



**EPISCOPAL DIVINITY SCHOOL
STUDENT HANDBOOK**

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In God's house there is room enough for all

In God's house, there is room enough for all, (John 14:2) is the theme for academic year 2008-2009 at Episcopal Divinity School (EDS). In a world driven by the anxiety of scarcity, this theme offers a roomy, expansive vision of the hospitality of God. There is breathing room for everyone.

This is no mere platitude, it is a challenge. We value and embrace diversity here at EDS yet, we are constantly being called to let go of our personal notions of diversity and to live into the gospel call for radical hospitality.

God's hospitality is not refined, cautious or measured. It is abundant, extravagant—a mother hen protectively gathering the chicks together, a sower freely scattering seeds, a farmer keeping wheat and weeds together.

Jesus feeds thousands from a few loaves and a fish. He speaks of a miniscule seed yielding a great tree where all the birds of the air can make a dwelling for all. Gospel hospitality is a powerhouse of potential.

Each year we recreate community as people enter the community as students, faculty, staff, trustees and friends. At the same time, other members of the EDS community transition to be alums and friends. Each year, the hospitality of the Spirit calls us to unique community situations.

This year, Weston Jesuit School of Theology has moved to Boston College. EDS has entered into a partnership with Lesley University. Our residential life, library, staff roles and offices have shifted.

It will not be business as usual--These changes will call for a particular intention as we recreate community. We will engage each other in the creative act of community. With a spirit of hospitality and abundance we will:

- Gather together rather than treading our separate ways, retreating behind closed doors
- Uphold values and traditions that have sustained us and made us strong
- Start new traditions
- Lean into and dissolve conflict
- Study, work, play, eat together and pray together

The following guidelines will help us create community and nurture healthy dialogue.

- o We will “try on” the position of others.
- o We accept that it is ok to disagree; however, it is not okay to blame, shame, or attack, self or others.
- o We will adhere to confidentiality allowing each person to tell his or her own story

- o We will practice “self focus”, using “I” statements.
- o We will practice “both/and” thinking, which allows for truth in more than one perspective.
- o We will value both the process and content of our interactions.
- o We will acknowledge the possible difference between the intent of our words or actions and their impact.

These guidelines will help to invite all members of the EDS community into a relationship of respect and appreciation for all its members and a mutual commitment to the wellness of all peoples. We will make EDS a house—a home with room enough for all.

The Office of Student and Community Services

Dean of Students and Community Services	The Rev. Karen B. Montagno	kmontagno@eds.edu 617-682-1518
Community & Spiritual Life Trustee Sub-committee, Chair	Susan Samson	
Coordinator for Student and Community Services	Elisa Lucozzi	elucozzi@eds.edu 617-682-1538
Housing and Facilities Coordinator	Penny Smith	psmith@eds.edu 617-682-1542
Housing & Community Life Program Assistant	To be hired	soffice@eds.edu 617-682-1593
Pastoral Counseling & Guidance	The Rev. Katherine Stiles	kstiles@eds.edu 617-868-3545
Provost of St. John’s Memorial Chapel	The Rev. Dr. Richard McCall	rmccall@eds.edu 617-682-1548
Director of Chapel Music	Patrick Michaels	pmichaels@eds.edu
Community Life Student Assistant	Student to be named	cloffice@eds.edu 617-682-1592
Student Executive Committee	Co-Chairs Paul Katampu & Amanda Akes	pkatampu@eds.edu & aakes@eds.edu

The Purpose of Episcopal Divinity School is to educate lay and ordained leaders for Christ's Church and for the world who serve and advance God's mission of justice, compassion, and reconciliation. A seminary for the Episcopal Church, USA, Episcopal Divinity School is grounded in the Anglican tradition and committed to growing in relationship with other Christian and faith traditions. Episcopal Divinity School is an academic community of biblical, historical, and theological inquiry that respects students as responsible learners with valuable experience, supports spiritual and ministerial formation, and provides tools for the lifelong work of social and personal transformation. The school's dedication to God's transforming mission challenges us to become an anti-racist and multicultural community, embodying diversity and seeking constructive change. These commitments lead to educational programs enlivened by theologies of liberation, especially the many voices of feminist, congregational, ecumenical, and global studies. In our educational life we value critical intellectual engagement, prophetic spirituality, and social action. Sustained by contemplation, worship, and prayer, Episcopal Divinity School forms leaders of hope, courage, and vision to witness to the Gospel of Jesus Christ.

This statement of purpose was approved by the Episcopal Divinity School Board of Trustees on March 1, 1998.

Episcopal Divinity School Strategic Plan

In 2003, EDS' board of trustees, recognizing the financial challenges EDS, as a small independent seminary was facing, committed themselves to exploring options that would ensure EDS' continued viability well into the 21st century. Trustees, administrators, and faculty began to look at ways to redeploy EDS' resources to better support the School's mission. Some of them visited other seminaries which had successfully turned their financial situation around in order to learn from their experience. Over the past several years, many options were explored and rejected, including selling the campus and moving to another location, partnering with other schools, and transforming the school into a think tank or foundation.

At their March 2008 meeting, the EDS trustees adopted a strategic plan which includes:

- A partnership with Lesley University which includes the sale of buildings to Lesley University, academic program enhancements, and shared facilities for such uses as a library, student dining and services, and campus maintenance.
- A market research project designed to help the school further adapt its programs to the needs of today's church.
- A strengthening of EDS' core program of theological education, formation, and community life.
- Increased financial aid for students.
- Building a strong development culture and program resulting in a capital

campaign.

- Fiscal discipline relative to operations.
- The possibility of selling or leasing additional property.

SECTION I

GOVERNANCE AND DECISION MAKING

STRUCTURES AND DECISION MAKING AT EDS

This section provides an introduction to the organizational structures through which decisions are made and carried out at EDS. The purpose of our structures is to have a broadly representative process of decision making. The bodies responsible for decision making and governance are the Board of Trustees, the Faculty, and the administration. However, student input is provided through a standing committee system and a Student Executive Committee.

COMMENTARY ON GOVERNANCE

Under applicable statutes of the Commonwealth of Massachusetts and the Fundamental Articles and By-Laws of the School, the Trustees of Episcopal Divinity School have the ultimate responsibility for the well being of the School and the furtherance of its purpose. To this end, the Trustees have, among other things, responsibility for determining the School's mission, establishing policies for the governance of the School, approving its academic programs, awarding earned and honorary degrees, selecting its chief executive officer, approving the appointment of faculty, establishing budgets and making provision for the financial well-being of the School.

In exercising their responsibilities the Trustees have developed over the years a consultative model for decision-making which incorporates faculty, student, administrative, and staff participation as appropriate in decisions affecting the governance of the School and the defining and implementation of its purpose and programs. The Trustees are committed to maintaining the consultative model for decision-making.

In implementing the consultative process, the Trustees look to the President & Dean to communicate their needs for consultation and to devise effective procedures for this.

Similarly, other constituencies of the School desiring to initiate actions or develop policies that will ultimately require approval by the Trustees implement contact with the Trustees through the member of the Deans' and Director's Executive Committee who works with the appropriate Committee of the Board of Trustees.

THE BOARD OF TRUSTEES

The purpose of the Board is largely fiduciary, that is, to assure EDS has a long term mission consonant with the needs of the Episcopal Church, and that it has the leadership, financial resources and fiscal performance required to achieve its mission

COMMITTEES OF THE BOARD OF TRUSTEES

ACADEMIC AFFAIRS

Policies pertaining to new educational programs, continuing education, new degree programs, the proportion of tenured to non- tenured faculty and faculty diversity guidelines are the kinds of issues that this committee will review and make recommendations to the Board. The committee will not be involved in the hiring or discharging of specific faculty members, nor will it be involved in issues of tenure. The Academic Dean is the linkage person to this committee.

AUDIT COMMITTEE

This committee selects the outside auditing firm and maintains oversight during the annual audit process.

BUILDINGS AND GROUNDS COMMITTEE

This committee will advise the Board on all matters relating to the physical facilities of the school, recommending proposals for the use of these resources.

COMMUNICATIONS AND MARKETING

This committee will direct support of the Board of Trustees to EDS' communications, marketing, and admissions department to help establish goals and objectives and report progress at all meetings of the Board of Trustees. Its goals are to cultivate broader EDS institutional support for the offices of communications, marketing and admissions; to help develop marketing strategies to raise awareness of EDS for the purpose of supporting development and admissions goals; to involve EDS Trustees in helping to raise awareness of EDS in the Dioceses of the Episcopal Church; and to build a committee of communications professionals, Faculty and Staff who would be committed to help achieve the goals of the Committee.

DEVELOPMENT COMMITTEE

This committee works on concerns for fundraising. It will assist the Board and administration in reviewing the development needs of the school, formulating strategy to meet those needs and planning for implementation of those strategies. It will set the Annual Fund goals and be engaged in carrying this out. It will recommend capital improvement priorities and set policy for encouraging and using endowment funds, bequests and planned gifts. The Director of Development and Alumni/ae Relations is the linkage person for this committee.

COMMITTEE ON EMPLOYMENT PRACTICES

Provide comment and oversight to ensure all employees of the Episcopal Divinity School experience a just, compassionate and reconciling organizational community.

FINANCE COMMITTEE

This committee will review and recommend on the budget prepared by the administration, as well as the auditing process for finance; it will be a sounding board for matters of concern to staff, reviewing procedures and policies relating to them. The Director of Finance and Business Management is the linkage person for this committee.

COMMITTEE ON HONORARY DEGREES

This subcommittee identifies and selects individuals to receive honorary degrees from among a list of pre-qualified candidates.

INVESTMENT COMMITTEE

This Committee is concerned with the maintenance and growth of the school portfolio.

PRESIDENTIAL SEARCH COMMITTEE

The job of the Presidential Search Committee is to advise the Board of Trustees on the selection of a new President who will provide the future leadership of EDS in spiritual, educational and administrative realms.

STRATEGIC PLANNING COMMITTEE (SPC)

Has been charged by the Board to explore options to ensure EDS's viability for the next 50 years, including whether to stay at Brattle Street or, on the opposite end of the spectrum, sell everything and move to a new location or redefined mission.

STUDENT & COMMUNITY LIFE COMMITTEE

The mission of the Community and Spiritual Life Committee is to serve as "the Board's principal body" dealing with issues of student and community life. This committee will also be a sounding board for matters of concern to staff. It considers and may recommend the development of new policies, as well as reviewing existing policies. The committee also addresses issues which effect the nurture and formation of the community as well as vocational and pastoral resources available. It is a communications link between the Board, staff and students. The Dean of Community and Student Life is the linkage person for this committee.

TRUSTEE EXECUTIVE COMMITTEE (TEC)

To act on behalf of the Board as necessary and appropriate between scheduled Board meetings.

COMMITTEE ON TRUSTEESHIP

Advising on and assisting with appropriate processes for 1) maintenance of By-Laws; 2) appointment of officers, committee chairs and committee membership; 3) evaluation of the Board as a whole, of individual Trustees and of the officers and committee chairs; 4) sourcing and nomination of new Board members; 5) orientation of new Board members; 6) the Board's maintenance of relationships with former Board Trustees; 7) maintenance of the Board Conflicts of Interest Policy and its administration; 8) P&D evaluation, compensation and terms and conditions of appointment; 9) Trustee Handbook; 10) Tributes to those leaving the Board.

FACULTY

The faculty is composed of the regular teaching members of the school. The faculty has authority for the administration of curricular policy and educational programs; for recommendations to the trustees on faculty appointments and promotions and for admissions. The faculty is also responsible for the evaluation of students applying for Postulancy and Candidacy for Holy Orders and for the judgment on personal qualifications for ordination required of the seminary by the canons of the Episcopal

Church. Students wishing faculty action on academic or other matters may petition the faculty for such action on forms available from the Registrar. These petitions are to be countersigned by the student's faculty advisor and should be submitted to the Penny Kohn. At least once a month during the academic year the faculty holds a meeting for the transaction of business. Sometimes adjunct faculty are designated to teach particular classes.

RESPONSIBILITIES OF STANDING COMMITTEES

Appointment of Committees

With the exception of the Faculty Executive Committee, a schedule of faculty members on the ongoing standing committees of the School is prepared by the Academic Dean, based, insofar as possible, upon Faculty expression of preference. Student members are appointed each fall by the Student Executive Committee or at the invitation of the Faculty. Students are encouraged to participate in the decision making process of the School and are encouraged to consider serving on one of the following Committees:

Admissions Committee (Students serve at invitation of Faculty members of the following Committees)

Anti-Racism Facilitation Group

D. Min. Committee

Field Education Committee

Worship and Liturgy Committee

Admissions Committee

The Admissions Committee handles the recruitment, selection and admission of applicants for the M.Div., M.A., and D. Min. degrees and the certificate programs. As appropriate, this committee determines the selections for the Procter Fellowship program and other special awards. The Admissions Committee is made up of graduating seniors and faculty members. The Office of Academic Dean selects the faculty members of the committee. At the end of the spring term, the members of this committee select two or three senior students for the next year whom, in concert with faculty members, act on individual applications as member of the following year's committee. The work of recruitment is view as a ministry of EDS as a whole and is open to other faculty, staff and students who do not serve on the committee in an official capacity.

Anti-Racism Facilitation Group

This committee is appointed by the President and Dean. It now includes faculty, staff, students, with provision for alums, and trustees. It facilitates the anti-racism efforts of the school and monitors the school for progress towards being a more anti-racist, more multi-cultural and more inclusive community.

Degrees Committee

Supervises the M.A.T.S. and M.Div. degrees and Certificate programs, reviews all statements (Goals, Competence, etc.) submitted to the committee; reviews petitions, and recommends to the faculty for awarding of the degrees and Certificates. This committee also recommends policy changes to the faculty. This Committee is faculty only.

D.Min. Committee

Similar to the Degrees Committee for the D.Min program, it also considers reviews and acts on admission to this degree. Faculty members only. The committee also covers all aspects of this degree program, particularly in terms of policy development and its overall implementation, recommending changes to the faculty.

Faculty Executive Committee

An elected committee of faculty members, President & Dean, and Academic Dean (chair). It serves as an advisory committee to the Academic Dean and the President and Dean. It also has defined responsibilities for communication, review of faculty agenda, and development of faculty policies, for example.

Field Education Committee

Functions to support maintain and develop the policies stated in the Field Education Handbook.

Worship Committee

Focuses on supporting and furthering the quality of worship and spiritual life in daily observances and in program offerings. It is also involved in setting practice and policy. This Committee may assign specific responsibilities to various task forces (i.e. Oxfam America observance, Orientation Committee, Chapel Planning Committee, AIDS Awareness Week, Commencement Week, Liturgical services and observances -- Absalom Jones, Martin Luther King, Jr., Advent Lessons and Carols).

Financial Aid Committee

Is an advisory committee to the Financial Aid Office. The committee reviews policy, procedure awards and petitions.

STUDENT EXECUTIVE COMMITTEE

Statement of Purpose

The Episcopal Divinity School's Student Executive Committee (SEC) is comprised of peer-elected students who serve as delegates, advocates, and liaisons to and between the student body, faculty, administrative staff, and Board of Trustees. The SEC is committed to the promotion of community and good will in all aspects of student life: intellectual, professional and spiritual. In addition to its role as advocate and liaison, the SEC also recruits and appoints students to standing and *Ad hoc* committees. When required, the

SEC updates its Operating Procedures in consultation with the Dean of Student and Community Life, and helps to prepare the annual budget request for student Travel Grants.

History

Approved by the SEC on December 16, 1977, subject to annual review by the incumbent committee. Amended February 24, 1998, November 17, 1998 (open meetings) and March 16, 1999 (Travel Grants). Revised and reorganized May 15, 1999 subject to SEC approval. Amendment to explain the disbursement policy for non-travel grant SEC funds added in Fall 2001.

SECTION II

COMMUNITY LIVING

RESIDENTIAL LIFE

Students are very welcome to live on campus as well as in apartments at Lesley University. Residents enjoy the benefits of living in a rich, diverse residential community.

Housing Personnel

Housing and Facilities staff will help you with questions about housing and resident life. The Housing Office is located in the lower level of Wright Hall.

To request a work order for repairs please call (866) 486-4226. This is a centralized Operation Center for UNICCO; the vendor is contracted to oversee all repairs and the maintenance of the buildings; they manage the EDS Campus, as well as Lesley and Harvard. This center is staffed 24/7 so they can handle all repairs.

Plumbing, heating and other emergencies should call the above number or the Lesley Security number below.

Medical, fire, or emergency is still a 911 call. After 911, please contact (617) 349-8888, the Lesley Security Office (which is staffed 24/7 as well).

You are responsible for reporting any damages or repair needs to the Housing Office and the UNICCO call center as soon as they occur and are noticed. Periodic safety inspections of all residences will take place and all residents will be expected to participate in regular fire/emergency drills (Please refer to the 2008-2009 *Residents Handbook*).

Residence Coordinators are on-call evenings and weekends, and should be contacted in the event of problems such as locking yourself out of your room. The RC cell phone number is 617-413-6476. These folks are also available to assist in supporting community.

Hiring Buildings and Ground Personnel

If you want help with moving or other personal projects, and need help from B&G staff members, it may be possible to hire them after hours. It's important to know:

They will be working outside of their normal working hours

They will be employed by you, not the School, and will not be covered by School insurance. They should be paid \$25 per person per hour, minimum one hour.

Lesley University on Campus

EDS' partnership with [Lesley University](#) includes the sharing of the central portion of the EDS campus with Lesley. Since 2005, Lesley undergraduates have resided in Lawrence Hall; with the sale of Lawrence and Winthrop Halls to Lesley in 2008, Lesley undergraduates now occupy both residence halls. They have been good neighbors, and we look forward to them being on campus again this year. Their classes are off-campus so they are not often here during the day.

FOR MORE INFORMATION ON HOUSING, PLEASE CONSULT THE "RESIDENTS' HANDBOOK 2008-2009" AVAILABLE IN THE HOUSING OFFICE IN WRIGHT HALL.

Emergency Protocol [Security]

EDS maintains 24-hour security coverage to assist in maintaining the safety of the campus community as well as campus facilities and property. All campus emergencies should be reported to Campus Security.

Campus Security can be reached by telephoning (617) 349-8888 7:00am – 5:00pm - is monitored by the Lesley Public Safety Office; Lesley Main Campus. The main office is staffed 7 days a week, 24 hours a day, with professionally trained supervisors and staff officers. Director of Public Safety, Ron Perry Assistant Manager, Jeff Postell 5:00pm – 7:00am – Officer posted at the Public Safety desk; lobby of Burnham Hall, who will conduct campus safety tours and respond to safety issues in coordination with the Lesley Public Safety Office.

The Housing Office must also be notified of an emergency by telephoning (617) 413-6476; this cell phone number is monitored at all times. A list of emergency numbers may also be found on the back cover. Cambridge is covered by 911 services. However, whenever outside agencies are contacted, it is important to inform Campus Security so they can assist them.

MAIL

Residents may use 99 Brattle Street, Cambridge, MA, 02138 as their mail delivery address. Residents are assigned a mailbox in Burnham Hall. Contact the Mail Room to get your box number and combination. US Mail is delivered to the campus at 1:00 PM and distributed Monday through Friday. There is no mail delivery on Saturdays, Sundays or holidays. UPS and other common carrier packages are also delivered to the Mail Room. Your "L" key (the key to your housing unit) will open the outside door to Burnham Hall so you can pick up mail evenings and weekends.

Mail is collected once daily at 5:00 p.m. from the mailbox in front of Reed Hall. There is a US Post Office located at the corner of Story and Mt. Auburn Streets, a few blocks from campus.

If residents prefer, they may use their actual street address (e.g. 1 St. John's Road, Apt. #7, Cambridge, MA 02138).

COMMON FARE

This weekly community newsletter is distributed via EDS email. The purpose of *Common Fare* is to keep the community informed of on-and off-campus events and services that may be of interest to EDS students, faculty, and staff. It is also a place where official school information, student employment opportunities, financial aid, scholarship news and chapel schedule are announced.

You may submit notices and information by campus e-mail to the *Common Fare* editor (soffice@eds.edu) no later than 5:00 PM on the Friday two weeks prior to publication. This deadline is to allow timely production and distribution of *Common Fare*. The editor of *Common Fare* requests your cooperation in submitting clear and concise notices of community (not personal) interest. *The Common Fare can also be accessed online at www.eds.edu*

SPEED LIMIT

The posted speed limit is 5 mph. Drivers are requested to exercise extreme caution and to adhere to this limit to protect the lives and well being of all, especially children living on campus.

TRANSPORTATION

Airport

The subway is the quickest and least expensive way to get to [Logan International Airport](#). Take the subway (the "T") to the stop on the Blue Line called "Airport" and then take the shuttle bus to your terminal. Taxi cost to Logan is about \$20. "Share-A-Cab" is available from the airport and saves money for two or more passengers going to the same area.

Railroad

Boston has two railroad stations, both connecting to subways. They are North Station and South Station. Trains from North Station are all local commuter trains and provide especially good service to Salem and Gloucester. AMTRAK runs from South Station to

New York and beyond. There are also local trains to western suburbs. For further information please see the [AMTRAK](#) website.

Subway (MBTA or "T")

The Massachusetts Bay Transportation Authority provides a system on which you can get anywhere in Boston by a combination of bus and subway. The subway runs on four color-coded lines; maps are posted in each subway station to assist you in reaching your destination. MBTA maps are also available, and can be obtained at the Park Street Station Information Center (Station for Red and Green Line on the "T"). For further information visit the [MBTA](#) website.

Bicycles

You can get anywhere in Cambridge in less than 15 minutes by bicycle. Traffic is sometimes heavy, and cyclists should proceed with caution. Most personal errands can more easily be done by bicycle than by car since parking in Cambridge is at a premium. Locks and chains are an absolute necessity to avoid bicycle theft.

HEALTH INSURANCE AND IMMUNIZATION

Health insurance is required for all EDS students, as is a notice of immunization (or the exemption there from). The majority of students are covered by the [Harvard University Health Services](#). This includes clinic services during the year. Family coverage with optional clinic services is not required but it is highly recommended. A complete list of charges and a description for Harvard Health Service medical plan is available from the Business Office located in Reed Hall.

The Harvard University Clinic (for those enrolled in the Harvard UHS plan) is located on the Mt. Auburn street side of the Holyoke Center. The Emergency Room is located in the basement of the building and can be reached via the roadway under the building. The telephone number is 495-5711 and can be called twenty-four hours a day, every day. There are infirmary facilities for students. Be sure to read the guide to the Health Services thoroughly.

It is the policy of EDS that all students comply with Chapter 76, Section 15c of the Massachusetts General Laws stating that students regardless of year of birth must submit proof of *immunization* against measles, mumps, rubella, diphtheria and tetanus toxoid. All EDS students must obtain and return to the Business Office the EDS Notice of Immunization Requirements form. A physician or nurse must verify immunization records. The completed form must be filed in the Business Office for the student to register for classes at EDS.

For those not enrolled in the Harvard UHS plan, the nearest hospitals in Cambridge are Mt. Auburn Hospital, 330 Mt. Auburn St. (492-3500) and Cambridge Hospital, 1493 Cambridge Street (498-100). Check your own policy for any special requirements.

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It is the policy of EDS that all students comply with Chapter 76, Section 15c of the Massachusetts General Laws stating that students regardless of year of birth must submit proof of *immunization* for two MMR vaccines (measles, mumps, rubella), Tetanus/Diphtheria, Hepatitis B and the Meningococcal vaccine. All EDS students must obtain and return to the Business Office the EDS Notice of Immunization Requirements form. A physician or nurse must verify immunization records. The completed form must be filed in the Business Office for the student to register for classes at EDS.

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HARVARD ATHLETIC FACILITIES

Students are eligible to use the Harvard athletic facilities. In order to avail oneself of this opportunity, the student must take his/her valid EDS Photo Identification Card and some form of payment to University Athletic Office, Murr Center, 65 North Harvard Avenue, Allston (617-495-2211). The office is open Monday through Friday from 9:00 a.m. – 5:00 p.m.

WRITING RESOURCES FOR INTERNATIONAL AND DOMESTIC STUDENTS

It is the policy of Episcopal Divinity School to admit students who are prepared to do graduate theological study in English. However, through our WRITE Seminars Program we offer a Theological Writing and Research course during the fall semester for all students desiring an introduction to theological writing, including those for whom English is a foreign language, WRITE Tutorial and WRITE Thesis Tutorial courses for students desiring to work individually on writing projects, and ongoing tutorial support by WRITE faculty and WRITE peer tutors.

The WRITE Workshop Program also provides “Theological Writing and Research in Turabian Style with REFWORKS” workshops offered jointly with EDS Library staff; WRITE Faculty Conversations on topics of interest to theological writers; and WRITE peer tutor training workshops for those interested in tutoring international students.

Students wishing to provide instructional proofreading and editorial support as language resource persons and students for whom English is a second language seeking such assistance may consult the Academic Dean or the Coordinator of the Program, Lucretia Yaghjian.

FINANCIAL AID

Episcopal Divinity School offers a variety of programs to assist students in financing their education. In order to be eligible, students must be enrolled at least half time in a degree program and maintain satisfactory academic progress.

Episcopal Divinity School Scholarships and Grants

EDS grants and scholarships are awarded on the basis of merit and financial need. Academic year award amounts range from \$1000 to full tuition scholarships. A portion of the school’s monies for need-based scholarship awards comes from restricted gifts designed to uphold the diversity of the student body. Among such funds are the Absalom Jones Scholarship and the J. Rawson Collins Tuition, Room & Board Scholarship for African American students; the Luther Tucker Scholarship for international students and students from the Diocese of Southern Ohio; and the Lambda Scholarship for gay and lesbian students. In addition, two full-tuition scholarships are set aside each year for U.S. persons of color.

Federal Stafford Loan Program

Federal Stafford Loans are awarded to U.S. citizens or permanent residents who are enrolled in a degree program and are attending school at least half time. Non-degree students and students who are in default on a prior Federal Stafford Loan are not eligible.

Subsidized Federal Stafford Loan: Students may be eligible to borrow up to \$8500 per year through this need-based program. No interest accrues during the in-school period. Repayment begins six months after a student graduates or ceases to be enrolled at least half time. Federal regulations require that all student loan applicants demonstrate financial need in order to receive a subsidized Federal Stafford Loan.

Unsubsidized Federal Stafford Loan: Students may borrow up to \$20,500 minus their subsidized Stafford eligibility through this loan program. The interest rate and repayment terms are identical to the Subsidized Federal Stafford Loan except that interest accrues during the in-school period. However, the interest payments can be deferred until a student graduates or ceases to be enrolled at least half time. Students must participate in entrance interview counseling before loan monies can be disbursed and exit interview counseling before being certified for graduation.

Other Sources of Financing

Corporations, foundations, service organizations, religious groups and others sponsor educational assistance programs. These awards can be based on any number of criteria and usually require a separate application to be sent directly to the agency. The Financial Aid Office maintains a list of some of these sources. This list can be found on the EDS website and hard copies are in the forms box in Wright Hall. Please contact the Financial Aid Office for additional information.

SECTION III

SPIRITUAL AND PERSONAL DEVELOPMENT

CORPORATE WORSHIP

The President and Dean, as the Ordinary of St. John's Chapel, assisted by the Dean of Student and Community Life, has oversight of the liturgical life of the school. The Provost of St. John's Memorial Chapel has primary responsibility for the Chapel. The Worship Planning Meeting participants, in conjunction with the Faculty Worship Committee, advise in planning, policy making, and evaluating our liturgical life. The Chapel staff implements and supports the liturgy and worship of the EDS community. The two basic elements in our liturgical life are Morning Worship and the Eucharist. The schedule provides Eucharist on Mondays, Thursdays, and Fridays when school is in session. The Community Eucharist on Thursday at 8:30 A.M. is the largest community worship gathering of the week.

The EDS schedule provides Morning Worship on Monday, Tuesday, Wednesday and Friday. The 1979 Book of Common Prayer contains Offices for morning and evening, as well as for noonday and late evening (Compline). EDS does not use the Book of Common Prayer exclusively but alternates between The Book of Common Prayer and Enriching Our Worship. A variety of other formats, including silent and guided meditation, are also used during worship. Groups of students often gather together while school is in session for special services such as bible study, meditation, healing circle or quiet prayer.

Faculty, staff and students work together in teams according to the scheduled rota to plan and lead worship. As a practice, worship is on a four-week cycle that includes traditional language and inclusive language liturgies as well as training in meditation. A week of alternative liturgies is part of this cycle. The cycle of worship is always being revised. A goal of our liturgical practice is to use inclusive human language. Unless otherwise designated, liturgies are inclusive. Minimally, "fully inclusive" means balancing or interpreting the theological imagery of hymnody, liturgy or scripture in such ways that the historical bias about color, gender, ablism or race does not obstruct our access or understanding of the divine, the Good News or the primary purpose of worship--to glorify God.

This is obviously a work in progress that requires competent theological and exegetical insight as well as training and pastoral sensitivity. However, there are a number of print resources available, as well as faculty and experienced members of the chapel staff who will help you become effective in these and other liturgical matters.

EDS SCHEDULE OF PUBLIC WORSHIP

Monday

Morning Prayer	8:30 a.m.	Chapel
Holy Eucharist	5:15 p.m.	Chapel

Tuesday

Morning Prayer	8:30 a.m.	Chapel
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Wednesday

Morning Prayer	8:30 a.m.	Chapel
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Thursday

Holy Eucharist	8:30 a.m.	Chapel
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Friday

Morning Prayer	8:30 a.m.	Chapel
Holy Eucharist	12:10 p.m.	Chapel

[The Society of St. John the Evangelist](#), 980 Memorial Drive, offers daily services of worship. Their service of Holy Eucharist on Tuesdays at 5:15 pm is well attended and welcoming of members of the EDS community. Area churches also provide opportunities for liturgical participation throughout the week.

OTHER SPIRITUAL RESOURCES AND OPPORTUNITIES

Soul Space is a place designed to help you make some Sabbath time for yourself during your day. It is located on the lower level of Wright Hall in the Coordinator of Student and Community Services' Office. Comfortable chairs, motivational art, good books, soothing music, tea and snacks are always available. Check out our developing resource space for vocation, formation, liturgy and worship resources or find poetry, contemplative writings or novels which feed your soul.

Prayer Companions is an informal group which meets for 15 minutes at 12:10 p.m. on the designated day for the purpose of intercessory prayer for members of the EDS community and its extended family. The group has rotating leadership and usually begins and ends with a simple prayer. Community members are invited to submit names for prayer to the Coordinator of Student and Community Services at elucuzzi@eds.edu up until the morning for inclusion in that week's intercessory prayer.

The Midday Meditation is a simple 15 minute sitting which takes place in Burnham chapel beginning at 11:45 a.m. daily. This group has shared leadership and resting in

silence and ending with a short prayer. Participants are encouraged to practice whatever form of prayer or meditation for which they are comfortable.

Yoga class will again be offered at EDS Tuesdays 12 noon-1:00, October 14th, 2008-Jan. 15th, 2009. The cost is \$60 (that is \$6 per class!) This is an all levels class and is open to anyone; (Beginners are welcome.). Yoga is offered in the Fall and Spring semester. If you are interested, please admissions@eds.edu.

Brothers and Sisters in the Spirit is a group for men and women of color. Its objectives are to provide mentoring and networking opportunities for lay and ordained ministers of color who want to nurture their leadership skills and capacity through fellowship and spiritual growth and to build relationships of support, caring and empowerment for the leadership journey. This group meets on a quarterly basis.

PASTORAL COUNSELING AND GUIDANCE

EDS provides confidential and brief counseling (2-3 sessions/semester) for the purpose of supporting spiritual practice through the formative years of seminary; addressing student concerns and making referrals to appropriate resources. This service is a commitment to supporting students in finding adequate resources for spiritual reflection; vocational discernment; for facing personal crisis; and other pastoral issues relating to physical, emotional, spiritual and intellectual well-being. The service is provided throughout the academic year. Referrals to Pastoral Counseling and Guidance can be initiated by students and or by faculty/staff on behalf of the student. With needs that require further attention, the counselor will discern, in confidentiality with the student, the nature of the need, and will assist in finding appropriate resources and in making referrals. For more information or to make an appointment please contact the Rev. Katherine Stiles at kstiles@eds.edu.

GROUP SPIRITUAL DIRECTION

Group Spiritual Direction offers a small and intentionally built community. We gather regularly to invite God's love into our midst, increasing our capacity to listen deeply to ourselves, each other and the Holy. Creating, together, a safe and confidential space to examine and deepen our spiritual practices and prayer lives (or lack thereof,) we explore numerous forms of prayer, listening, contemplation, and meditation. Engaging with each other in our journey of discernment and formation, whatever our call, we bear witness to each other's lives as we hold each other in pray. For more information please contact the Rev. Katherine Stiles at kstiles@eds.edu.

SPIRITUAL DIRECTION AND SUPPORT

EDS provides opportunities for discernment, spiritual reflection and prayer groups. Resources for spiritual direction and formation available are available in the Cambridge/Boston area. There are also a number of convents, monasteries and retreat houses in the metropolitan and surrounding areas. Through these resources, persons can find directors and participate in self-directed and group retreats.

For information about spiritual direction or retreats, please consult the Dean of Student and Community Services, Rev. Karen Montagno, kmontagno@eds.edu, Coordinator of Pastoral Counseling and Guidance, the Rev. Katherine Stiles, kstiles@eds.edu or the Coordinator of Student and Community Services, Elisa Lucozzi, elucozzi@eds.edu .

VOCATIONAL SERVICES

One of the many resources offered to students at EDS is vocational assistance for graduating students. Throughout the year EDS receives many inquiries from potential employers. As these positions are received they are posted on the “Divine Opportunities” bulletin board outside the Student and Community Services Office as well as sent our electronically to the community. Students and alumni/ae are encouraged to peruse the offerings throughout the school year.

In addition to the bulletin board, EDS also offers a [Positions Open Bulletin](#) that is an online service located in the EDS Library. This bulletin is a listing of all open positions in the Church submitted to the [Church Deployment Office](#) (CDO). It is available to students by accessing the EDS password through the Student and Community Services Office. To that end, EDS invites a representative from the Church Deployment Office to campus to assist students in registering with the center by filling out a church profile, or computerized resume.

In conjunction with other offices we also offer life transition workshops such as [General Ordination Exam](#) (GOE) preparation, a [Church Pension Fund](#) (CPF) presentation, resume writing, career planning, contract negotiation, and job offerings listed on an employment bulletin.

Students will have the opportunity to "build" their resume throughout their course of study through a process of experience, documentation affirmations, group work, and discernment opportunities.

Through special programs, like the vocational luncheon series, students get an opportunity to explore ministry in less conventional ways.

For more information on these resources please contact the Coordinator of Student and Community Services Office in Wright Hall.

SECTION IV

POLICIES AND PROCEDURES

EDS EMERGENCY PLAN

Introduction

This is an abbreviated version of the EDS Emergency Plan and is intended to be used as a reference document.

The Emergency Plan is not intended to replace existing EDS policies and procedures, including those that address standards of conduct, disciplinary actions, legal sanctions against illicit drug and alcohol use, or unlawful discrimination and harassment. A complete list of existing policies and procedures is located on the EDS web site at www.eds.edu, in academic catalogs, as well as in faculty, staff, and student handbooks.

This Emergency Plan is designed to provide guidance for community members during emergency situations. Each procedure outlines specific responsibilities of a community member who becomes aware of an emergency. The Emergency Plan is designed to limit loss of life and property and to mobilize the necessary resources, e.g., crisis counseling, Emergency Medical Technicians, and local Police.

Emergency Procedures

Before an Emergency:

Know all exit locations; be sure you know the safest and quickest way out of the building, including the locations of secondary exits.

Be aware of the emergency assembly areas for your building.

Familiarize yourself with the building layouts; maps of the building are located throughout the building

During an Emergency:

EDS Community members (students, staff, faculty, contractors and vendors) should dial 911 in the event of an emergency (fire, medical, criminal) on campus. EDS Security should then be called at (617) 349-8888. Security will meet local emergency response personnel and assist as needed. **It is essential to inform Security of all emergencies.**

Evacuation of Buildings

The President and Dean will identify in each building to be in charge of buildings. They will decide whether the assembly area will be the a) 101 Brattle for major evacuations, or b) for emergencies such as fire. In either case, every person must report immediately to the assigned area. This will help to quickly and accurately account for community members during an emergency.

Assembly Area Locations

A. In the event of a major evacuation which involves the entire campus, such as a terrorist attack or bomb threat, everyone on campus should assemble on the lawn in front of 101 Brattle Street.

B. In case of fire or other reasons to evacuate particular buildings, the following areas have been designated as the assembly locations.

Kidder House (2, 4, 6 St John's Rd)	On the pavement between Winthrop and Kidder
St John's Road apartments	In front of each building
101 Brattle Street	Parking lot behind 101
All faculty housing	In front of building
Reed Hall	Quad
Wright Hall	Quad
Washburn Hall	Quad
Sherrill Hall	Quad
Burnham Hall	Quad

All people must remain outside the evacuated building until the fire department official, the representative of any official agency in charge or campus security permits reentry

Emergency Phone Numbers

FEDERAL, STATE, LOCAL EMERGENCY RESPONSE AGENCIES

Police, Fire, Medical Emergency	911
Fire Dept. Dispatch Non-Emergency	(617) 349-4900
Police Dept. Non-Emergency	(617) 349-3300
<u>MADEP Environmental Protection</u>	(978) 661-7600
<u>Environmental Protection Agency</u>	(800) 424-8802
<u>OSHA Region I</u>	(617) 565-9860
<u>Cambridge Hospital</u>	(617) 498-1000
Emergency Room Cambridge Hospital	(617) 665-1429
<u>Mount Auburn Hospital</u>	(617) 492-3500
Mount Auburn Emergency Room	(617) 499-5025
<u>Harvard Health Services</u>	(617) 495-2008

<u>Animal Control</u>	(617) 349-4376
<u>Victim Witness Advocate</u>	(617) 679-6631
MA Poison Center	(617) 232-2120
<u>American Red Cross</u>	(617) 375-0700
<u>Mass General Hospital</u>	(617) 726-2000
<u>Brigham & Women's Hospital</u>	(617) 732-5500

Fire Emergency

Any member of the EDS Community who discovers a fire should:

Never endanger their personal safety or the safety of another if the fire can't be readily extinguished.

- 1. Winthrop and Lawrence Hall - the buildings are wired so that the Fire Department will respond automatically**
- 2. All other buildings**
 - A Pull closest alarm**
 - B Evacuate the building**

After Evacuation, call 911 and security (617) 349-8888, report street address, etc. then report to your designated assembly area.

Important fire emergency issues:

- Never silence the fire alarm panel
- Do not use elevators during a fire alarm
- Use caution when entering a fire scene (feel doors for heat prior to opening)
- Always evacuate the building

Fire Prevention:

Many fires are caused by carelessness: electrical equipment near volatile material, electrical equipment tampering, or careless disposal of smoking material. Some substances ignite spontaneously. Substances prone to spontaneous combustion are dust, oily rags and waste. Good housekeeping can prevent many fires, eliminate most causes of fire and prevent fire from spreading. Members of the EDS community should always note and report safety concerns such as:

- Obstructed or damaged fire extinguishers, emergency exits or lighting
- Accumulation of rags, trash, or other combustible materials
- Improperly stored combustible materials such as paint
- Inoperable or disabled fire detection equipment
- Inoperable fire extinguishers

Medical Emergency

Major Medical Emergency

EDS community members should call 911 in the event of major (example: apparent heart attack, serious bleeding) medical emergency. After calling 911, Security should be called immediately to assist and direct emergency responders to the correct location.

Minor Medical Emergency

EDS community members should call Security for minor (example: small cut requiring first aid) medical emergencies. Security will dispatch an officer to the scene and determine what other resources are needed.

Location of First Aid/Medical Equipment:

First Aid Kits are located in Reed, Wright and Washburn Hall, and the Burnham Security Desk, and in the Housing Office.

Bomb Threat Emergency

Preventing a Bomb Incident:

As a member of the EDS community, you are in an ideal position to deter and detect terrorist acts by observing suspicious persons and odd behavior. The following are general guidelines:

- Be alert to any changes in routine that might be cause for suspicion. Examples: a delivery company dropped off twice in a day (once with a new driver), when they usually drop off only once; delivery persons who circumvent routine procedures, etc.
- Report any unusual or suspicious persons or packages to Security.
- Persons who ask questions about security procedures should be referred to Security. Obtain a concise description of the person(s) including name, if possible, and the information requested, and notify Security.
- Deliveries without a clear specific destination.

Any facility or person could be the target of a bomb incident. As in any emergency, our most effective weapon against the bomber is a concise bomb threat plan.

Any community member who receives a bomb threat should:

- Never make a public announcement of the threat unless directed by the police
- Never discuss the bomb threat with non-emergency personnel

- Never use words such as bomb, bomb threat, explosive where others can hear you
- Give information and instructions calmly

Bomb Threat Checklist

Date/Time:_____

Exact Words of Caller (Be calm and courteous. Don't interrupt).

Questions to Ask

1. When is the bomb going to explode?_____
2. Where is the bomb right now?_____
3. What kind of bomb is it?_____
4. What does it look like?_____
5. Why did you place the bomb?_____

Circle all applicable:

Caller's Identity: Male Female Adult Juvenile Age ____

Voice: Loud Soft High Pitch Deep Raspy Pleasant Intoxicated

Accent: Local Not Local Foreign Region _____

Speech: Fast Slow Distinct Distorted Stutter Nasal Slurred Lisp

Language: Excellent Good Fair Poor Foul Other_____

Manner: Calm/Angry Rational/Irrational Coherent/Incoherent
Deliberate/Emotional Nervous/Laughing

Background Noise: Office Factory Party Traffic Train Animal Music Quiet

Criminal Emergency

EDS is committed to providing support and or assistance (i.e., counseling, police assistance, protection, etc.) to any member of the EDS Community who has become a victim of a crime on EDS property. EDS will encourage any victim of a crime to promptly report the incident to the local police department.

EDS Community members that have become a victim of or become aware of a crime should report the offense to Security. Some examples are sex crimes, (other than sexual harassment), aggravated assault, robbery, larceny, hate crimes, vandalism, threatening/harassing, stalking, hostile intruder....

Once the Director of Buildings and Grounds is notified of a crime she/he will:

- Contact the Residence Coordinator on duty if a resident student is a victim of a offense

- Conduct a brief interview with the recording the victim's full name and association with the school
- Where the crime occurred Is the criminal known or is the crime committed by a stranger
- If the criminal is known, the full name
- Write a brief account of the incident
- Assure victim that we are sensitive to the victim's needs
- Call the Cambridge Police who will assume total control upon arrival on the scene
- Write a detailed report
- Not discuss the incident with anyone, as it is still under investigation:
- Direct all questions from news venues to the Director of Communications
- Direct all questions by police agencies to the Director of Security and the

Director of Buildings and Grounds will:

- Inform the EDS Community regarding any imminent dangers
- Develop a comprehensive personal safety plan for the victim
- Encourage the victim to report the crime to the local police
- Suggest the victim contact a victim witness advocate (617) 679-6631 or The Rape Crisis Center (617) 442-6300 if it was a forcible sex crime.

Campus crimes statistics can be reviewed by going to the US Department of Education Website, <http://ope.ed.gov/security/> and follow the link to MA and then to Episcopal Divinity School. At the bottom of the page are specific links.

Terrorism

Terrorism is the use of force or violence against persons or property for the purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public. Acts of terrorism may include assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks, use of chemical, biological and nuclear weapons.

Preparing for Terrorism:

- Be aware of your surroundings
- Be aware of suspicious or unusual behavior
- Someone taking pictures of a building, Unattended bags/briefcases
- Someone asking specific questions about buildings or security procedures with no apparent need for that information
- People wearing clothing not consistent with weather conditions

- Trust your instincts, leave if something doesn't feel right
- Be aware of all emergency exits for each building you enter. Report all suspicious activity immediately to Security
- Do not prop open building/residence hall doors

During a Terrorist Attack:

Building Explosion:

- Evacuate as quickly and calmly as possible
- If items are falling from above - get under a sturdy desk or table

Fire:

- Stay low to the floor and exit quickly. Cover nose/mouth with a wet cloth.
- If a door is hot, do not open it, seek an alternate escape route.
- Stay below the smoke at all times.
- Chemical/Biological attack:
- Stay inside your dorm room, classroom or office building
- Listen to emergency broadcast for details and specific instructions

After a Terrorist Attack:

If you are trapped in debris - use a flashlight (if available). Cover your mouth with a cloth, tap a pipe/wall or whistle so rescuers can determine your location. Shout as a last resort, it may result in inhalation of dangerous amounts of dust.

Listen to emergency broadcast for details and specific instructions.

Disaster Supply Kit:

The Department of Homeland Security recommends the following emergency supplies in the event of a chemical/biological attack. Each member of the EDS community should make a personal decision whether to maintain these supplies in their dorm room or office.

Water - 1 gallon daily per person for 3 - 7 days

Canned food - supply for 3 to 7 days (can opener)

First Aid Kit

Portable radio and batteries

Tool kit

Flashlight

In Case of Chemical Spill/Accident

Notify Security at (617) 349-8888. Give location and chemical information, if known, and have someone stay on line to give additional information while emergency units are in route.

Loss of Utilities

A member of the EDS community who discovers a gas leak, electrical power loss, water line break, or loss of climate control, should:

Call (617) 349-8888. Give location and remain on line until information is complete. Ask for advice on evacuation. Clear the immediate area or evacuate building, if necessary.

If there is the smell of gas in the building do not use phones or turn on lights. Exit the building and use cell phone from outside, *where smell is not present*.

Flood

A member of the EDS community who discovers a flood (either inside or outside buildings) should:

- Clear the immediate area or building if necessary
- Call EDS Security ((617) 349-888
- Give the location and nature of the problem if possible

Earthquake

Try to avoid glass and falling objects. Move away from windows where there are large panes of glass, shelves and cabinets where objects could fall and out from under heavy suspended light fixtures. Notify Security at (617) 349-888 if damage occurs.

When the earthquake is over, evacuate the building to the predetermined assembly point or alternate assembly point.

It may be necessary to inspect the area during the evacuation and reroute community members to the alternate assembly point because of fire, damage, or other threats to safety.

Special consideration should be given to exit routes. Do not use routes that have extensive damage or blockage. Avoid fires.

Avoid touching electrical wires that may be on the ground.

AMERICANS WITH DISABILITIES ACT

Legal rights for students with disabilities are spelled out in Section 504 of the Rehabilitation Act of 1973 (section 504) and the [Americans with Disabilities Act](#) of 1990 (ADA).

As a matter of its liberative and prophetic mission, EDS strives to comply with these Acts and promote the participation of students with disabilities in our programs and common life.

Students with documented learning disabilities should contact the Registrar and follow the guidelines found in the Academic Handbook on page 14.

For other disabilities which may require accommodations, students should notify the Dean of Students and Community Services. The Dean will consult with other EDS departments to make reasonable accommodations based on a negotiated process.

The first step process involves disclosure to the Dean. Students will submit documentation with the diagnosis and recommendations of a qualified clinician or physician. Determination regarding accommodations will be made in a consultative manner.

UNLAWFUL DISCRIMINATION

Episcopal Divinity School is committed to providing its students and employees an environment free of unlawful discrimination and harassment. EDS is committed not only to complying with local, state, and federal laws, but also to providing an educationally and professionally desirable environment. Any form of unlawful discrimination or harassment is a serious violation of individual rights and institutional values as well as a violation of law. *EDS forbids discrimination or unwelcome conduct that is based on an individual's race, color, religion, gender, national origin, age, disability, ancestry, medical condition, source of income, marital status, family status, military status, veteran status, citizenship status, sexual or gender orientation, or any other protected status.*

- Unlawful discrimination means an adverse decision made against a person for reasons related to her or his race, color, religion, gender, national origin, age, disability, ancestry, medical condition, source of income, marital status, family status, military status, veteran status, citizenship status, sexual orientation, or any other protected status.
- Harassment is a form of unlawful discrimination when the verbal or physical

conduct that denigrates or shows hostility or aversion toward an individual is based on his or her race, color, age, national origin, gender, ancestry, religious creed, disability or veteran status. Harassment has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affecting an individual's employment opportunities. Harassment may take the form of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts. It may also take the form of written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, age, national origin, ancestry, gender, sexual or gender orientation, sexual preference, religious creed, veteran status or disability.

- Sexual harassment is a form of unlawful discrimination. The specific legal definition of sexual harassment is included in the Sexual Harassment Policy set forth elsewhere in this document.

Any student, who feels that he or she has experienced or is experiencing unlawful discrimination or harassment, including sexual harassment, is strongly encouraged to report the incidents so that the incidents may be investigated pursuant to these policies and procedures. These policies and procedures also apply to any contractor or vendor at Episcopal Divinity School who believes she or he is experiencing or has experienced unlawful discrimination or harassment during any School-sponsored activity or event.

The School will respond to and investigate all claims of unlawful discrimination and harassment, including sexual harassment, and will appropriately sanction such behavior. Every effort will be made to carry out these procedures confidentially and access to pertinent information shall be limited to a need-to-know basis. The School will also take appropriate steps to assure that a person against whom such an allegation is made is treated fairly. The School reserves the right to remove a student from the School altogether during the investigation if deemed necessary for administrative reasons and/or for safety concerns.

HAZING POLICY

The Episcopal Divinity School's (EDS) hazing policy is adopted pursuant to the laws of the Commonwealth of Massachusetts on hazing. (See the Commonwealth statute on hazing below.) EDS does not tolerate hazing. Student organizations, student groups or individuals found in violation of Massachusetts hazing laws will be subject to prompt disciplinary action. EDS provides notice of the Massachusetts hazing laws to students, student teams and students' organizations as described in G.L. c.269, § 19, set forth below.

Disciplinary Action

Any member of the School who believes that they have been subjected to hazing has the right to file a complaint with the School. This may be done in writing or

orally.

If you would like to file a hazing complaint you may do so by contacting:

The Committee to Respond: The Dean of Student and Community Life, Academic Dean, Human Resources Generalist, or coordinator of Housing and Facilities.

These persons are available to discuss any concerns you may have and to provide information to you about our policy on and our complaint process. This Committee will respond promptly and investigate claims of hazing. If it is determined that the complaint is valid, further steps will be taken.

If an act of hazing has been committed by EDS students, School organizations or employees, we will take disciplinary action. Such action may range from counseling, severance of affiliation with the School (for School related organizations), termination from employment or academic enrollment, legal action or other disciplinary action as we deem appropriate under the circumstances.

If you have any questions concerning this law or the EDS policies pertaining to the law, please contact the Dean of Community Spiritual Formation or another member of the Committee to Respond.

General Laws of Massachusetts, Chapter 269, Sections 17-19, Hazing. Section 17.

Definition, Penalty.

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

SEXUAL HARASSMENT POLICY

Introduction

Episcopal Divinity School (EDS) is committed to creating an atmosphere where every person on this campus, regardless of gender, race, religion, ethnic or national origin, sexual orientation, handicap or age is treated with dignity and respect.

It is the goal of EDS is to promote a community that is free of sexual harassment. Sexual harassment of staff, faculty, students or others occurring on the campus or in other settings in which they may find themselves in connection with their

affiliation with EDS is unlawful and will not be tolerated by this School. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a community free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by staff, faculty, students and those affiliated with EDS work and mission.

Because EDS takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a community that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment

In Massachusetts, the legal definition of sexual harassment is as follows:

“sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature when:

(a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions;

(b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests for sexual favors in exchange for actual or

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a community environment that is hostile, offensive, intimidating, or humiliating to any member of the community may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances - whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Inquiries into one's sexual experiences; and

Discussion of one's sexual activities.

All members of the community should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this School.

Complaints of Sexual Harassment

Any member of the School who believes that they have been subjected to sexual harassment has the right to file a complaint with the School. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting:
The Committee to Respond: The Dean of Community Spiritual Formation, Academic Dean, Human Resources Generalist, or coordinator of Housing and Facilities.

These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

VIOLENCE IN HOME/COMMUNITY

EDS Community Policy Statement:

As stated in the EDS Violence in Home/Community Policy, every member of the EDS community has the right to be free from violence/abuse. The School will not tolerate violence/abuse on campus. To this end, EDS has established the following procedures:

1. EDS has formed a Committee to Respond (CTR) to mediate occurrences of violence/abuse. This committee is composed of the Dean of Students and Community Life, Housing and Facilities Coordinator, the Director of Human Resources and a student appointed by the CTR members after consultation with the SEC. Any member of the EDS community who believes s/he has been the victim of violence/abuse, who has witnessed **another member** of the community being violent or abusive, or who seriously suspects that violence/abuse is occurring in the community may go to any one of these CTR members to report the incident or concern. The complainant may seek the pastoral care resources of the School.
2. Each CTR member has the authority to work on behalf of complaints, to mediate with complainants and alleged offenders and to involve other members of the CTR as appropriate.
3. All claims of violence/abuse shall be handled as expeditiously as possible. To the extent possible and permitted under the law, efforts will be made to preserve confidentiality for the protection of both the complainant and the alleged offender.
4. In the event the problem cannot be resolved through informal negotiation between the complainant, the alleged offender and the CTR member(s), the matter will be referred to the President and Dean.
5. The President and Dean may convene the CTR and request recommendations for appropriate action (including, but not limited to: full course of treatment in an appropriate treatment center for perpetrators of violence/abuse, termination of employment, termination of faculty tenure, termination of student tenure, eviction from campus residence). In all cases, the President and Dean will act according to the stated By-Laws and policies of the School as well as state laws for mandatory reporting.
6. When school is not in session, the President and Dean, or designated agent, will be responsible, insofar as possible, to ensure that the intent and purpose of these procedures are carried out expeditiously.

Information about the Violence in Home/Community Policy and Procedures will be published in various EDS handbooks and communicated to the EDS community during

orientation. It will be available through the Student Executive Committee, and the Office of the Dean of Student and Community Services.

Episcopal Divinity School is committed to creating an atmosphere where every person on this campus, regardless of sex, race, religion, ethnic or national origin, sexual orientation, handicap, or age is treated with dignity and respect. In the Baptismal Covenant, we pledge to "seek and serve Christ in all persons, loving our neighbor as ourselves," "to strive for justice and peace among all people, and respect the dignity of every human being." Physical, emotional, and sexually abusive behavior, including physical and/or verbal threats of such behavior, violates this covenant and threatens the safety of this community. For these reasons, and because it is a violation of Massachusetts state law, we do not tolerate violence or abuse. We are committed to preventing it on our campus and, should it occur, to responding effectively.

Community violence/abuse is defined as: attempting to cause or causing physical harm, or placing someone in fear of immediate serious physical harm, or causing someone to engage involuntarily in sexual relations, by force, threat of force, or duress.

For example:

- if you have been hit, kicked, punched, slapped, pushed, raped, or forced to perform sexual acts against your will by your partner or another community member, you have been abused;
- if you have been threatened with harm, even if the threat was not carried out, or if harm has been attempted and the attempt failed, you have been abused;
- if objects have been thrown at you, weapons threatened or used against you're your property or pet destroyed as a part of the threat, you have been abused.

Episcopal Divinity School, through the Committee to Respond, will promptly investigate any report of violence/abuse. If appropriate, EDS will: 1) take action to ensure the safety of the victim, 2) take action to stop the abuse, including assisting the perpetrator in getting the help he or she needs, 3) take disciplinary action up to and including the termination of rights and responsibilities.

Approved by the Faculty: 2 February 1993

Approved by the Board of Trustees: 11 February 1993

GRIEVANCE PROCEDURE

EDS has adopted the Visions Inc. Guidelines for our common life.

- It is Ok to disagree
- It is not OK to shame, blame or attack self or others
- One is 100% responsible for what they need
- Try on another's opinion or perspective
- Confidentiality is important. Let others tell their own story
- Use I statements
- It is a both/and world. Two seemingly opposite perspectives can be true at the same time

If you have a complaint or grievance:

- Bring your grievance and recommended solution to the person with whom you have the grievance.
- If after a discussion it is not resolved. Go to the next level.

Staff

- If the grievance is with a staff member, take your grievance and recommendations to the Team Leader.
- If the grievance is not resolved at that level, you may submit the grievance for review by the Deans.
- The grievance and recommendation and recommendation of the Team Leader will be reviewed. The DEC will review the case and make a final decision to accept one or other of the recommendations or come to an alternate decision.

Student

- If the grievance is with a student, take your grievance recommendations to any member of the Committee to Respond.
- This Committee consists of the Dean of Student and Community Life, the coordinator of Housing and Facilities and the Academic Dean.
- They will hear all parties, review the case and recommendations, if the grievance is not resolved at this level to grievance can be brought by you or any member of the Committee to the DEC.
- The grievance and recommendation and recommendation of the Committee will be reviewed. The DEC will review the case and make a final decision to accept one or other of the recommendations or come to an alternate decision.

- They will hear all parties, review the case and recommendations, if the grievance is not resolved by a recommendation of the Committee to Respond, the grievance and recommendation can be brought by you or any member of the Committee to the DEC.
- The grievance and all recommendations will be reviewed. The DEC will also review all documentation to include records of the case prepared by the Committee to Respond, together with any appeal statement, and shall deliver a decision to accept the recommendation of the Committee to Respond, or to take another course of action. The DEC's decision will constitute final action by the seminary.

AIDS POLICY

AIDS is considered a disability and therefore is covered by the Americans with Disabilities Act on page 40 (Appendix B).

ILLICIT DRUG AND ALCOHOL POLICY

Note: This policy has been developed pursuant to the "Drug-Free Schools and Communities Act Amendments of 1989" which requires that a school receiving any form of financial assistance under any federal program must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees."

The Episcopal Divinity School recognizes that there are substantial health risks associated with the use of illicit drugs and the abuse of alcohol (some of which are described in Attachment C). The School has previously adopted a policy requiring individuals who have unresolved problems of alcohol and/or drug dependence that affect work performance to accept professional help. The School also recognizes that students and employees are subject to disciplinary sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol (Attachments A and B). Therefore:

1. The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees is prohibited on the campus of the Episcopal Divinity School and during any activity sponsored or supported by the School either on its campus or elsewhere; and
2. Any violation of this policy will result in disciplinary procedures which, consistent

with local, state or federal law, may result in action up to and including termination or expulsion and referral for prosecution for violations of paragraph 1, above. In addition the Episcopal Divinity School may require, as a condition of continued employment or good academic standing, alone, or as part of any other disciplinary procedure, the completion of an appropriate rehabilitation program. An individual convicted of certain drug-related offenses may lose eligibility for federal benefits, including federal student aid.

3. This policy statement will be distributed to all faculty, staff and students annually and will be published in all School handbooks or manuals.

4. Students or employees desiring drug or alcohol counseling may, without penalty, contact their health provider, the School's Pastoral Counselor, or any School administrator for assistance in selecting sources of help. In addition, the School offers a course, "Addiction, Recovery and Spirituality". Several "12-step" programs meet weekly on campus.

5. A biennial review will be made of the effectiveness of this policy and of its consistent enforcement.s

Policy and Procedures on Alcohol and other Chemical Dependence

The excessive use of alcohol and the abuse of drugs have been and continue to be serious problems in society today. Episcopal Divinity School is concerned about the personal and professional consequences for faculty, staff and students and their households who become involved in alcohol and/or other chemical dependence. The School considers alcoholism and drug dependence to be treatable diseases.

When there is an unresolved problem of alcohol and/or other drug dependence which is negatively affecting one's personal life, work performance and relationship with colleagues and associates, or community life, then the School will encourage that person to accept professional help and will assist that person in finding that help and in providing an environment before, during, and after treatment, including protection of position in the School and housing.

This policy statement will be distributed to all faculty, staff and students and published in all handbooks/manuals.

EDS Procedures On Alcohol And Other Chemical Dependency

The EDS School community understands alcoholism and other chemical dependence to be a recognizable and treatable illness.

We are also aware that chemical dependence affects the family and significant persons who are close to the dependent person, and the symptoms and impact of the illness on these persons is also identifiable and requires treatment.

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

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

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

The School's policy concerning the protection of benefits and rights will not be applied to those who refuse treatment, or who deny their need for help. At the same time, refusal of treatment is not in itself a cause for termination. In all cases, severance decisions will be based on performance.

The School's program encourages self-referral and is prepared to assist in the assessment and evaluation of each person's situation for the purpose of determining treatment options.

Concerning Self-Referral

If a person recognizes a need for help or is concerned about her/his drinking behavior and/or drug use, self-referral options include:

1. Support groups such as Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, Adult Children of Alcoholics, Alateen, etc.

2. The President and Dean and other members of administration will welcome informal consultation concerning self-referral concerns.
3. A published referral list of treatment centers, programs, agencies, and counselors.

Note: Confidentiality will be carefully respected.

Concern for Another Person

If a person is concerned about the possible alcoholism/-chemical dependence of another, counseling options include:

1. Referral to Open AA/Al-Anon meetings.
2. Information gathering and educational opportunities that facilitate identification and treatment of the problem.
3. Pastoral intervention if indicated, coordinated by the President and Dean, who will authorize an alcoholism counselor from outside the School community to assist in planning and implementing the intervention effort.

Note: Confidentiality will be carefully respected.

Guidelines for the Use of Alcohol at School Functions

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

1. There will be clear and distinct labeling of all beverages and foods containing alcohol.
2. There will be attractive, non-alcoholic alternative beverages for those who choose to abstain.
3. Food and beverages containing alcohol should be presented in such a way that it does not seem to promote or require their use for inclusion in, or for full participation in the event.

The adopted policy and program statement will be included in the Handbooks of students, faculty, and employees.

Concerning Students and the Program

The School's policy on alcoholism/chemical dependence shall apply to students with the following stipulations:

1. If treatment is accepted, the student will be permitted to withdraw from classes without financial penalty for a length of time reasonably indicated by competent medical authority.
2. A student who has accepted treatment will be permitted to continue her/his academic program following necessary time off for treatment.
3. A student who has accepted and is in treatment will be permitted to continue in residence in seminary housing for a reasonable period of time, even if temporary withdrawal from class is necessary.
4. Any student in the ordination track who accepts treatment for alcohol/chemical dependence is encouraged to discuss this with her/his bishop. However, it is the student's responsibility and choice to inform her/his bishop. The faculty, staff, and other students will respect the student's responsibility in communicating with her/his bishop and diocese.

Student Evaluations

1. A student's seeking and/or acceptance of treatment for alcoholism/chemical dependence is viewed as a positive factor in a student's evaluation.
2. Suspected alcoholism/chemical dependence may not be raised during a student's evaluation. Inappropriate behavior and/or poor performance, of which alcoholism/chemical dependence is the suspected cause is best addressed as outlined above. Inappropriate behavior and/or poor performance may be a factor in a student's evaluation, but confrontation about suspected alcoholism/chemical dependence should take place outside the evaluation.

It is understood that this entire matter is to be handled within the context of the overall pastoral relationships and responsibilities of the School, both to its members and to the larger church of which we are a part. Nothing in this policy is meant to inhibit the School from fulfilling the canonical responsibility entrusted to it.

POLICY CONCERNING PAYMENT OF STUDENT BILLS

(Passed by the Board of Trustees in August, 2002.)

I. EDS students

1. Billing of Student Charges: Tuition, Board and Fees are billed by the semester and are payable in full at registration. Other Fees and Charges will be posted as incurred (e.g., Lost Key Charge, Lost ID Fee) and some, i.e., the Graduation Fee for graduating students, will be billed during the final semester. Students should consult the Catalog for a list of Other Fees & Charges. If a student is unable to pay in full at registration, then the student must demonstrate to the Director of Business Services that the outstanding balance will be covered in its entirety by the end of the semester, and the Director of Business Services will consider student loans, outside grant monies and a written promise of payments in cash to be acceptable coverage. Students are not considered as enrolled until bills have been paid or until the Director of Business Services deems that coverage will be made by the student by the end of the semester based on the conditions mentioned herein.

Rent for EDS students living in 101 Brattle or Lesley off campus apartments is calculated for the academic year and may be paid in nine installments, one-ninth per month, due on the first of the month. Since rent is billed by the semester and the school offers the payment of rent by month as a courtesy to all students, the school will not pro-rate a rent charge if a student departs a unit during the middle of a month. The school will consider waiving the remainder of the semester fee for rent if a student gives appropriate notification to the coordinator of Housing and Facilities, but the person will be responsible for covering the entire month of rent during which they reside on campus. Rent for EDS students living in the apartments on St. John's Road is due on the first of each month.

2. Clearing of all Previous charges: **All bills must be paid before a student may graduate, and all previous bills must be paid before a student can register for a new semester. In addition, transcripts are not sent for students who are in arrears.** No student is considered as enrolled until bills for the semester have been paid or until the Director of Business Services deems that coverage will be made in its entirety by the end of the semester in accordance with the guidelines mentioned in #1 above. A late registration fee of \$75 is charged for all students who have not completed registration by the date of the close of registration as published in the catalogue.

3. At time of registration: When tuition, board, fees and current rent, as well as any previous amounts due have been paid, the Business Office will sign the student's registration form. Monies received from EDS Grants, Stafford Loans, alternative loans or awards will be applied to student charges per semester **before** any refund will be issued to the student. Such charges will be tuition, room and board, and health insurance.

If a student expects student loans that have not been received by the Business Office, and if the Financial Aid Office informs the Business Office of the amount that is expected, and if the Director of Business Services deems that the amount will cover the outstanding balances for the semester in

its entirety, the Business Office will sign the registration form for the student, thereby allowing the student to enroll for the semester.

If a student expects student loans that have not been received by the Business Office and if the Financial Aid Office informs the Business Office of the amount that is expected and if the Director of Business Services deems that the amount will NOT cover the outstanding balances for the semester in its entirety, a student will normally be required to pay 50% of the calculated outstanding balance for the semester not covered by the loans up front before registering and enter into an agreement with the Business Office that specifies when and how the student will cover the remaining balance by the end of the semester.

If a student is not expecting student loans, the student will normally be expected to pay 50% of the calculated balance outstanding balance for the entire semester up front and enter into an agreement with the Business Office that specifies when and how the student will cover the remaining balance by the end of the semester.

In both cases where a student expects a student loan that has not been received by the Business Office and the amount is deemed NOT to cover the outstanding balance for the semester in its entirety and where a student is not expecting to receive any student loans, the Director of Business Services will consider outside written promissory notes for grants or cash payments from church or other outside agencies or individuals deemed reputable by the school. If the Director of Business Services deems that the written promissory note is trustworthy, then at least a portion of the amount in the promissory note can be applied to at least a portion of the 50% "down payment" for the semester described herein and the written promissory note can be specified as being the coverage of the remaining balance for the semester if need be.

In rare circumstances where a church or other outside agency or individual is NOT deemed reputable by the school for the purposes of providing a written promissory note on behalf of a student, the school will require the agency or individual to escrow the entire amount of money specified in the written promissory note in an account which the school will control and deduct monies from the account as expenses are incurred. If the agency or individual does not agree to deposit the full amount of the specified money in an escrow account under the school's control, the school will not consider the written promissory note as being valid for the purposes of registration.

If a student is concerned about managing payment of financial obligations, s/he must meet with the Dean of Student and community services or the Academic Dean. In cases of unanticipated hardship, a student must submit a written petition to the Deans and Directors Executive Committee requesting an exceptional payment plan, and with the approval of the Deans and Directors Executive Committee, the student may register for classes after negotiating an exceptional payment plan with the Business Office.

4. Monthly statements and interest charges: Students who have amounts due will receive

a monthly statement. An interest charge of 1% per month (12% per annum) is charged on all outstanding bills no earlier than the close of business on the 15th day of each month.

5. Changes in a student's financial situation during the year: That student should schedule a meeting with the Financial Aid Officer. Often, the Financial Aid Officer can provide counsel; in extreme cases, the Financial Aid Committee may be able to extend an additional grant. When financial concerns are causing stress for students, they may also choose to meet with the counselor, or the Dean of Student and community services or Academic Dean, or share their concerns with their faculty advisor.

6. Process for collections and resolution: The goal of this process is to help students meet their financial obligations in a timely way, without having financial concerns and debt loads build up to a crisis situation. Copies of this process will be inserted into the Student Handbook, and made part of all rental contracts.

Statements will be sent monthly to all students with amounts due at the beginning or end of the month.

If a student has an outstanding amount due (for current rent, or for a scheduled payment on a payment plan), over 30 days overdue, the Business Office will request a meeting with the student, and will notify the Financial Aid Officer and the Academic Dean, so that they can be brought into a circle of concern. The student may choose to bring a friend or an advisor to any meeting with the Business Office.

If a student has an outstanding amount due (for current rent, or for a scheduled payment on a payment plan) over 60 days overdue, the Business Office will request a meeting with the student, and will notify the Financial Aid Officer, the Academic Dean, and the Dean of Student and Community Services, so that they can be brought into a circle of concern. This circle of concern broadens because with a bill over 60 days overdue, an automatic process of review begins to determine the ability of the student to complete payment in time to continue for the next semester.

If a student makes the claim that they are withholding payment for any reason, they must state the claim in writing, showing the date of the claim, the amount withheld, and the reason for withholding payment, submitting one copy to the Business Office and one copy to the Academic Dean. If the Business Office cannot resolve the claim with the student, the student must formally petition the Deans and Directors Executive Committee, and collectively, they will determine the resolution of the claim.

Whenever there is a question as to whether the student will be able to graduate or to continue, the Deans and Directors Executive Committee will be notified. A representative of Deans and Directors Executive Committee may meet with the student. At their discretion, the student's faculty advisor may also be notified that there is question about graduation or continuation. The student will receive a copy of any such notice. In addition, since the Faculty vote on the awarding of degrees, they will need to be made

aware that there is outstanding debt, without specificity as to the amount of the debt.

At the discretion of Deans and Directors Executive Committee, the coordinator of Housing and Facilities may also receive notice that a student may not be able to continue in residence, in order to plan better for the next semester's allocation of housing.

III. Summer Policy

Episcopal Divinity School recognizes that the months of June, July and August are months of transition for its students as well as for non-EDS students living on campus. As such, the school adopts the policy where if a student occupies a residence on the first day of either of these months but no later than the end of the 14th day of the month, the student will be billed 50% of what they would normally be billed for a monthly installment of a semester's rent charge. If that student occupies the room on the 15th day of the month or beyond, that person shall be liable for 100% of said charge.

PET POLICY

Pets are allowed in student housing at the Episcopal Divinity School in the St. John's Road apartments. Pets are not permitted in Burnham Hall or #10 St. John's Road guest housing. The only exception is working dogs that are permitted by law to go wherever their owners go.

Entering EDS residents must submit an application to the Housing Office to bring a pet onto campus as part of the process of applying for on-campus housing and prior to residency.

One pet per household is the norm. If residents wish to bring more than one pet on campus, arrangements must be made in advance with the Housing Office.

All required proof of vaccinations must be submitted and updated annually.

SUMMER RENTAL POLICY

With the approval of the School, residents may extend residency during the summer months. Residents who **do not** choose to extend their license for summer housing on

campus fill out a form informing the Housing Office of her/his plans. They may choose to do one of the following:

1. Vacate the unit completely and have a final inspection.
2. Arrange to remove and store their personal belongings so that their units are available for summer use by the School. The School is not responsible for and the resident will assume all risks to furniture and items left in the unit. The resident must make this agreement in writing with Housing Office by May 1st.
3. Agree to pay her/his housing fees, even though not in residence. The resident must make this agreement in writing with Housing Office by May 1st.

SNOW/STORM DAYS

As EDS is primarily a residential school, it is preferable to remain open during stormy days. However, on those occasions when it is necessary to close, the following policy will take effect:

Snow days, or early closings on workdays, will be determined by the President and Dean or by the Administrator on duty. For Snow Days, Administrators will be notified by 6:30 a.m.

The message on the School phone system will be changed at this time to announce the School's closing. It is the responsibility of students to call the School for notification of Snow Days. Students may also check WBZ television channel 4 and/or WBZ radio station 1030 AM for local school closings.

COMPUTER USAGE POLICY

Episcopal Divinity School (EDS) computing resources must be used in a manner consistent with the school's educational purposes and environment. All users of EDS-based e-mail accounts and computing hardware, software, and networking appliances (henceforward computing resources) have certain responsibilities to insure the security of campus-wide users and availability of EDS resources. This policy applies to all users of EDS computing resources, affiliated or not with EDS, and to all users of those resources, on campus or from remote locations. All users are expected to adhere to the rules and regulations set forth in this document, which are subject to revision.

End User Policies

- Use EDS systems only for lawful and authorized purposes only.
- Report suspected unauthorized or illegal computer usage to IT Support staff.

- During peak usage times, please refrain from personal usage of lab and public computers (e.g., checking email) so other may work on EDS related activities.
- Personal software programs may not be installed on EDS computer resources.
- The removal or modification of preinstalled software on EDS computer resources is prohibited.
- The downloading, sharing, or duplication of copyrighted materials is prohibited.
- The viewing or storage of illegal or adult content on EDS computer resources is strictly prohibited.
- The usage of EDS resources for non-EDS related profit making purposes is prohibited.
- Practice safe computing guidelines to prevent unauthorized access to EDS resources.
 - Never share your password with anyone.
 - Always log off of lab computers when finished.
 - Do not visit 'suspect' websites from computers connected to the EDS network.
 - Do not click on web links in email messages from unknown sources.
 - Ensure your laptop has up-to-date virus protection before connecting to the wireless network.
- Students: Always have a backup of your documents on removable media (CD / USB Flash drive).
- EDS is not responsible for the troubleshooting of personal computers, handhelds, AV equipment, mobile phones, or other non-EDS supplied hardware or software. When possible, EDS will make a best effort to assist faculty, staff, and students with the connectivity of portable devices to the EDS wireless network and/or home computers to EDS remote access services.

EMAIL POLICES

The EDS email system is to be used for EDS related activities only. The below usage of EDS's email system is strictly prohibited:

- Transmission of chain-mail letters.
- Transmission of spam or other unsolicited email messages.
- Transmission of harassing or threatening email messages.
- Transmission of illegal content.

Document and File storage Policies

The section outlines the policies for the storage of documents, files, and other media on

the EDS file server. Both the 'S Drive' and 'My Documents' folder are located on the file server.

- Personal media files are not allowed to be stored on the EDS file server. Media files include the following:
 - Pictures (.jpg, .gif, .bmp, etc.)
 - Movies (.mp4, .avi, .mov, .wmv, etc.)
 - Music (.mp3, .m4a, etc.)
- Any existing personal media files will be erased from the file server to free up resources effective October 1st 2008.
- EDS reserves the right to remove, without notice, any file located on EDS resources deemed to not be related to EDS related activities.
- Staff and Faculty may store personal files on their EDS provided computers. (The 'C drive').
- Students may store personal files on removable media such as USB flash drives or CDROMs.

Penalties

Any person found violating any of the above policies is subject to any/or all of the following penalties:

- Letter of warning.
- Immediate suspension of computing resource privileges.
- Academic penalties or disciplinary procedures under EDS bylaws, which provide for sanctions including suspensions or dismissal.
- Criminal procedures. Instructors will be immediately informed of the suspension of the computer accounts.

EDS EMAIL ETIQUETTE

We are fortunate here at EDS to provide access to electronic communication to every member of our community. As a responsible member of the community, we ask that you follow some email etiquette in order to reduce the number of emails arriving to all of us on a daily basis.

1. Our email system is the primary mode of communication to students from faculty, staff and administration. Therefore students are responsible for checking their email on a regular basis.
2. Use group emails judiciously both when composing and responding. If you'd like to respond to something someone has sent out to a group, (unless a reply to the group is requested), please only reply to them.
3. We here at EDS are passionate people. We want to share our passions, concerns and questions. Often this is done in a scatter shot fashion. Consider the possible

impact as well as the intent of sending long impassioned emails. Will seeking more information or solution exploration with appropriate members get you closer to the heart of the matter? We are encouraging you to use your time wisely and the use of emailing in a productive way. In short, please do not use group emails as an opportunity to editorialize.

We hope that following these guidelines will enhance our common life by strengthening our electronic communication. You will find more information and policies regarding electronic communication at EDS refer to the Academic Handbook.

PARKING POLICY

1. All cars parked at EDS during the school year must display an EDS parking sticker not later than October 1 of the current school year. To obtain a parking sticker, an annual parking fee of \$240 (billed at \$120 each semester) must be paid to the Business Office. Only one car per family is allowed to park on campus overnight. Any additional cars must be parked off campus. No boarder parking is available.
2. Exceptions to this are cars belonging to visitors on official business at the school. (An official visitor is not a personal visitor to a member of the EDS community.) All visitors must register their license number with Buildings and Grounds and state the reason for their visit. Students who expect personal visits from family members should get a temporary parking permit from the Business Office in Reed Hall. There is a \$10 per day charge for temporary permits.
3. Eligibility for Parking Stickers:
 - a. EDS faculty, trustees, administrators and staff
 - b. EDS staff and EDS Field Education supervisors
 - c. EDS full-time students
 - d. EDS part-time students who must commute by car
4. Distribution of Parking Stickers: Those eligible should obtain stickers not later than October 1 of the school year. Application forms should be brought directly to the Business Office in Reed Hall or sent through EDS mail ("EDS mail" or "student mail" is collected in a basket in Wright Hall near the stairway. Mail is subsequently delivered to appropriate mailboxes). A parking sticker will be sent back to the applicant through EDS mail.

Parking on Cambridge city streets can be hazardous! There are extensive regulations that apply to purchasing a Cambridge parking permit. However, one is necessary if you must park on a residential street, or you will receive a hefty parking ticket and/or your car will quickly be towed. Watch out for street cleaning days and snow emergency routes in particular. Cars are towed away if not moved on these days.

5. Massachusetts out-of-state Registration: Massachusetts law requires that out-of-state students who have cars in the Commonwealth complete a compliance form available from the Superintendent of Buildings & Grounds. This requirement is the responsibility of the student. A copy of the completed form should be given to the Superintendent of B & G.
6. Cars will be towed for the following reasons:
 - a. Absence of an EDS parking sticker except for those visitors on official business.
 - b. Parking so as to create a nuisance or hazard.
 - c. Failure to cooperate during snow removal.
 - d. Parking in a space assigned to EDS faculty or staff, or in space designated for the handicapped.
 - e. EDS does not guarantee a parking space on campus to every authorized car. This means that, if there are not legitimate parking spaces available at a specified time, cars are not permitted to park in an illegal area.
 - f. Second notice of violation.

PHOTOCOPYING POLICY

Students who are working in an official capacity (e.g. student worker, research assistant, chapel staff etc.) may use the smaller copy machine in Wright Hall located in the upstairs copy room.

The student must pay for any personal use of the copy equipment in the Library. Wright and Reed Hall copiers (and fax machines) are not for personal student use.

POLICY ON USE OF THE CHAPEL FOR MARRIAGE RITES

The Board of Trustees hereby adopts the following policy regarding the performance of marriages on the EDS campus:

First, that every couple seeking legal and religious Episcopal marriage—opposite or same

sex—that wishes to celebrate their union at EDS, observes the following process 1.) First, obtain a civil marriage license (not signed by an Episcopal priest, but by appropriate legal authority) and 2.) Then, obtain the blessing of their legal marriage by a member of the Episcopal clergy on the EDS campus.

Second, when Episcopal clergy have the canonical authority to sign civil marriage licenses and perform Episcopal weddings for all couples, opposite- and same-sex, then, thereupon and thereafter, Episcopal priests may sign civil marriage licenses and perform Episcopal weddings on the EDS campus.

SMOKE FREE POLICY

Tobacco smoke, whether inhaled directly by a smoker, or indirectly by a person near a smoker, can be a danger to one's health. A January 7, 1993, report released by the Environmental Protection Agency underscored the health risks of secondhand, or passive, smoke by linking this type of smoke to 3,000 lung cancer deaths per year, and by classifying secondhand smoke as a Class A known human carcinogen. Smoking can also be a cause of annoyance, physical discomfort, and mental stress, particularly for those who suffer allergic or chronic reactions to smoke and other impurities in the air. The purpose of this policy is to provide reasonable protection to the health of all members of the Episcopal Divinity School community from the effects of tobacco smoke.

Smoking is defined as the lighting or burning, or inhaling and exhaling, of any cigar, cigarette, pipe, or other tobacco product or smoking equipment.

Policy

EDS is a smoke-free campus in accordance with Massachusetts state law (Section 22 of M.G.L. Chapter 270). Smoking is prohibited in all EDS buildings and vehicles. This prohibition applies to all indoor air space including private faculty and administrative offices, lobbies, corridors, stairwells, lavatories, elevators, all areas of residence halls, and facilities. Smoking is also prohibited outdoors within twenty feet of all buildings, windows, and doorways, including residence halls. It is the responsibility of all faculty, staff, and students to observe and enforce the nonsmoking policy. To implement and enforce this policy, common courtesy and consideration toward others should be exercised.

Smoking is permitted only in areas identified as smoking zones.

Clear signage is affixed to building entrances and other key locations to remind community members and others of this policy.

Questions about this policy as it relates to faculty and staff should be directed to the Director of Human Resources. Questions about this policy as it relates to students should be directed to the Dean of Community Life.

