) that no further action should be taken. In either event, the Responsible Official will notify the Complainant and Respondent in writing of the decision reached.

The Responsible Official is expected to complete their initial assessment and provide the appropriate notice to the Parties within 14 days of receipt of a Formal Complaint.

### **B. Notices to Complainant and Respondent**

Upon a determination that a Formal Complaint alleges Prohibited Conduct, the Responsible Official will send to both the Complainant and Respondent a written notice that includes the following:

- (1) Copies of the Policy and these Prohibited Conduct Complaint Procedures.
- (2) Notice of the allegations potentially constituting Prohibited Conduct, including sufficient detail to the extent known at the time so that the Respondent may prepare a response before any initial interview.
- (3) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process.
- (4) Notice (a) that the Parties may have an advisor of their choice, who may be but is not required to be an attorney; and (b) that a Party may be accompanied by their advisor at any meeting or proceeding the Party attends in connection with the Formal Complaint.
- (5) Notice that the Parties and their advisors may review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including (a) evidence upon which the Seminary does not intend to rely in reaching a determination regarding responsibility, and (b) inculpatory or exculpatory evidence whether obtained from a Party or other source, so that each Party can meaningfully respond to the evidence prior to the conclusion of the investigation.
- (6) Notice that the Policy prohibits knowingly making false statements or knowingly submitting false information in connection with a Report covered by the Policy, including in connection with a Formal Complaint, and the consequences for the same.

If during an investigation the Seminary decides to investigate allegations about the Complainant or Respondent that are not included in the notice, the Seminary will provide notice of the additional allegations to the Parties.

### **C. Potential Consolidation of Related Formal Complaints**

Where deemed appropriate by the Responsible Official, the Seminary may consolidate Formal Complaints alleging Prohibited Conduct filed under these procedures (a) against more than one Respondent; (b) by more than one Complainant against one or more Respondents; or (c) by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. In addition, where deemed appropriate by the Title IX Coordinator and the other relevant Responsible Official(s), the Seminary likewise may consolidate Formal Complaints alleging both Title IX Sexual Harassment and other types of Prohibited Conduct (a) against more than one Respondent; (b) by more than one Complainant against one or more Respondents; or (c) by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances, subject to following the potentially differing procedures applicable to each type of claim.

### **D. Dismissal of a Formal Complaint**

As stated above, if the Responsible Official determines that the factual allegations in a Formal Complaint, if true, would not constitute Prohibited Conduct, the Responsible Official will dismiss the Complaint under these Procedures. Where otherwise permitted by applicable law, a Formal Complaint may also be dismissed at the discretion of the Responsible Official at any time after it is received in the following additional circumstances:

- (1) The Complainant notifies the Responsible Official in writing that they wish to withdraw the Formal Complaint or any allegations therein.
- (2) The Complainant is not, or ceases to be, participating or attempting to participate (such as by seeking employment or admission) in the Seminary's education program and activities.
- (3) The Respondent is not, or ceases to be, employed or enrolled at the Seminary.
- (4) Specific circumstances prevent the Seminary from gathering evidence sufficient to reach a determination as to the Formal Complaint or the allegations therein.
- (5) The Responsible Official concludes at any point during the initial assessment or the investigation of the Formal Complaint that sufficient evidence does not exist to allege that the Respondent engaged in Prohibited Conduct. Evidence is sufficient if a reasonable person would believe, given that evidence, that further inquiry is warranted into whether Prohibited Conduct occurred.

In the event of such a dismissal the Responsible Official will promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the Parties.



## **V. RIGHT TO AND ROLE OF ADVISORS**

The Complainant and Respondent may each have an advisor of their choice to accompanying them to interviews, other meetings, and any hearing. The advisor may be, but is not required to be, an attorney. A Party is expected to advise the Responsible Official of the identity and contact information for an advisor at least two business days before the advisor is to appear with the Party at any interview, other meeting, or a hearing. A Party is not required to use the same advisor throughout the process of resolving a Formal Complaint and may change their advisor at any time upon notice to the Responsible Official. Where a Party has identified and provided email contact information for an advisor, that advisor will be copied on communications to the Party if the Party so requests.

A Party’s advisor may be present during any interview, other meeting, or hearing attended by that Party, including as part of an alternative resolution process. Except as the decision-maker may permit at a hearing, an advisor does not have a speaking role but may confer with a Party quietly at appropriate times and in such a way as not to interrupt or interfere with the interview or other meeting. An advisor may not present evidence, present argument, or otherwise advocate for the Party during an interview, other meeting, or hearing.

Advisors must act in an appropriate and respectful manner and must abide by the limitations on their role. An advisor who does not do so will be cautioned, and if the advisor repeatedly fails to conduct themselves in accordance with their limited role they will be required to leave the interview, other meeting, or hearing. Depending upon the nature of the advisor’s conduct, the Seminary may also limit or bar the advisor’s participation in future interviews, other meetings, or the hearing.

## **VI. ALTERNATIVE RESOLUTION PROCESS**

In certain situations, it may benefit both Parties to seek resolution of a Formal Complaint through mediation, facilitated dialogue, or another alternative resolution process that does not include a full investigation and hearing. The Seminary will facilitate a mediation or other alternative resolution process if both Parties agree voluntarily in writing to participate in such a process and the Seminary determines that undertaking such a process is appropriate in the circumstances. There is no requirement that a Party agree to participate in any alternative resolution process and no pressure will be placed on a Party to do so. A Party who chooses to participate in an alternate resolution process may withdraw from that process, and commence or resume formal proceedings, at any time before an agreed written resolution has been reached in that alternative process.

Where the Parties and the Seminary agree to pursue an alternative resolution, the Responsible Official or their designee will serve as the facilitator for the process. The facilitator is expected to bring any informal resolution process to a close within 21 days after commencement of the process unless the Parties wish to continue the process and the facilitator concludes that doing so may be useful. If the Parties reach an agreed resolution through an informal resolution process, this fact shall be memorialized in a written agreement signed by both Parties, which shall include any agreed Supportive Measures, remedies, or sanctions. Once the Parties have both signed an agreed resolution of the Formal Complaint, this resolution is final and binding.

## **VII. FORMAL RESOLUTION PROCESS**

The formal resolution process set forth below will be followed by the Seminary in addressing a Formal Complaint alleging Prohibited Conduct unless all Parties agree to undertake an alternative resolution process and a resolution is reached through that process as described above.

### **A. Investigation**

At the commencement of the formal resolution process the Responsible Official will designate either themselves or another individual to investigate the allegations made in a Formal Complaint. The investigator is responsible for gathering and evaluating relevant evidence and may in their discretion prepare an investigative report at the conclusion of the investigation. The investigator may utilize other Seminary personnel or outside resources to assist with the investigation but shall retain ultimate responsibility for the fairness and outcome of the investigation.

The investigator has discretion to determine the best means of conducting the investigation depending upon the circumstances so long as the process is fair to both Parties. Typically, the investigator will interview the Complainant, the Respondent, and other known witnesses. Where deemed necessary, the same individual may be interviewed more than once. The investigator will also seek to gather other relevant evidence including emails, texts, other documents, photographs, or videos.

During the investigation both Parties will be given an equal opportunity to identify witnesses for interviews, including fact and expert witnesses, and to present other inculpatory and exculpatory evidence. Parties are expected to share relevant information with the investigator, including providing any relevant information requested by the investigator.

During the investigation both Parties (including their advisors, if any) will be given an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes inculpatory or exculpatory evidence whether obtained from a party or other source and includes evidence upon which the Seminary does not intend to rely in reaching a determination regarding responsibility.

Prior to completion of the investigative report the investigator will make the evidence subject to inspection and review available to each Party. The investigator also may (but is not required to) send a draft investigative report to the Parties. The Parties will be given at least 10 calendar days after communication of the evidence subject to review and inspection (and draft investigative report, if supplied) within which to submit a written response to the information supplied by the investigator, and any such response will promptly be forwarded by the investigator to the other Party. The investigator will consider any written responses received in preparing the final investigative report.

## **B. Investigative Report**

After completing the investigation, the investigator will prepare a written investigative report which shall fairly summarize the evidence relevant to the allegations in the Formal Complaint. The investigator may but is not required to include in the draft investigative report a recommended Determination, reached based upon a preponderance of the evidence standard. The investigator is expected to issue the investigative report within 20 calendar days after receipt of the Parties' written responses provided for above (or within 20 days after they were due, if none were submitted). The investigative report will be provided to the Parties and their advisors. The Parties will then be given at least 10 calendar days after receipt of the investigative report within which to submit a written response to the investigative report should they choose to do so. Any such response shall be submitted to the Responsible Official, who will promptly forward copies to the other Party and to the decision-maker.

## **C. Determination Regarding Responsibility, Remedies, and Sanctions**

The Seminary will appoint a trained decision-maker to reach a Determination regarding the Formal Complaint, or in the Seminary's discretion appoint a panel of three trained decision-makers to fulfill this function (in which case references in these procedures to "decision-maker" shall apply to the panel). Neither the Responsible Official nor the investigator may serve as a decision-maker.

In general, the record upon which a Determination will be based is considered complete and closed after the Parties have submitted any responses to the final investigative report. Should the decision-maker conclude, however, that additional evidence or further written submissions would be helpful in reaching the Determination, the Responsible Official will so advise the Parties and an opportunity will be provided for this additional information to be submitted and included in the record.

Once the record is closed, the decision-maker will consider all relevant evidence and reach a determination, using a preponderance of the evidence standard, whether the Respondent has violated the Policy. A preponderance of the evidence standard is met when, based on the record before the decision-maker, it is more probable than not (that is, over 50% likelihood) that the Respondent engaged in the alleged Prohibited Conduct.

If the decision-maker determines that the Respondent engaged in Prohibited Conduct, the decision-maker will next determine what remedies and/or sanctions are appropriate in the circumstances.

Remedies shall be designed to continue or restore equal access to Seminary educational programs and activities. Remedies may include continued or further Supportive Measures but need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. Remedies may include but are not limited to the following:

- (1) Referral to counseling or other health services.
- (2) Extensions of deadlines or other course-related adjustments.

- (3) Temporary or permanent modifications of work or class schedules.
- (4) Temporary or permanent changes in work or housing locations.
- (5) Temporary or permanent mutual restrictions on contact between the parties.
- (6) Modifications to Seminary policies, additional training, and/or additional education to the Seminary community.
- (7) Leaves of absence.

The Seminary will maintain as confidential any remedies provided to the extent that doing so would not impair the Seminary's ability to provide such remedies.

Sanctions imposed upon a student Respondent may include but are not limited to the following:

- (1) A formal warning or admonishment.
- (2) Required mental health assessment, mental health treatment, counseling, educational programs related to Prohibited Conduct, and/or community service.
- (3) Prohibition or restrictions on contact with the Complainant and/or other specified individuals.
- (4) Temporary or permanent restrictions on participation in Seminary education programs or activities.
- (5) Disciplinary probation, suspension, or expulsion.

Sanctions imposed upon an employee Respondent may include but are not limited to the following:

- (1) A formal letter of reprimand.
- (2) Required mental health assessment, mental health treatment, counseling, and/or educational programs related to Prohibited Conduct.
- (3) Prohibition or restrictions on contact with the Complainant and/or other specified individuals.
- (4) Temporary or permanent restrictions on participation in Seminary education programs or activities.
- (5) Reassignment to another employment position at the Seminary.
- (6) Temporary or permanent reduction in pay and/or the loss or reduction of merit or other pay raises.

- (7) Disciplinary probation, suspension, or termination of employment.

In determining remedies and/or sanctions the decision-maker may consult with the Associate Dean of Community Life, the Director of Human Resources, or other appropriate Seminary officials.

#### **D. Issuance of a Written Decision**

After the decision-maker has reached a determination regarding responsibility and (if applicable) regarding appropriate remedies and/or sanctions, the Seminary will provide the Parties with a written decision (the “**Decision**”) explaining the basis for the decision-maker’s determination and setting forth any remedies and/or sanctions the decision-maker has determined are appropriate. The Decision shall also explain the Seminary’s procedures and permissible bases for the Complainant and Respondent to appeal the Decision. The Decision is expected to be issued within 20 days after the record is complete and will be provided to the Parties simultaneously.

#### **E. Appeal Procedures**

Both the Complainant and Respondent have a right to appeal a dismissal of all or any portion of a Formal Complaint or to appeal a Decision. A Party who wishes to appeal must submit a written notice of appeal to the Responsible Official within 10 calendar days after delivery of the dismissal or the Decision. The Responsible Official will promptly provide copies of any appeal notice to the other Party. If a timely appeal is filed, the Seminary may still move forward with Supportive Measures provided for in the Decision but any sanctions will be stayed until the appeal is decided. If no appeal is submitted within the 10-day time frame, the Decision becomes final.

Grounds for an appeal are limited to the following:

- (1) A procedural irregularity that affected the outcome of the matter.
- (2) New evidence that was not reasonably available at the time the dismissal or Decision was made, that could affect the outcome of the matter.
- (3) The Responsible Official, the investigator, or the decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent, that affected the outcome of the matter.
- (4) The dismissal or Decision involved a clear error of law that affected the outcome of the matter.
- (5) The Decision is against the manifest weight of the evidence. Meeting this standard requires a showing on appeal that the Decision is obviously erroneous and unsupported by the evidence and that an opposite conclusion is clearly evident.

The Seminary will appoint a trained appeal officer to handle the appeal and render a written decision (the “**Appeal Decision**”) at the conclusion of the appeal process. Neither the Responsible Official, the investigator, nor the decision-maker may serve as the appeal officer.

The appeal officer has discretion to determine the best means of conducting the appeal so long as both Parties are treated equally during the process. The appeal officer will set a date, in most instances between 10 and 30 days after all Parties have been provided with the notice(s) of appeal, by which each Party may submit a written statement challenging or supporting the dismissal or Decision. The appeal officer may, in their discretion, also permit the Parties to submit written responses to each other’s initial written statements and may schedule a meeting at which the Parties or (in the appeal officer’s discretion, if the appeal officer determines that permitting this will be fair to both parties and will aid the appeal officer in reaching a decision) their advisors may make an oral presentation of the Party’s position.

At the conclusion of the appeal process the appeal officer will issue an Appeal Decision describing the result of the appeal and the rationale for the result. The Appeal Decision will be provided simultaneously to both Parties and is final at that time.

## **VIII. RECORDKEEPING**

The Seminary will maintain records regarding proceedings under these Prohibited Conduct Complaint Procedures for a period of seven years.

## Disability Policy and Procedures

Once admitted to Wesley, students needing accommodations are encouraged to communicate with the Associate Dean for Community Life. Students should submit to the Office of Community Life relevant, current documentation from a qualified professional, which will be evaluated by a consultant with a degree in special education. All documentation should include the following information:

- The presenting problem and relevant history,
- test scores and discussion of results, if relevant,
- a diagnosis with rationale,
- a description of the disability, including duration and severity,
- substantial medication side effects, if any,
- information on substantial disability-based limitations and how they relate to the educational environment, and
- suggested educational accommodations with rationale for recommendations.

The Associate Dean reserves the right to request additional documentation, if needed. All costs for testing are the responsibility of the student. Students should check with their health insurance companies to see what testing costs, if any, are covered.

Students must return testing documentation as early as possible, preferably by June 30 for fall admission, and by November 30 for January admission. Later submission of documentation may result in a delay of accommodation implementation.

Based on the consultant's evaluation, the Associate Dean will recommend accommodations in a letter to the student.

After attending at least one of each of his or her classes, the student must fill out a notification form, listing the professors she or he wishes to notify about the student's learning disability; the academic advisor should also be included. This form is available from the Associate Dean's Office and must be filled out every semester. Once the student has authorized such a release, the Associate Dean notifies faculty identified by the student of the student's need for accommodations.

Information and records about student disabilities are treated as confidential information under applicable federal and state laws, as well as Seminary policies, and are only provided to individuals on a need-to-know basis when authorized by the student.

A faculty member's first notification of a student's need for accommodation normally comes in the form of a letter from the Associate Dean's Office verifying that the student has appropriate documentation of a disability and that accommodations may be necessary. Occasionally, a student will come directly to a faculty member and request accommodations. If a student requests accommodation directly from a faculty member and no letter of verification has been sent by the Associate Dean, it is the faculty member's responsibility both to inform the student that services are available and to refer the student to the appropriate office to begin the process of verification of a disability and the subsequent notification of faculty. Accommodations should

not be provided without a letter from the Associate Dean. Faculty is encouraged to consult with the Associate Dean if there are questions regarding accommodation issues.

Except in cases of minor accommodations, such as sitting in the front of the classroom, faculty should not provide accommodations without verification from the Associate Dean. To provide accommodations without verification, or to refuse to provide accommodations recommended by the Associate Dean's Office, exposes a faculty member and the Seminary to legal liabilities.

Students should meet with their professors early in the semester to discuss possible accommodations once the Associate Dean's Office has verified the student's disability. Students should schedule an appointment with the Associate Dean after 30 hours of course work to discuss the student's progress and accommodations.

### *Service and Emotional Support Animal Policy*

Wesley Theological Seminary ("Wesley") is committed to complying with federal and District of Columbia laws mandating reasonable accommodations for individuals with disabilities who require the assistance of a service animal or an emotional support animal. In general, a "disability" is a physical or mental condition or impairment that substantially limits one or more major life activities. Subject to the terms of this policy, qualifying persons with disabilities may be accompanied by service animals in all parts of the campus that are otherwise open to such persons, and qualifying persons with disabilities who reside in Wesley's residence halls may keep an appropriate emotional support animal in their individual room or apartment. Specific responsibilities apply to persons who bring a service animal or emotional support animal onto the Wesley campus. Likewise, all members of the Wesley community have their own responsibilities with respect to such persons and their animals.

### **Definitions**

There are important differences between a "service animal" and an "emotional support animal."

A **service animal** is a dog (or in rare instances, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability. For a dog to qualify as a service animal, the work or tasks performed by the dog must be directly related to the individual's disability. Examples of such work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks; alerting individuals who are deaf or hard of hearing to the presence of people or sounds; pulling a wheelchair; fetching dropped items; assisting an individual during a seizure; providing physical support and assistance with balance and stability to individuals with mobility disabilities; and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime-deterrent effects of an animal's presence, or the provision of emotional support, well-being, comfort, or companionship, do not constitute work or tasks for the purposes of this definition.

An **emotional support animal**, sometimes referred to as a therapy, comfort or assistance animal, is an animal that provides therapeutic benefits to a person with a psychiatric or mental disability.



Typically, an emotional support animal is prescribed for an individual with a disability by a medical or mental health professional as an integral part of the person's treatment. An emotional support animal is often a dog, but other types of animals may also qualify. Unlike a service dog, an emotional support animal need not be individually trained. As explained further below, an emotional support animal (unless it also acts as a trained service dog) is only allowed within a person's residence on the Wesley campus.

### **Permitted Service Animals**

In compliance with applicable law, Wesley generally allows service dogs in buildings, classrooms, dining areas, recreational facilities, residence halls, meetings, activities and events when the animal is accompanied by an individual with a disability who indicates the service dog is trained to provide, and does provide, a specific service to them that is directly related to their disability. Generally, Wesley personnel may not make inquiries about a service dog when it is readily apparent that the dog is trained to do work or perform tasks for an individual with a disability (for example, the dog is observed guiding a person who is blind or has low vision). Where the need for a service dog is not readily apparent, Wesley personnel may inquire (a) whether the animal is required because of a disability, and (b) what work or task the animal has been trained to perform. Wesley personnel are not to inquire about the nature or extent of the person's disability, and may not require documentation from the person, such as proof that the dog has been trained or licensed as a service animal.

Although not legally obligated to do so, students and others who expect to regularly bring or keep a service dog on the Wesley campus are encouraged to advise the Associate Dean for Community Life of their use of a service dog, in order to ensure that appropriate accommodations are provided and misunderstandings are avoided. All persons bringing service dogs onto the Wesley campus are also encouraged, but not required, to have their dog wear a vest or other symbol identifying it as a service animal.

### **Permitted Emotional Support Animals**

Wesley permits emotional support animals to live with disabled persons who reside in Wesley's residence halls where (a) the animal's presence is necessary for the disabled resident to have an equal opportunity to use and enjoy his or her residence as compared to a person without disabilities, and (b) the animal's presence will not pose a substantial and direct threat to personal or public health or safety, impose an unreasonable financial or administrative burden on the Seminary, or constitute a fundamental alteration of the nature of the services and programs provided by Wesley.

Emotional support animals may not be brought into Wesley residence halls without the express, advance written approval of the Associate Dean for Community Life. An individual wishing to have an emotional support animal must make a request to the Associate Dean and provide appropriate supporting documentation.<sup>1</sup> Requests to have an emotional support animal in a residence hall should be submitted at least 30 days in advance of the proposed date for bringing the animal on campus.

## **Responsibilities of Handlers of Service and Emotional Support Animals**

A person using a service or emotional support animal (its “handler”) is solely responsible for the care and control of their animal. It is the responsibility of an animal’s handler to ensure that the animal behaves appropriately. To the extent possible, the service or emotional support animal should be unobtrusive to other individuals and to the learning, living and working environment. The animal’s owner and handler are responsible for any damage to persons or property caused by the animal.

A service dog should be on a leash at all times, except when providing a needed service to the disabled person or if the condition or needs of the handler preclude the use of a leash. An emotional support animal is to remain in the handler’s individual room or apartment at all times, except when being transported from the residence hall in order to toilet, exercise or go off campus. When outside the handler’s room or apartment, the animal must be under the control of the resident, such as on a leash or in a carrier.

A service or emotional support animal may toilet or exercise on the Wesley campus only in areas designated for the purpose by the Associate Dean. Cleaning up after the animal is the responsibility of the handler. In the event that the handler is not physically able to do so, he or she is responsible for hiring someone to perform this task. The handler or other person responsible for cleaning up after the animal should carry the necessary equipment to perform this task in a hygienic manner, and dispose of the animal’s waste in appropriate containers. These steps must be followed whether the animal toiles on the Wesley campus or in the surrounding neighborhood.

A service or emotional support animal living in a residence hall is expected to be well-behaved and not to disturb other residents of the residence hall. In the event that the animal’s presence results in significant and repeated disturbance to other residents, the matter should be brought to the attention of the Associate Dean so that the matter can be attempted to be resolved.

## **Responsibilities of Other Persons Regarding Service and Emotional Support Animals**

All members of the Wesley community are responsible for understanding and respecting the right of a disabled person to bring and use a service dog on the Wesley campus, or to have an emotional support animal in a Wesley residence hall, in conformance with this Policy.

Service and emotional support animals are working animals, not pets, and are to be treated accordingly. Persons who come into contact with a service or emotional support animal and its handler must

(a) allow a service dog to accompany its handler at all times and in all places on campus, except where such animals are specifically prohibited for health or safety reasons; (b) allow the emotional support animal to accompany its handler at appropriate times and places on campus;

not attempt to separate a handler from his or her animal; (c) not touch, pet or feed a service or emotional support animal, unless invited to do so; (d) not deliberately startle a service or emotional support animal; and (e) not question the handler about his or her disabilities, which are a private matter.

## **Removal of Service and Emotional Support Animals**

A handler may be directed to remove a service or emotional support animal that is not housebroken. Wesley may also direct the removal of a service or emotional support animal that Wesley concludes poses a substantial and direct threat to the health and/or safety of individuals. This may occur, for example, if the animal acts aggressively, appears very ill, exhibits a substantial lack of cleanliness, or if the nature of the particular area or event in question (medical, food preparation, heavy machinery, etc.) makes the animal's presence hazardous. A service or emotional support animal may be ordered removed from a particular situation or from the campus by a Wesley official in the event that the animal is out of control, and the handler does not take effective action to control it. Likewise, if an emotional support animal's presence or actions results in significant and repeated disturbance to other residents of a residence hall, and the matter cannot be adequately resolved, the handler will be required to remove the animal from campus.

If a service animal is properly removed pursuant to this policy, Wesley will work with the disabled person to determine a reasonable alternative means by which he or she can participate in the program or activity without having the service dog present.

## **Conflicting Disabilities**

Some people may have allergic or other adverse reactions to animals that are substantial enough to qualify as disabilities. In the event that such a circumstance arises and creates a conflict with a person using a service dog or emotional support dog, the affected individual(s) should contact the Associate Dean, so that the Seminary can seek to resolve the matter appropriately.

## **Further Information**

For further information regarding this policy, contact the Office of Community Life.

## **Emergency/Medical Withdrawal Procedures**

*The Emergency/Medical Withdrawal procedure applies whenever a student has a condition or is involved in the care of a family member with such a condition that makes it impossible for the student to fulfill the necessary requirement to complete coursework in a timely manner.*

Medical withdrawal for a student may be initiated in one of two ways:

1. Students may request a medical withdrawal from the Seminary by submitting a written request along with documented proof from a physician that the physical, mental or emotional condition that he or she (or a family member) is suffering will interfere with successfully completing work that has been started during a given semester. If the

student is aware of a medical condition that would prevent him or her from undertaking or continuing a new semester of study, he or she may maintain matriculation.

2. Students who continually miss classes because of medical or health reasons may be referred by a faculty member to the Associate Dean for Community Life who will review the facts of the situation and, if determined necessary, recommend that the student take a medical withdrawal from the seminary.

In either case, when such withdrawal is approved:

1. Students will be allowed to withdraw from classes without receiving credit for the semester. The grade will be W.
2. Tuition charges will be prorated based on the percentage of the semester actually in attendance. If the student leaves campus, room and board charges will be prorated. If the student remains on campus, they will continue to be charged for room and board.
3. Proceeds from Financial Aid (scholarships, grants, student loans) will be prorated according to a formula set up by the Financial Aid office.
4. Remaining proceeds from student loans will be applied to fees for subsequent semesters or returned to the lender, if required.
5. Scholarship support (both merit awards and need based grants) will be prorated to cover prorated charges. If funds are available, one additional semester of support will be provided to the student to allow him or her to take advantage of the original level of scholarship support offered to them, less any prorated charges that have been paid by the seminary.

Prior to being readmitted to the Seminary, the student must show proof from a physician indicating his or her ability to undertake the level of activity required to satisfactorily complete a regular schedule of course work. At minimum this information should:

1. Indicate the level of improvement the student has made in his or her medical condition.
2. Specify any special conditions that the student must have in place to allow her or him to return.

Upon re-admittance, the student must meet with the Associate Dean for Community Life to assess the appropriate level of involvement for the individual and to set up a program that will allow the greatest opportunity for academic success, taking into account any special concerns that her or his medical condition requires.

Students will not be allowed more than two medical withdrawals in the course of a degree program. After two such withdrawals, further medical concerns which prevent timely completion of academic work will require the student to permanently withdraw from the Seminary.

## **Federal Student Aid and Return of Federal Funds Policy**

Please review the following which pertains to students who have borrowed Stafford Loan money for their school expenses and who decide to withdraw from all classes during the semester:

## Withdrawals - Federal Student Aid Return of Federal Funds Policy

- Financial Aid Office will follow the policy of Return of Title IV Funds as established by the Department of Education.
- The financial aid office recalculates federal financial aid eligibility for a student who withdraws or drops out prior to completing 60 percent of a semester. If the student receives more federal loan monies than earned, the excess funds must be returned by the student.
- The amount of loan monies the student has earned is determined by comparing the number of calendar days completed in a semester to the total calendar days in the semester. If the student completes 40% of the semester, then they will have earned 40% of the federal loan assistance they were originally scheduled to receive.
- Since the student withdrew before completing 60% of the semester, the unearned loan monies which the student received, must be returned by the student.
- The financial aid office will be in contact with the student within 30 days of withdrawal to inform them of the amount of unearned money from the federal Stafford loan which they must repay or make arrangements to repay. The student must repay or make arrangements to repay within 45 days of receipt of the school letter.

## Fraud Policy

Approved by the Board of Governors on 5/14/2010

Wesley Theological Seminary maintains a high standard for the ethical conduct of its personnel and seeks to conduct its business activities with utmost propriety. Therefore, it is important to have a clear policy statement on fraud to protect the assets, interests and reputation of the Seminary.

The Seminary is required to identify and promptly investigate all instances and allegations of fraudulent activities regarding Seminary funds, documents, equipment that involve staff, faculty, students, vendors, or other parties. Good business practice dictates that suspected defalcation, misappropriation or other fiscal irregularities be promptly identified and investigated.

Fraud in any form will not be tolerated. This policy applies to all Seminary employees and will be enforced without regard to past performance, position held, or length of service.

All persons found to have committed fraud relevant to Seminary financial affairs shall be subject to punitive action by the Seminary and investigation by law enforcement agencies when warranted.

### *Definition and Scope of Fraud*

Fraud generally involves a willful or deliberate act with the intention of obtaining unauthorized benefit, such as money or property, by deception or unethical means. All fraudulent acts are subject to this policy and include such things as:

- Embezzlement, misappropriation or other financial irregularities
- Forgery or alteration of documents

- Improprieties in the handling or reporting of money or financial transactions
- Misappropriation of funds, supplies, inventory or any other asset (including furniture, fixtures, or equipment)

### *Responsibilities*

Wesley Theological Seminary has instituted certain internal controls intended to safeguard the Seminary's assets against fraudulent acts. All levels of management should be familiar with the risks and exposures inherent in their areas of responsibility and be alert for any indications of improper activities, misappropriation, or dishonest activity.

We believe that it is everyone's responsibility to report any possible fraudulent activity. We recognize that employees come forward on a confidential basis. We want to make it clear that they can do so without reprisal.

### *Process for Disclosure*

All relevant information regarding evidenced financial misconduct should be reported to the President within 60 days of the day on which he/she knew or reasonably should have known of the misconduct.

In consultation, as appropriate, with the Administrative Council and legal counsel, the President shall consider the disclosure and take whatever action he/she determines to be appropriate under the law and circumstances of disclosure.

In case of disclosure of alleged misconduct involving the President, the disclosure shall be directed to the Chair of Wesley Theological Seminary's Board of Governors. In consultation, as appropriate, with the Board, its Executive Committee and/or legal counsel, the Chair or designee shall consider the disclosure and take whatever action he/she determines to be appropriated under the law and circumstances of the disclosure.

### *Complaints of Retaliation as a Result of Disclosure*

If a person making a complaint believes that he/ she has been retaliated against in the form of an adverse personnel action for disclosing information regarding misconduct under this policy, he/she may file a written complaint requesting an appropriate remedy.

An employee may file a complaint with the Director of Human Resources within 30 calendar days from the effective date of the adverse personnel action. The complaint should include (1) the specific type(s) of adverse personnel action; (2) the specific date(s) on which adverse personnel action(s) were taken; (3) a clear and concise statement of the facts that form the basis for complaint; (4) a clear and concise statement of the complainant's explanation of how her/his previous disclosure of misconduct is related to the adverse personnel action; and (5) a statement of the remedy sought by the complainant.

**WESLEY THEOLOGICAL SEMINARY  
POLICY ON PROHIBITED DISCRIMINATION,  
HARASSMENT, AND RETALIATION**

**I. OVERVIEW**

The mission of Wesley Theological Seminary (“**Wesley**” or “**the Seminary**”) is to equip persons for Christian ministry and leadership in the church and the world, to advance theological scholarship, and to model a prophetic voice in the public square. In furtherance of this mission, Wesley is committed to fostering a diverse and inclusive employment and learning environment in which faculty, staff, and students can work, study, and live together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. This includes a commitment to complying fully with all applicable federal and District of Columbia laws prohibiting discrimination, harassment, and retaliation.

This Policy on Prohibited Discrimination, Harassment and Retaliation (“**Policy**”) applies to the Seminary as an institution and to all members of the Seminary community including employees, students, dormitory residents (whether Seminary students or not), and members of the Board of Governors. This Policy also governs third parties such as vendors, contractors, volunteers, and other visitors to the Seminary’s campus. This Policy applies to all Prohibited Conduct, defined as conduct set forth in Section II(B) below that occurs in connection with Seminary education programs and activities, which include (a) employment at the Seminary; (b) admissions and other education-related activity; (c) any activity on Wesley’s campus, including in the Seminary’s dormitories; and (d) off-campus Wesley-sponsored programs and activities where the Seminary exercises substantial control over both the person alleged to have committed Prohibited Conduct and the context in which the Prohibited Conduct occurs. Prohibited Conduct that occurs online (by email, text, instant message, social media post, etc.) and that impacts a Seminary education program or activity is covered by this Policy regardless of the physical location where such online conduct took place.

Any person who believes that they have been subjected to conduct prohibited under this Policy or who is aware of conduct prohibited under this Policy directed against another person is strongly encouraged to report what occurred. As discussed in this Policy, options are available for making reports anonymously or to a Seminary official responsible for coordinating the Seminary’s response to the report.

This Policy should be read in conjunction with the Seminary’s Prohibited Conduct Complaint Procedures and the Seminary’s Title IX Sexual Harassment Complaint Procedures (together, the “**Complaint Procedures**”). Additional information regarding Wesley’s commitment to a diverse and inclusive employment and educational community may be found in the Seminary’s Commitment to Diversity, Equity, and Inclusion.

As the term is used in this Policy, a “**Complainant**” is a person who is alleged to have been subjected to conduct that could constitute Prohibited Conduct. A “**Respondent**” is a person who is alleged to have committed conduct that could constitute Prohibited Conduct. “**Party**” refers to both Complainants and Respondents.

A “**Report**” is an allegation that a member of the Seminary community has engaged in Prohibited Conduct in connection with a Seminary education program or activity. A Report may be submitted by an alleged victim of Prohibited Conduct or by any member of the Seminary community who becomes aware of Prohibited Conduct. Reports may be made orally or in writing and may be made in person, by telephone, by mail, or by email.

A “**Formal Complaint**” is a type of Report, made by a Complainant or instituted by a Responsible Official (defined below), that is in writing and requests an investigation into an allegation of Prohibited Conduct. A Formal Complaint should include (a) the Complainant’s name and contact information; (b) the Respondent’s name and contact information, if known; (c) a description of the incident or incidents constituting Prohibited Conduct, including the date and location where each incident occurred; and (d) a handwritten or electronic signature. A Complainant may file a Formal Complaint in person, by mail, or by email. A Formal Complaint submitted electronically must contain the Complainant’s digital signature or otherwise indicate that the Complainant is the person filing the Formal Complaint.

All Formal Complaints other than those alleging Title IX Sexual Harassment (as defined in Section II(B)(5), below) are subject to the Seminary’s Prohibited Conduct Complaint Procedures. Formal Complaints alleging Title IX Sexual Harassment are subject to the Seminary’s Title IX Sexual Harassment Complaint Procedures.

The following Seminary officials (the “**Responsible Officials**”) are tasked with coordinating the Seminary’s response to Reports (including Formal Complaints) alleging Prohibited Conduct:

- (1) The Seminary’s Title IX Coordinator has primary responsibility for Reports alleging sex discrimination, including Title IX Sexual Harassment, whether committed by an employee, a student, or another member of the Seminary community. Contact information for the Title IX Coordinator:

Karen Santiago  
Title IX Coordinator  
Wesley Theological Seminary  
Room S-134  
4500 Massachusetts Ave., N.W.  
Washington, D.C. 20016  
(202) 664-5683  
[ksantiago@wesleyseminary.edu](mailto:ksantiago@wesleyseminary.edu)

- (2) The Seminary’s Director of Human Resources has primary responsibility for Reports alleging other Prohibited Conduct committed by an employee or by any other member of the Seminary community except a Wesley student. Contact information for the Director of Human Resources:



Maggie Ayers  
Director of Human Resources  
Wesley Theological Seminary  
Room TG-06  
4500 Massachusetts Ave., N.W.  
Washington, DC 20016  
(202) 664-5682  
[mayres@wesleyseminary.edu](mailto:mayres@wesleyseminary.edu)

- (3) The Associate Dean of Community Life has primary responsibility for Reports alleging Prohibited Conduct committed by a Wesley student. Contact information for the Associate Dean of Community Life:

Rev. W. Antoni Sinkfield, Ph.D.  
Associate Dean of Community Life  
Wesley Theological Seminary  
Room T-105  
4500 Massachusetts Ave., N.W.  
Washington, DC 20016  
(202) 885-8614  
[wsinkfield@wesleyseminary.edu](mailto:wsinkfield@wesleyseminary.edu)

Members of the Seminary community are encouraged to contact these individuals for assistance in understanding and initiating action under this Policy and the related Complaint Procedures.

## II. DISCRIMINATION, HARASSMENT, AND RETALIATION PROHIBITED

### A. Protected Characteristics

The Seminary prohibits discrimination or harassment against any individual in employment, in admissions, in student housing, or otherwise in connection with Wesley’s educational programs and activities, based on any of the following actual or perceived personal characteristics of that individual (“**Protected Characteristics**”):

- (1) “**Race**,” which means a person’s ancestry or ethnicity.
- (2) “**Color**,” which means a person’s skin pigmentation or complexion.
- (3) “**National origin**,” which means the country or area where a person’s ancestors are from.
- (4) “**Age**,” which means the number of years since a person’s birth (applies to persons 18 years of age or older).
- (5) “**Sex**,” which means a person’s gender. Discrimination based on sex includes, but is not limited to, discrimination based on pregnancy, childbirth, or related medical conditions.

- (6) “**Sexual orientation,**” which means homosexuality, heterosexuality, bisexuality, or other types of sexual orientation, by preference or practice.
- (7) “**Gender identity or expression,**” which means a gender-related identity, appearance, expression, or behavior of an individual, regardless of the individual’s assigned sex at birth.
- (8) “**Marital status,**” which means the state of being married, in a domestic partnership, single, divorced, separated, or widowed and the usual conditions associated therewith, including pregnancy or parenthood.
- (9) “**Familial status,**” which means one or more individuals under 18 years of age being domiciled with: (1) a parent or other person having legal custody of the individual; or (2) the designee, with written authorization of the parent, or other persons having legal custody of individuals under 18 years of age. The protection afforded against discrimination based on familial status shall apply to any person who is pregnant or in the process of securing legal custody of any individual under 18 years of age.
- (10) “**Family responsibilities,**” which means the state of being, or the potential to become, a contributor to the support of a person or persons in a dependent relationship, irrespective of their number, including the state of being the subject of an order of withholding or similar proceedings for the purpose of paying child support or a debt related to child support.
- (11) “**Disability,**” which means a physical or mental impairment that substantially limits one or more of the major life activities of an individual having a record of such an impairment or being regarded as having such an impairment.
- (12) “**Personal appearance,**” which means the outward appearance of any person, irrespective of sex, regarding their bodily condition or characteristics, manner or style of dress, and manner or style of personal grooming including but not limited to hair style and beards.
- (13) “**Genetic information,**” which means information about the presence of any gene, chromosome, protein, or certain metabolites that indicates or confirms that an individual or an individual’s family member has a mutation or other genotype that is scientifically or medically believed to cause a disease, disorder, or syndrome, if the information is obtained from a genetic test.
- (14) “**Political affiliation,**” which means the state of belonging to or endorsing any political party.
- (15) “**Matriculation,**” which means the condition of being enrolled in a college, or university; or in a business, nursing, professional, secretarial, technical or vocational school; or in an adult education program.
- (16) “**Source of income,**” which means the origin of a person’s finances.

- (17) “**Credit information,**” which means any written, verbal, or other communication of information bearing on an employee’s creditworthiness, credit standing, credit capacity or credit history.
- (18) “**Place of residence or business,**” which means the geographical location of a person’s home or work.
- (19) “**Status as a victim of intrafamily offense,**” which means status as person who was subjected to domestic violence, sexual assault, or stalking.
- (20) “**Status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking,**” which means status as a person or a family member of a person who has experienced domestic violence, a sexual offense, or stalking.
- (21) “**Status as a veteran,**” which means status as a person who serves or served on active duty in the armed forces of the United States and includes without limitation disabled veterans.

## **B. Prohibited Conduct**

The following acts by a member of the Seminary community occurring in connection with Seminary education programs and activities constitute “**Prohibited Conduct**” under this Policy:

- (1) “**Discrimination,**” which occurs when an individual or a group is subjected to adverse action based on a Protected Characteristic. With respect to certain Protected Characteristics, including but not limited to a disability, discrimination also occurs when an employer or educational institution fails to provide reasonable accommodations to that person.
- (2) “**Discriminatory Harassment,**” which is unwelcome conduct toward another person, including but not limited to conduct (including online conduct) that denigrates or shows hostility toward that person, based on an actual or perceived Protected Characteristic of that person and that to a reasonable person (a) has the purpose or effect of creating an intimidating, hostile, or offensive work or educational environment, (b) has the purpose or effect of unreasonably interfering with an individual’s work or educational performance; or (c) otherwise adversely affects an individual’s employment or educational opportunities.
- (3) “**Retaliation,**” which means any attempt to intimidate, threaten, coerce, or discriminate against an individual (a) for the purpose of interfering with that individual’s rights under this Policy or under any nondiscrimination law; or (b) because the individual has made a Report under this Policy or under any nondiscrimination law, or has testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, the Complaint Procedures, or under any nondiscrimination law.
- (4) “**Sexual Harassment,**” which is a form of discriminatory harassment against a person based on that person’s sex. Sexual harassment can occur regardless of the sex, gender

identity, or sexual orientation of the persons involved. As used in this Policy and in applicable nondiscrimination laws, the term “Sexual Harassment” broadly encompasses the following types of sexual misconduct:

- (a) **“Hostile environment sexual harassment,”** which includes (except as to Title IX Sexual Harassment) unwelcome conduct on the basis of sex, determined by a reasonable person to be so severe, pervasive, or objectively offensive that it effectively denies a person equal access to Wesley’s education programs or activities. As to Title IX Sexual Harassment, “hostile environment sexual harassment” includes unwelcome conduct on the basis of sex, determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Wesley’s education programs or activities. In either case, such conduct may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal, nonverbal, or physical acts.
- (b) **“Quid pro quo sexual harassment,”** which occurs when (i) a Wesley employee, (ii) conditions the provision of an aid, benefit, or service provided by Wesley, (iii) on an individual’s participation in unwelcome sexual conduct.
- (c) **“Sexual assault,”** which includes any sexual act directed against another person without that person’s consent, including instances where the victim is incapable of giving consent.
  - **“Consent”** is an affirmative, knowing, unambiguous, conscious, and voluntary decision by each participant to engage in mutually agreed-upon sexual activity, given by clear actions and/or words.
  - Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone.
  - A person cannot consent if they are under the threat of violence, bodily injury, or other forms of coercion. Consent must be given with rational and reasonable judgment; thus, if a person is physically incapacitated from the consumption of alcohol or drugs, unconsciousness, or any other inability preventing them from acting with reasonable judgment, consent cannot be given or obtained.
  - Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Sexual assault includes the following offenses:

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory rape:** Sexual intercourse with a person who is under the statutory age of consent.

- (d) **“Domestic violence,”** which includes crimes of violence committed against an individual:
  - i. by a current or former spouse or intimate partner of the victim,
  - ii. by a person with whom the victim shares a child in common,
  - iii. by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - iv. by a person similarly situated to a spouse of the victim, or
  - v. by any other person against an adult or youth victim who is protected from that person’s acts under District of Columbia or applicable state domestic or family violence laws.
- (e) **“Dating violence,”** which refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- (f) **“Stalking,”** which occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.
- (g) **“Sexual exploitation,”** which occurs when a person takes non-consensual, unjust or abusive sexual advantage of another person for their own benefit or for the benefit of anyone other than the person being exploited and which conduct does not otherwise constitute sexual harassment or assault under this policy. Examples of sexual exploitation include but are not limited to non-consensual video/audio taping of sexual activity by any electronic device; non-consensual sharing of a consensually made video/audio tape of sexual activity; prostituting another individual; going beyond the boundaries of consent given, such as by secretly allowing others to watch consensual sex; or voyeurism of a sexual nature.

- (5) **“Title IX Sexual Harassment,”** which is specific discriminatory behavior defined and prohibited by Title IX of the U.S. Education Amendments of 1972. Title IX Sexual Harassment includes those prohibited behaviors defined in sections (4)(a) – (4)(f) above when (a) occurring against a person in the United States; (b) by a Seminary employee, student, or other member of the Seminary community; (c) in connection with a Seminary education program or activity, which includes locations, events, or circumstances where the Seminary exercises substantial control over both the Respondent and the context in which the harassment, discrimination, and/or retaliation occurs. As addressed below, Formal Complaints alleging Title IX Sexual Harassment are subject to procedures specific to such claims.
- (6) **“Violation of Supportive Measures or Remedies,”** which means a violation of Supportive Measures or Remedies (such as a “no contact” directive) put in place under this Policy or under the Complaint Procedures.

### **III. REPORTING OPTIONS AND PROCEDURES**

#### **A. Reporting to Law Enforcement**

The Seminary encourages all individuals to report all conduct that may be criminal in nature (including but not limited to sexual assault) to appropriate law enforcement authorities. The District of Columbia Metropolitan Police Department (“**MPD**”) advises citizens to call 911 (a) if the incident involves a violent crime, an intra-family incident or offense, a weapon, or serious injuries; (b) if the suspect is on the scene or in the immediate vicinity; or (c) in the event of an emergency, or if an individual needs immediate assistance. Reports of criminal conduct can also be made by calling 311 or in person at an MPD station. Certain property-related crimes such as theft can also be reported online at the MPD website, <https://mpd.dc.gov>.

#### **B. Confidential Support**

Confidential support is available to victims of Prohibited Conduct.

Within the Seminary, the Program Coordinator for Student Care serves as a confidential support resource for Wesley students. The Program Coordinator for Student Care will maintain the confidentiality of all communications with a victim of Prohibited Conduct except in the situations where (a) the conduct involves abuse of a minor, elder, or person with a disability; (b) there appears to exist an immediate threat or risk of harm to the physical safety of an individual; or (c) as required by law or a court order. Contact information for the Program Coordinator for Student Care is:

Dr. Lisa C. Banks-Williams, D.Min., M.Div., MSN, PMHCNS-BC  
Program Coordinator for Student Care  
Straughn Hall SG33  
[lwilliams@wesleyseminary.edu](mailto:lwilliams@wesleyseminary.edu)  
202-885-8626

Because the Program Coordinator for Student Care serves as a confidential support resource, communications with the Program Coordinator for Student Care do not constitute a “Report” and do not serve to put the Seminary on notice of an allegation of Prohibited Conduct.

Under arrangements with American University, Wesley employees and students may seek confidential support from ordained clergy at American University's Kay Spiritual Life Center. Contact and other information regarding the Kay Spiritual Life Center is available at <https://www.american.edu/ocl/kay/>.

Several organizations outside the Seminary provide confidential support for victims of sexual harassment (including victims of sexual assault, domestic violence, dating violence, sexual exploitation, and stalking). Such organizations have no obligation to report what they learn to the Seminary. Victims of sexual harassment who may benefit from this support are encouraged to contact one or more of the following:

**DC Victim Hotline**

Call or text: 1-844-443-5732 (24/7 hotline)

Chat online: <https://chat.victimsofcrime.org/dcvictim/>

*(Sexual assault survivors in DC looking to access a medical forensic exam, including free Uber to hospital for Medical Forensic Exam, and/or advocate)*

**Network for Victim Recovery of DC (NVRDC)**

<https://www.nvrdc.org/>

*(Advocacy, case management and legal services to victims of all types of crime regardless of income)*

**DC Rape Crisis Center**

<http://www.drapecrisiscenter.org>

(202) 333-RAPE (24/7 hotline)

Tools for Survivor Page: <http://dcrcc.org/counseling/no-straight-path/tools-for-survivors/>

**ASK DC (Assault Services. Knowledge)**

<http://www.uaskdc.org>

*(Comprehensive listing of all assault support hotlines and services in DC; app also available)*

**RAINN: Rape, Abuse, and Incest National Network**

<http://www.rainn.org> (Online chat)

1-800-656-HOPE (24/7 hotline)

*(App also available)*

**The Women's Center**

<https://thewomenscenter.org/>

*(Free therapy for adult sexual assault survivors who live in or were assaulted in D.C.)*

### **C. Confidential Reporting**

An individual who wishes to report Prohibited Conduct on a confidential basis may do so by calling the Campus Conduct Hotline (866-943-5787), which is operated by an organization independent of Wesley. Individuals who call the Campus Conduct Hotline may make Reports on an anonymous basis. Trained personnel will provide the caller with a randomly generated case number, interview the caller, take notes of the call (calls are not recorded), and forward a summary of the interview to the Seminary for appropriate action. Callers who wish to provide their name and contact number will receive an update call back from the Hotline, which may include a request for additional information. Callers who wish to remain anonymous may receive update information by calling the Hotline and providing the assigned case number.

The Campus Conduct Hotline may also be used to report misconduct not covered by this Policy that is harmful, unethical, questionable, or causes injury. Types of activity or behavior not covered by this Policy appropriate for reporting to the Campus Conduct Hotline include crime; fraud, including fraudulent financial or business practices; safety or facility risk issues; security and internet policy abuses; code of conduct violations; workplace hostility; and any other questionable behavior.

### **D. Reporting Prohibited Conduct to Seminary Officials**

To ensure that the Seminary is aware of and able to address a Report alleging Prohibited Conduct, it is important the Seminary have “**Actual Notice**” of that Report. Actual Notice occurs only when a Report has been made, orally or in writing, to one of the Seminary employees listed below, each of whom will take steps so that the Report is forwarded to the appropriate Responsible Official. Actual Notice triggers the Seminary’s obligation to respond to the Report in accordance with this Policy and the related Complaint Procedures.

- (1) Title IX Coordinator, Karen Santiago.
- (2) Director of Human Resources, Maggie Ayers.
- (3) Associate Dean of Community Life, W. Antoni Sinkfield.
- (4) Academic Dean, Sathianathan Clarke.
- (5) Vice President for Finance and Administration, Jeffrey C. Straits.
- (6) President of the Seminary, David McAllister-Wilson.
- (7) Solely with respect to Reports alleging employment discrimination, any Seminary employee who supervises other employees or contractors.

Actual Notice has not occurred if a Report is submitted to a Seminary employee other than one of the individuals listed above. In addition, Actual Notice has not occurred if the only Seminary official who receives a Report is the named Respondent.



Although notice to any of the officials listed above will be sufficient to trigger the Seminary’s response to a Report, members of the Seminary community are requested to submit Reports in the first instance to the relevant Responsible Official as described in Section I, above.

The Seminary presumes that Reports alleging Prohibited Conduct are made in good faith. A finding at the conclusion of a Formal Complaint process that the allegations are erroneous or that the conduct alleged does not violate this Policy does not mean that the Report was filed in bad faith. However, knowingly submitting a false Report, or knowingly making false statements or submitting false information to a Seminary official or representative in connection with a Report, is a violation of this Policy and may result in sanctions imposed by the Seminary up to an including dismissal as an employee or expulsion as a student. This prohibition applies to any Party or witnesses who knowingly provides false testimony or information.

#### **E. Required Reporting by Wesley Personnel**

All Seminary employees (including student employees) other than the Program Coordinator for Student Care (who serves as a confidential resource) are required to report Prohibited Conduct that becomes known to them. This applies without regard to whether the employee is an ordained clergy member, since information that becomes known to such an employee regarding Prohibited Conduct is deemed to come to them in their capacity as a Seminary employee. Reports should be made to the Title IX Coordinator, the Director of Human Resources, or the Associate Dean of Community Life, in accordance with Section I, above.

As required by the Seminary’s Sexual Abuse of Minors Policy, any member of the Seminary community who knows, or has reasonable cause to believe, that a Protected Person (as defined in that policy) has been a victim of sexual abuse during or as the result of activity covered by the Policy shall immediately report such knowledge or belief to Wesley’s Title IX Coordinator, or if the Title IX Coordinator is not available to the Seminary’s President, Dean, Associate Dean for Community Life, Director of Human Resources, or other Seminary administrative official.

#### **IV. CONFIDENTIALITY**

The Seminary seeks to handle Reports submitted under this Policy with dignity toward all concerned, with discretion, and in such a manner as to protect the confidentiality of the process to the extent reasonably possible. Wesley employees (and any outside professionals retained by Wesley) who serve as investigators or decision-makers or who otherwise participate in the process on the Seminary’s behalf shall treat all information obtained through the process as confidential. All other participants in the process, including the Complainant, the Respondent, advisors to the Complainant or Respondent, and witnesses, are encouraged to treat the process and any information they learn through the process as confidential, and to discuss the matter only with other individuals who have a genuine need to know.

While Wesley seeks to maintain confidentiality throughout the handling of a Report, complete confidentiality cannot be guaranteed. Situations where information regarding the allegations made

or regarding the process of handling a Report may be disclosed by the Seminary include, for example:

- (1) Where disclosure is needed to conduct an effective investigation or to conduct an adequate and fair hearing.
- (2) Where confidentiality concerns are outweighed, in the Seminary’s judgment, by the need to protect the safety or rights of other persons or to protect the interests of the Seminary.
- (3) Where disclosure is required by law.

## **V. PROCEDURES FOR ADDRESSING REPORTS ALLEGING PROHIBITED CONDUCT**

### **A. Initial Assessment of Reports of Prohibited Conduct**

All Reports alleging Prohibited Conduct will be addressed by the Seminary. Upon receipt of a Report, either directly from the person making the Report or from another Seminary official to whom the Report was made, the appropriate Responsible Official will promptly contact the Complainant to offer Supportive Measures if applicable (generally limited to circumstances where the Complainant is an employee, student, or dorm resident) under Section VI of this Policy, to inform the Complainant that the availability of Supportive Measures does not require the filing of a Formal Complaint, and to consider the Complainant’s wishes with respect to Supportive Measures. The Responsible Official will also explain the potential availability of an informal resolution of the matters raised in the Report and the process for filing a Formal Complaint if the Complainant has not already done so, address whether the Complainant wishes to file a Formal Complaint, and if appropriate assist the Complainant in preparing the Formal Complaint if requested. If circumstances warrant, the Responsible Officer will also consider whether an employee Respondent should be placed on leave or a non-employee Respondent should be subject to emergency removal under Section VII of this Policy.

A Complainant who initially decides not to file a Formal Complaint may do so at a later date. If the Complainant does not wish to file a Formal Complaint because they do not wish for their identity to be disclosed to the Respondent or do not wish for the Seminary to investigate the alleged Prohibited Conduct, the Responsible Official generally will honor this request unless the Responsible Official concludes that an investigation should be conducted to protect the safety or rights of persons other than the Complainant or the interests of the Seminary, or is required by law. If such circumstances exist, the Responsible Official may, with or without the Complainant’s consent, undertake an investigation and/or prepare and sign a Formal Complaint so that the Seminary may potentially adjudicate the allegations of Prohibited Conduct in accordance with the applicable Complaint Procedures. A Complainant is not required to participate in the investigation or adjudication process where a Formal Complaint not filed by the Complainant alleges Title IX Sexual Harassment. A decision by a Responsible Official to institute a Formal Complaint does not make the Responsible Official or the Seminary the Complainant and is not a determination that the allegations of Prohibited Conduct are true.

## **B. Informal Resolution of Reports**

In appropriate circumstances for cases that do not involve a claim that a Seminary employee committed Title IX Sexual Harassment against a Seminary student, a Report other than a Formal Complaint may be addressed through an informal process coordinated by the appropriate Responsible Official.

In some instances, a Report alleging Prohibited Conduct may be resolved solely by providing Supportive Measures (described in Section VI, below) to the Complainant. In general, this occurs only where (a) in the opinion of both the Complainant and the Responsible Officer Supportive Measures alone are sufficient to provide all necessary relief, or (b) where the Complainant does not wish to file a Formal Complaint or otherwise to pursue a resolution with the Respondent and the Responsible Official does not decide that it is necessary for the Seminary to institute a Formal Complaint. In this latter circumstance the Seminary recognizes that Supportive Measures may not provide complete relief to the Complainant but honors the Complainant's desire not to pursue additional measures to address the alleged Prohibited Conduct.

In other instances where a Report has been made but the Complainant does not wish to file a Formal Complaint the Responsible Official will, where they deem appropriate, offer an informal resolution of the matter through mediation, facilitated dialogue, or another alternative resolution process between the Parties that typically does not include a full investigation. The Seminary will facilitate a mediation or other alternative resolution process if both Parties agree voluntarily in writing to participate in such a process and the Seminary determines that undertaking such a process is appropriate in the circumstances. There is no requirement that a Party agree to participate in any alternative resolution process and no pressure will be placed on a Party to do so. A Party who chooses to participate in an alternate resolution process may withdraw from that process, and commence or resume formal proceedings, at any time before an agreed written resolution has been reached in that alternative process.

Where the Parties and the Seminary agree to pursue an alternative resolution, the Responsible Official or their designee will serve as the facilitator for the process. The facilitator is expected to bring any informal resolution process to a close within 21 days after commencement of the process unless the Parties wish to continue the process and the facilitator concludes that doing so may be useful. If the Parties reach an agreed resolution through an informal resolution process, this fact shall be memorialized in a written agreement signed by both Parties, which shall include any agreed Supportive Measures, remedies, or sanctions. Once the Parties have both signed an agreed resolution of the allegations in the Report, this resolution is final and binding.

## **C. Resolution of Formal Complaints**

Formal Complaints alleging Prohibited Conduct other than Title IX Sexual Harassment are handled under the Seminary's Prohibited Conduct Complaint Procedures. Depending upon the nature of the alleged Prohibited Conduct and the identity of the Respondent, the Title IX Coordinator, the Director of Human Resources, or the Associate Dean for Community Life will serve as the Responsible Official coordinating the Seminary's handling of the Formal Complaint.

Formal Complaints alleging Title IX Sexual Harassment are handled under the Seminary’s Title IX Sexual Harassment Complaint Procedures, with the Title IX Coordinator as the Responsible Official. As explained in those procedures, if the Title IX Coordinator determines that a Formal Complaint initially assessed under those procedures does not allege facts that, if true, would constitute Title IX Sexual Harassment, the Formal Complaint may be referred for further action under the Prohibited Conduct Complaint Procedures.

As set forth in the Complaint Procedures, Formal Complaints are addressed through a formal resolution process unless both parties agree to an alternative resolution process and that alternative process is successful in reaching an agreed resolution. The formal resolution process generally includes:

- (1) An investigation conducted by the Responsible Official or another trained investigator.
- (2) Completion of an investigative report.
- (3) Written submissions by the Parties in response to the investigative report.
- (4) Under the Title IX Sexual Harassment Complaint procedures only, a live hearing.
- (5) A written Decision rendered by a trained decision-maker, who will be neither the Responsible Official nor the investigator. The Decision will include a determination, using a preponderance of the evidence standard, whether the Respondent has violated the Policy by engaging in Prohibited Conduct. If so, the Decision will also include a determination of what remedies and/or sanctions are appropriate in the circumstances.
- (6) An opportunity for either Party to appeal the Decision, and if an appeal takes place a written Appeal Decision rendered by a trained appeal officer, who will be neither the Responsible Official, the investigator, nor the decision-maker.

In some instances, it may not be feasible or appropriate for the Seminary to adjudicate a Formal Complaint. This may be the case, for example, if the Complainant is not, or ceases to be, participating or attempting to participate in the Seminary’s education program and activities; if the Respondent is not, or ceases to be, employed or enrolled at the Seminary; or if specific circumstances prevent the Seminary from gathering evidence sufficient to reach a determination as to the Formal Complaint or the allegations therein. In these situations, the Responsible Officer has discretion to dismiss a Formal Complaint under the Complaint Procedures.

## **VI. SUPPORTIVE MEASURES**

“**Supportive Measures**” are non-disciplinary, non-punitive individualized assistance services offered by the Seminary without fee or charge in response to the submission of a Report. Such measures may be offered to a Complainant, a Respondent, or a witness. Supportive Measures are designed to restore or preserve equal access to the Seminary’s education programs and activities, protect the safety of all parties and the Seminary’s educational environment, and/or deter

Prohibited Conduct. Supportive Measures are not intended to be punitive in nature or to unreasonably burden any individual.

The Responsible Official handling a Report will determine what Supportive Measure(s) are appropriate after discussion with the affected individuals and based on an individualized assessment of the relevant facts and circumstances. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, or other measures. The Seminary will maintain as confidential any Supportive Measures provided to the extent that doing so would not impair the Seminary’s ability to provide such Supportive Measures.

## **VII. ADMINISTRATIVE LEAVE AND EMERGENCY REMOVAL**

Wesley has an overriding interest in maintaining a safe and collegial employment and educational environment for employees and students. In certain circumstances the Seminary may, in response to receipt of a Report alleging Prohibited Conduct, place an employee on administrative leave or remove or bar a student, dormitory resident, or third party in whole or in part from the Seminary’s campus and/or educational programs or activities on an emergency basis to protect the Seminary community.

### **A. Administrative Leave for an Employee**

The Seminary may in its discretion place an employee on administrative leave pending resolution of a Report alleging that the employee engaged in Prohibited Conduct. The Seminary will determine, based on the circumstances and in the Seminary’s discretion, whether the leave shall be imposed with or without pay and/or benefits. Where the employee is alleged to have engaged in Title IX Sexual Harassment, administrative leave may be imposed only if a Formal Complaint has been filed against the employee.

### **B. Emergency Removal of a Student, Dormitory Resident, or Third Party**

The Seminary may in its discretion remove or bar a student, dormitory resident, or third party (such as a vendor, contractor, volunteer, or other visitor to the Seminary’s campus) in part or entirely from the Seminary’s campus and/or educational programs pending resolution of a Report alleging that such individual engaged in Prohibited Conduct. Where the Report alleges Title IX Sexual Harassment such a decision will be made only if the Seminary determines that an immediate threat exists to the physical health or safety of another person after performing an individualized safety and risk analysis with respect to the situation, and the Respondent will be provided with notice and an opportunity to challenge the decision immediately following the removal or bar.

## **VIII. COMPLIANCE WITH SUPPORTIVE MEASURES, PROTECTIVE MEASURES, REMEDIES, AND SANCTIONS**

Members of the Seminary community are required to comply with (a) Supportive Measures put in place by the Seminary under Section VI, above; (b) protective measures including administrative

leave for an employee or emergency removal of another individual directed by the Seminary under Section VII, above; (c) agreed Supportive Measures, remedies, or sanctions included in a written resolution reached after an informal resolution process; and (d) remedies and/or sanctions included in a final Decision or Appeal Decision reached under the Complaint Procedures. Failure to do so may result in additional sanctions or other actions potentially including suspension, expulsion, or termination of employment.

## **Fundraising Guidelines by Student Organizations**

Wesley Seminary students are prohibited from directly soliciting funds from outside individuals or organizations on behalf of any student organization without the expressed written permission of the administration. A request for approval to solicit funds must be made in writing to the Associate Dean for Community Life at least thirty (30) days prior to undertaking any outside fund- raising activities. This letter must include information on the scope of the fundraising activity including the specific strategy to be employed, the intended use of the funds and the target individuals/organizations that will be solicited.

## **Inclusive Language Policy**

Bearing in mind that language reflects, reinforces, and creates social reality, the Seminary expects class conversation and written work to employ language that respects the equal dignity and worth of all human beings. In particular, linguistic sexism and racism are to be avoided.

## **Motor Vehicle Use Guidelines**

Students who are contracted, formally or informally, to operate a vehicle for Seminary business are required to read the Motor Vehicle Operation Guidelines and affirm the Motor Vehicle Operation Covenant. Should a student be asked to operate a vehicle for Seminary business, he or she will be made aware of the policy and be provided with a copy of the covenant to affirm and return to the requesting faculty or staff member.

The full text of the Motor Vehicle Operation Policy is available on the Wesley [website](#).

## *Policy Dissemination/Education*

Educational programs need to be developed and carried out to prevent or reduce the incidents of sexual harassment. Appropriate support for the victims and offenders should be provided by the Seminary. This policy shall be printed in all Seminary policy manuals (Faculty, Staff, and Student); publicized initially in the community with articles and policy announcements; reviewed annually with all supervisory personnel and all persons in leadership positions; reviewed specifically with all persons entering the Seminary as new employees, both faculty and staff; specifically referenced in new student and Practice of Ministry and Mission orientations; and explained thoroughly in all counseling situations in which the provisions of the policy have been invoked. The Office of the President shall be responsible for the implementation and dissemination of this policy.

## **Substance Abuse Policy**

**Approved by the Board of Governors on 5/14/2010**

**Amended by the Board of Governors on 5/12/2015**

### **PURPOSE**

In order to maintain a drug-free study and work environment where the use, manufacture, possession, transfer, dispensing, distribution, or sale of illicit drugs and alcohol on campus (all buildings and grounds) is prohibited, Wesley Theological Seminary is promulgating the following policy:

### **STANDARDS OF CONDUCT AND SANCTIONS**

Out of respect for our bodies as temples of the Holy Spirit, as good stewards of our relationships with one another, and in compliance with the United States law, the unlawful possession, use, or distribution of all illegal drugs, as well as prescription drugs or controlled substances taken for non-medical reasons, is prohibited. Additionally, Wesley prohibits the unlawful and/or abusive use, possession, and distribution of alcohol on campus.

Violators of this policy are subject to disciplinary action and are required to participate in a rehabilitation program. Failure to participate in a rehabilitation program may lead to dismissal, termination, and/or referral for prosecution by law enforcement agencies. An employee or student who begins work or attends class in an impaired state or who becomes impaired during the course of work or class is also subject to disciplinary action.

### **HEALTH RISKS**

All drugs are toxic or poisonous if abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, impotence, liver damage, cardiac irregularities, hepatitis, and neurological damage. Abuse of either alcohol or drugs during pregnancy increases the risks of birth defects, spontaneous abortion, and still births.

Alcohol is a depressant. It depresses the central nervous system and can cause serious, irreversible physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatic and kidney disease, and cancer of the esophagus, liver, bladder, or lungs.



The seminary recognizes that substance abuse is a complex health problem. Substance abuse may lead to accidents, illness, absenteeism, poor performance, and other conditions harmful to the health and morale of the individual, his or her family, and the community at large. Any person who admits possible substance abuse may ask his or her advisor or supervisor for referral to a counselor and/or rehabilitation program. Requests for referral will be kept confidential.

This policy will be reviewed and disseminated annually to all students and employees. In addition, as a condition of admission and employment, each student and employee is expected to abide by this policy and to notify the Associate Dean for Community Life of any of the above noted violations.

## **Whistleblower Policy**

**Approved by the Board of Governors on 5/14/2010**

### *Purpose and Applicability*

The purpose of this policy is to set forth Wesley Theological Seminary's policy on Board member, employee, volunteer, student, vendor, alumni and applicant disclosure of misconduct and to protect Board Members, employees, volunteers, students, vendors, alumnae and applicants from retaliation in the form of an adverse employment and other action for disclosing what the Board Member, employee, volunteer, student, vendor, alumni or applicant believes evidences certain unlawful practices. This policy is applicable to all Board Members, employees, volunteers, students, vendors, and alumnae of Wesley Theological Seminary and to applicants for jobs at Wesley Theological Seminary.

### *Statement of Policy*

It is the policy of the Wesley Theological Seminary that Board Members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within Wesley Theological Seminary. It is further the policy of the institution that Board members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within Wesley Theological Seminary that he or she reasonably believes constitutes a violation of Wesley Theological Seminary's stated policies, procedures or legal obligations. For a specific discussion of financial improprieties please refer to the Wesley Theological Seminary Fraud Policy.

A Board member, employee, volunteer, student, vendor, alumni or applicant shall not take or refuse to take any employment or other action in retaliation against any individual(s) or organization who discloses information regarding misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy or any law or other Wesley Theological Seminary policy. Retaliation for disclosures made under this policy may result in suspension, termination, cancellation of the applicable vendor contract, removal from campus or any other action the Institution deems necessary.

## *Process for Disclosure*

An employee, volunteer, student, vendor, alumni or applicant shall disclose all relevant information regarding evidenced misconduct to the following designated intake officers, in accordance with the subject matter of the disclosure:

<b>Subject Matter</b>	<b>Intake Officer</b>
<b>Discrimination/ Harassment/ Retaliation</b>	Director of Human Resources
<b>Environmental hazards/ Unsafe Workplace Conditions</b>	Director of Facilities
<b>Financial Improprieties/ Fraudulent Accounting (including but not limited to; wire fraud, mail fraud, Bank fraud, securities fraud or questionable Accounting, internal controls, and auditing matters)</b>	VP for Finance
<b>Illegal/ Unethical Business Practices</b>	VP for Finance and/or VP Administration
<b>Safety/ Security Issues</b>	Director of Facilities
<b>Student Handbook Violation</b>	Associate Dean for Community Life
<b>Wrongful Termination</b>	Director of Human Resources
<b>Other Conduct Issues</b>	Director of Human Resources

If the disclosure is by a Board member it shall be to made to the Chair of the Board, unless the complaint involves the Chair of the Board, in which case the complaint shall be to the Vice Chair of the Board.

Any disclosure shall be made in a signed written document within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. If the Board member, employee, volunteer, student, vendor, alumni or applicant would rather contact a source outside of the institution, he or she may contact Campus Conduct Hotline at 866-943-5787 within ninety (90) days of the day on which the complainant knew or should have known of the misconduct

The intake officer shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

In the case of disclosure of misconduct involving the designated intake officer, the disclosure shall be directed to the Director of Human Resources or designee. The Director of Human Resources or designee shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

In the case of disclosure of misconduct involving the Director of Human Resources the disclosure shall be directed to The Vice President for Finance and Administration. The Vice President for Finance and Administration shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and the circumstances of the disclosure.

In the case of disclosure involving financial misconduct, the intake officer or Campus Conduct Hotline shall also provide the disclosure to the Audit Committee for their review and consideration. The Audit Committee shall have the authority to resolve the matter in accordance with its stated procedure.

In the case of disclosure to Campus Conduct Hotline that does not involve financial misconduct, the Vice President for Finance and Administration shall be entitled to receive a summary of the disclosure from Campus Conduct Hotline. At its discretion, the Audit Committee shall have the authority to resolve the matter in accordance with its stated procedure.

If the disclosure involves the President, the disclosure may be directed to the Chair of the Board of Governors or his/her designee. If the disclosure involves a member of the Board of Governors, the disclosure may be directed to the President or his/her designee.

### *Complaints of Retaliation As A Result Of Disclosure*

If a Board Member, employee, volunteer, student, vendor, alumni or applicant believes that he or she has been retaliated against in the form of an adverse employment or other action for disclosing information regarding misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.

For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions or privileges of employment. Other adverse actions include: dismissing, suspending or disciplining a student or changing or lowering a grade or evaluation of a student or in any other manner negatively affecting the student's academic career; terminating or threatening to terminate a customer or vendor relationship; and discriminating against or mistreating an alumni or volunteer. This policy does not prohibit an employment action or any other action that would have been taken regardless of disclosure of information.

### *Process for Adjudication of Complaints Stemming From Disclosure*

A Board member, employee, volunteer, student, vendor, alumni or applicant must file a complaint with Director of Human Resources or his/her alternate the Vice President for Finance and Administration within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee, volunteer, student, vendor, alumni or applicant should reasonably have had knowledge of the adverse action.

Complaints shall be filed in writing and shall include:

1. Name and address of the complainant;
2. Name and title of individual(s) against whom the complaint is made;
3. The specific type(s) of adverse action(s) taken;
4. The specific date(s) on which the adverse action(s) were taken;
5. A clear and concise statement of the facts that form the basis of the complaint;
6. A clear and concise statement of the complainant's explanation of how his or her previous disclosure of misconduct is related to the adverse employment or other action;  
and
7. A clear and concise statement of the remedy sought by the complainant.

Within sixty (60) calendar days of receipt of the complaint, the Director of Human Resources or his/her alternate Vice President for Finance and Administration shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall provide the complainant with a determination regarding the complaint.

The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of Director of Human Resources or his/her alternate the Vice President for Finance and Administration shall be final.