Lutheran Brethren Seminary

Embracing the Word, Reaching the World

STUDENT HANDBOOK

2020-2021

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Directory of Administrative Services

Very often a question arises and students are not sure where to begin looking for the answer. This Seminary Directory of Administrative Services will help students find answers to their questions. Faculty and staff can also be contacted by their email addresses located on the LBS website. In most instances, the email address is the initial of the person's first name and the full last name followed by @lbs.edu.

Seminary President (Financial Aid, Recruiting, Fundraising, Publicity)
Dr. David Veum, dveum@lbs.edu

- Administrative Assistant to the President/Receptionist
  Patti Zwiers, pzwiers@lbs.edu

Dean of the Seminary (Administrative Oversight, Academic Affairs)
Dr. Brad Pribbenow, bpribbenow@lbs.edu

- Administrative Assistant to the Dean (Immigration, Veterans, Registration)
  Kathy Doering, kdoering@lbs.edu

Registrar/Director of Admissions (Registration, Transcript Evaluation, Admissions)
Dr. Gaylan Mathiesen, gmathiesen@lbs.edu

Director of Student Life
Brent Andrews, bandrews@lbs.edu

Director of Distance Education
Dr. Allan Bjerkaas, abjerkaas@lbs.edu

Librarian/Media Specialist (Technology)
Brent Andrews, bandrews@lbs.edu

The Mission of the Seminary

Lutheran Brethren Seminary serves the church and the world by preparing servants of Christ for a life of ministry in God's mission and for equipping His people to serve in His mission.

Institutional Calling

Jesus said. "All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." (Matt 28:18-20).

Called by the Church of the Lutheran Brethren, the Seminary serves the church and world by living in and preparing others to live in the Gospel of Jesus Christ and his call to participate in his mission of grace to bless all nations.

LBS prepares people to enter the diverse cultural contexts of the world through particular ministries as Christ's servants shaped by His words and wounds, speaking his gospel in word and deed. The Seminary approaches its ministry in dependence on the Triune God who speaks truth through his inspired scriptures.

Institutional Objectives

Graduates of Lutheran Brethren Seminary will:

- Embrace a Christ-centered understanding of Scripture
- Exhibit skills for leading God's people in serving His local and global mission.
- Demonstrate gospel-shaped skills that correspond to the doing of ministry.
- Model Christ-like character in life and in ministry

Our prayer is that students will be shaped by the Words and Wounds of Christ to live as servants of Christ in God's Church and world.

The Seminary fulfills its mission in partnership with and by the support of the Church of the Lutheran Brethren. This church's mission is: "In response to God's person and grace, we worship Him with everything we are in Christ, serve one another in Christian love and share the God of Jesus Christ with all people. This Church lives out its passions in the following core values: (See http://www.clba.org/about-us/what-we-believe/statement-core-values for a commentary on these core values.)

- The Bible is central in our congregations and in our households.
- The Gospel is our treasure and our joy.
- We revere God's Law.
- The Word and the Sacraments are God's precious means of grace.
- We cherish the love and fellowship of God's people.
- We long for people to trust in Jesus Christ as Savior and Lord, to come to know Him in a personal way.
- We seek to be people of prayer.

What We Believe

The Doctrinal Statement of Faith of Lutheran Brethren Seminary

A. The Bible, including both Old and New Testaments as originally given, is the verbally and plenarily inspired Word of God and is free from error in the whole and in the part, and is therefore the final authoritative guide for faith and conduct.

B. There is one God eternally existent in three distinct persons in one divine essence, Father, Son, and Holy Spirit.

C. God the Father has revealed Himself as the Creator and preserver of the universe, to Whom the entire creation and all creatures are subject.

D. God created Adam and Eve in His image to live in fellowship with Him. They fell into sin through the temptation of Satan and thereby lost fellowship with God. Through their disobedience the entire human race became totally depraved, that is, self-centered sinners who oppose God, and who by nature are unable to trust, fear or love Him. They are subject to the devil, and are condemned to death under the eternal wrath of God.

E. Jesus Christ, the Eternal Son, is the image of the invisible God. To accomplish our redemption, He became fully human, being conceived of the Holy Spirit and born of the virgin Mary. Jesus Christ, who is true God and true man, by His perfect obedience and substitutionary death on the cross, has purchased our redemption. He arose from the dead for our justification in the body in which He was crucified. He ascended into heaven, where He is now seated at the right hand of God, the Father, as our interceding High Priest. He will come a second time personally, bodily, and visibly to gather the believers unto Himself and to establish His millennial kingdom. He will judge the living and the dead and make an eternal separation between believers and unbelievers. His kingdom shall have no end.

F. The Holy Spirit is a divine person eternally one with the Father and with the Son. Through the Word of God, He convicts people of sin, persuades them to confess their sinfulness to God and calls them to faith through the Gospel. He regenerates, sanctifies, and preserves believers in the one true faith. He comforts, guides, equips, directs, and empowers the church to fulfill the great commission.

G. The knowledge and benefit of Christ's redemption from sin is brought to the human race through the means of grace, namely the Word and the sacraments.

   1. Through the Word of the Law God brings sinners to know their lost condition and to repent. Through the Word of the Gospel He brings sinners to believe in Jesus Christ, to be justified, to enter the process of sanctification, and to have eternal life. This occurs as the Holy Spirit awakens them to see their sin, convicts them of their guilt of sin, and calls them to repent and believe, inviting and enabling them to accept God's grace in Christ. Each one who thus believes is instantly forgiven and credited with Christ's righteousness. The Word then teaches and guides the believer to lead a godly life.

   2. In the Sacrament of Baptism, God offers the benefits of Christ's redemption to all people and graciously bestows the washing of regeneration and newness of life to all who believe. God calls the baptized person to live in daily repentance, that is, in sorrow for sin, in turning from sin, and in personal faith in the forgiveness of sin obtained by Christ. By grace we are daily given the power to overcome sinful desires and live a new life in Christ. Those who do not continue to live in God's grace need to be brought again to repentance and faith through the Law and Gospel.

3. Because the sinfulness of human nature passes on from generation to generation and the promise of God's grace includes little children, we baptize infants, who become members of Christ's believing church through baptism. These children need to come to know that they are sinners with a sinful nature that opposes God. Through the work of the Holy Spirit, they need to confess their sinfulness and yield to God; and possess for themselves forgiveness of their sin through Jesus Christ, as they are led from the faith received in infant baptism into a clear conscious personal faith in Christ as their Lord and Savior and being assured of salvation, rely solely on the finished work of Christ, and the power of the Gospel to live as children of God.
4. In the Sacrament of Holy Communion, Christ gives to the communicants His body and blood in, with, and under the bread and wine. He declares the forgiveness of sin to all believers, and strengthens their faith.

H. Eternal salvation is available to every living human being on earth by God's grace alone through faith alone in Christ alone. This salvation consists of an instantaneous aspect and an ongoing, continual aspect.

1. Justification is God's gracious act by which He, for Christ's sake, instantaneously acquits repentant and believing sinners and credits them with Christ's righteousness. At that moment, God gives each one who believes a new and godly nature and the Holy Spirit begins the process of sanctification. There is no place for human effort in justification.
2. Sanctification is God's gracious, continual work of spiritual renewal and growth in the life of every justified person. Through the means of grace, the Holy Spirit works to reproduce the character of Christ within the lives of all believers, instructing and urging them to live out their new nature. The Holy Spirit enables believers more and more to resist the devil, to overcome the world, and to count themselves dead to sin but alive to God in Christ Jesus. The Holy Spirit produces spiritual fruit in and bestows spiritual gifts upon all believers. He calls, empowers and equips them to serve God in the home, in the community, and as part of the Church Universal. The process of sanctification will be complete only when the believer reaches glory.

I. The Church Universal consists of all those who truly believe on Jesus Christ as Savior. The local congregation is an assembly of believers in a certain locality among whom the Gospel is purely taught and the sacraments are rightly administered. The confessing membership of the local congregation shall include only those who have been baptized into "the name of the Father, and of the Son and of the Holy Spirit," confess personal faith in the Lord Jesus Christ, maintain a good reputation in the community and accept the constitution of the Church of the Lutheran Brethren. It cannot, however, be avoided that hypocrites might be mixed in the congregation; that is, those whose unbelief is not evident to the congregation.

J. The Church of the Lutheran Brethren practices the congregational form of church government and the autonomy of the local congregations. The office of pastor and elder is to be filled by men only. The synodical administration has an advisory function as it relates to the congregation, and an administrative function as it relates to the cooperative efforts of the congregations.

K. The Lutheran Confessions are a summary of Bible Doctrines. We adhere to the following confessional writings: The Apostles' Creed, Nicene and Athanasian Creeds, unaltered Augsburg Confession, and Luther's Small Catechism.

Student Services Philosophy

The Lutheran Brethren Seminary (LBS) community is based on the philosophy that the Christian faith affects the whole person. Consequently, we believe that our students, as new creatures in Christ, will desire the things of God and desire to live in accordance with who they are in Christ. Our student policies, therefore, do not reflect an assumption that the characteristic desires of our students are for the things of the world and if left unrestrained, they will automatically seek gratification for fleshly desires.

The LBS faculty and staff seek to guide the student into growth and maturity in the inner being. The true believer can say with Paul, "For in my inner being I delight in God's law;" (Romans 7:22 NIV). We expect that the student, as a believer, will possess a craving for a close relationship with God and, like any relationship in life, will take the time and effort to develop it. This will be cultivated through prayer and the study of God's Word. Growth and maturity in our love relationship with God has a natural by-product, obedience to His Word.

We recognize the dangers of allowing our relationship with God to degenerate to the externals without love for God as the motivation. Our focus should be a deeper and more mature love for God, for when that is accomplished, a right behavior will follow and that new life will be evidenced by spiritual, mental, social, emotional, and physical growth in the individual.

The most important aspect of life for a student at a Christian institution is his/her personal relationship with God. It is the purpose of LBS to maintain an atmosphere that will be conducive to the development of spiritual maturity. Enrollment in LBS indicates that the student agrees to live in harmony with policies published in the Student Life Handbook and any updated addenda. However, it is our desire that an LBS student will display Christ-like character in all things. Personal convictions may occasionally differ from these policies; however, enrollment at LBS assumes the student's willingness to submit to the school's convictions and standards for the sake of community.

LBS believes its policies and programs reflect appropriate application of biblical truth for the good of the whole community.

Academic Philosophy

The Seminary is committed to the concept that we are spiritual, mental, emotional, social, and physical beings. Therefore, the educational process must include the development of each of these dimensions. The educational process is not limited to the classroom but includes the entire range of interactions within the students' environment.

The Bible holds a primary and central place in the curriculum. It is recognized that the Bible is God's special revelation and that it is the source and norm for the institution's Statement of Faith. The Seminary also reserves the right to pursue its search for truth through diligent study of humanity and other elements of God's creation that constitute general revelation.

The pursuit of truth, in the context suggested above, should be approached with vigor and reverence. The basis of our teaching and learning should be that the source of our truth about God and His relationship with humanity is located in the Scriptures.

Academic Freedom

The Seminary encourages both faculty members and students in the search for truth. The right to examine all relevant data will be protected. Academic freedom and neutrality are not considered as identical. It should be recognized that the intent to advance a particular point of view, so long as all the facts are accessible and the argument is distinguished from the inquiry, is not antithetical to academic freedom. Students are not required to subscribe to the Doctrinal Statement of Faith and are free to learn and to take reasoned exception to the data or views offered in the LBS community. In their public expressions students and student organizations should make clear that they speak only for themselves.

Accreditation Status

Lutheran Brethren Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org], having been awarded Reaffirmation I of its Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 25, 2017. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Advising and Spiritual Formation Groups

Each academic year, students are assigned to individual faculty members for academic advisement and spiritual nurture. Students assigned in their first year at seminary will continue with that faculty advisor through their graduation. Advising and Spiritual Formation Groups meet weekly with their faculty advisor for a time of reading devotional literature and praying together. All faculty members are encouraged to establish relationships with our students and encourage them in their ongoing growth in Christian character. In addition, Faculty Advisors assume the following academic objectives for each student in their Advising and Spiritual Formation Group:

- Assist in orienting students to seminary life and LBS community
- Assist the student in developing educational goals
- Assist the student in determining the way to reach educational goals through program planning
- Provide accurate information regarding academic programs, procedures and policies
- Provide the student with or direct the student to career information
- Be an example to students of a Godly professional educator

Chapel

The Seminary community gathers twice a week (Tuesday and Thursday) for worship, fellowship, personal development, and spiritual formation. Therefore, since chapel is considered a vital part of a student's academic and spiritual experience at the Seminary, attendance is expected. Speakers include pastors, youth pastors, missionaries, faculty members, Christian leaders, and students. Its purpose is to bring us closer to our primary goal of loving God.

Christian Service

LBS students are involved in local and area churches, some in paid staff positions, such as youth pastors, visitation pastors etc. Students are also involved in mercy ministries on a local and regional level, such as helping out during floods or holding fundraisers for disaster aid. Students, faculty and staff at the Seminary encourage one another in creating an awareness of and active involvement in opportunities for Christian service to our neighbors out in the community while also ministering to God's people within the local church. "By this we know love that he laid down his life for us, and we ought to lay down our lives for the brothers. But if anyone has the world's goods and sees his brother in need, yet closes his heart against him, how does God's love abide in him? Little children, let us not love in word or talk but in deed and in truth." 1 John 3:16-18

Distance Education Mission Statement

Distance education provides educational opportunities for individuals, who are unable to participate in an on-campus program, to acquire the same levels of knowledge, skills, attitudes, and character as those students enrolled in on-campus programs.

What is Distance Education?

At LBS, distance education is conducted in a distributed learning format, students experience both synchronous and asynchronous learning. Distributed learning is a multi-media method of instructional delivery, involving practices such as on-campus intensive courses, web-based instruction, video conferencing, and video streaming.

In synchronous online learning, students enroll in courses and attend them in real time, at the same time as on-campus students. This format facilitates close communication with fellow students and faculty; and also fosters a sense of community. Remember that you are attending classes with real students with much to offer. You will be able to see and hear them while they will be able to see and hear you. Take advantage of any interactions set up by your professors.

In asynchronous online learning students view recorded lectures and complete assignments without real-time contact with a class of fellow students.

Students at LBS enroll in online courses in the same sequence as on-campus students. Most will attend live classes via Zoom and view recorded lectures when their schedule prohibits participation. Other students, due to time zone issues, will only view recorded classes. However, all will participate in writing and responding to posts which include the professor. Distance students will be able to ask questions and discuss course content with the professor in an "Zoom Office Hour".

Interactions Between Instructors and Students

Regular and frequent interaction between instructors and students is a key actor enabling students to achieve the learning outcome for this class. These interactions may include:

1. Direct verbal interaction in the classroom during the class sessions.
2. The instructor provides written feedback to the students in each of the assignments.
3. Online discussion boards, posting and responding to posts in Populi provide for students to have asynchronous online discussions with each other and with the instructor.
4. Online office hour sessions using Zoom are scheduled during the semester for the students to discuss issues that arise in their classwork and for the instructor to provide feedback on past assignments and previews of upcoming assignments.
5. The instructors are accessible by email for the students to ask questions or seek help. The instructors have a guideline to get back to the students within 48 hours.
6. The instructors are also available for phone calls from the students, should that be necessary.

Who are the professors?

You will have the same professors as campus students attending the same courses. The course syllabus will provide you with all contact information.

Is there an orientation?

There is a four-session orientation for new students into the world of learning at (LBS). While the primary emphasis is on the use of technology to enhance the learning process, the participants will also become familiar with how to access all the support infrastructure that will help them have a successful learning experience. The program consists of four 30-minute evening sessions on Monday through Thursday the week before classes begin each term, as well as some reading and independent activities prior to each session.

How can you succeed in a distance education course?

Time and Priority Management

While most residential students are enrolled full-time while working part-time, we expect that most distance students will maintain full or nearly full-time employment while pursuing their academic program part-time. To successfully complete a part-time distance degree program requires a strong commitment to very careful and disciplined time and priority management. You should expect to spend about 2.5 hours outside of class for each hour you spend in class. In your case, that "in class" time will be either participating in a class using video conferencing technology or watching a recording online of a class that you were unable to attend.

Take the orientation seriously as it will contain important information.

- Populi is the student/course management system used by LBS. It will track your grades and also provide a platform for academic interaction with fellow students, turning in assignments, and assessment.
- If you are a new student, make sure you have your student identification and password set prior to starting your courses.
- Communicate frequently with your professors. They can't read your mind so if you have a question…ask. If you have trouble contacting your professor, contact the academic office.
- Take time to "walk through" the Christiansen Memorial Library via the LBS web page to become familiar with the resources available to you at LBS.
- Check your email frequently for important information. For example, alerts for school closure, faculty communications, and program announcements.
- Carefully review the course syllabus, noting details about required textbooks and other materials for which you are responsible.
- Note all due dates for assignments and assessments. Familiarize yourself with any grading rubrics and assessment procedures provided by your professor.
- Contact your local mentor and set up an initial meeting. As face-to-face encounters are preferable, decide where and when to meet. Together develop a plan for success.
- In every phase of this program take time to *Be Still*. You are privileged to be able to study the Word of God. Don't allow deadlines and other demands on your time to prevent you from spending time in the presence of your Heavenly Father or to rob you of the joy.

Distance Education Glossary

- Distributed Learning:

Distributed learning involves a combination of those listed below; a multi-media method of instruction. Distance Education at LBS will fall into this category.

- Synchronous Learning

"Synchronous online classes are those that require students and instructors to be online at the same time. Lectures, discussions, and presentations occur at a specific hour. All students must be online at that specific hour in order to participate." (eLearners.com 2012)

Class Elements:

  - Chat (text only)
  - Voice
  - Video Conferencing
  - Web Conferencing
  - Internet, podcasts
  - Virtual Worlds
  - Discussion Board posting

- Asynchronous Learning

Asynchronous classes are just the opposite. Instructors provide materials, lectures, tests, and assignments that can be accessed at any time. Students may be given a timeframe – usually a one-week window – during which they need to connect at least once or twice. But overall, students are free to contribute whenever they choose." (eLearners.com 2012)

Class Elements:

  - Virtual Libraries
  - E-mail
  - Discussion Boards
  - Social Networking
  - Wikis and Collaborative Documents
  - DVD

- Hybrid Courses:

Hybrid courses combine the traditional, face-to-face classroom instruction with Web-based activities or virtual classes. The amount of time in the actual classroom is reduced by using technology.

- Intensive Courses:

Courses are concentrated and delivered over a reduced period of time. It is an alternative to the traditional courses offered on-campus as it allows a student the opportunity to complete a semester course in a much shorter period of time. These courses usually require pre and/or post campus work.

- Traditional Courses:

These courses are taught through the instruction center over a period of 13 weeks. Classes might meet 3 times a week, depending on the number of credits. Block scheduling provides for one long class per week.

- Populi:

Populi is a student information and learning management system which allows students to access textbook lists, syllabi, track their academic progress, take surveys, respond to posts, and submit coursework online.

- Zoom:

Zoom™ software provides a powerful platform for distributed learning and communication. One can teach, learn, and collaborate from any distance, at any time, with integrated technology that's easy to use and access. It is efficient and can extend the classroom across the globe.

- Rubric:

A rubric is a learning tool as well as an evaluative tool. It lists assignment expectations and usually describes a range of performance qualities such as what constitutes an excellent final product, a satisfactory product and a poor product. Besides informing the student it also serves as an evaluative tool used by the professor to assess student work.

Church Attendance

Regular attendance at a local church is required for all students. Active participation is encouraged, because Christian growth and edification leads to a balanced life that is both evangelistic and service-centered. Developing a pattern of absenting oneself from the local church leads to spiritual apathy and carnality (Hebrews 3:13; 10:23-25; I Peter 2:1-2).

Ethical Values and Standards

Lutheran Brethren Seminary is a community of Christian men and women who seek to live out their lives under the authority of God's Word (2 Tim 3:16; Rom 12:9). We believe and teach that God's people are fitted for Christian service not by academic achievement and spiritual gifting alone, but by spiritual maturity and moral character that demonstrate the fruit of the Spirit as well (Gal 5:22-23). Ministry qualifications include biblical values and standards such as a burden for lost souls, personal integrity, compassion for the poor and needy, a desire that God's will be obeyed on earth, sensitivity to the needs of the communities to which we belong, and mutual accountability. Staff and employees at LBS are expected to exhibit these moral characteristics.

The ethical standards of LBS are shaped by a commitment to the supreme authority of the Bible regarding all matters of Christian faith and living. The Seminary community also desires to honor and respect the moral tradition of the churches who entrust students to us for education. Enrollment in or employment by LBS includes a commitment by each individual to adhere to all of the Seminary's published policies and ethical standards, and to abide by local, state and federal laws, in so far as they apply to the Seminary. The Seminary encourages individuals to follow, where feasible, the steps of verbal confrontation and dialogue described in the Scriptures, such as Matt 18:15-22. When any member of a Christian community is living in violation of what the Bible teaches about Christian conduct (Gal:1-2), the Seminary urges the practice of loving, verbal confrontation.

The Seminary encourages any of its community who are in special need to seek out education and counsel, and it stands ready to assist with available resources. The LBS community is committed to extending biblical love to all persons, including those involved in strife, marital conflict, or the struggle for sexual purity. The LBS community is committed to demonstrating the personal forgiveness available through Christ for all human failure. https://www.clba.org/wp-content/uploads/2015/08/Statement_on_Sexuality.pdf

For infractions of laws, regulations, policies and standards, persons may be subject to disciplinary action up to and including dismissal from the institution. Such disciplinary action may be imposed for violations that occur off campus when the violation may have an adverse effect on the educational mission of the Seminary. While the Seminary reserves the right to require disciplinary action when necessary, the use of Seminary disciplinary procedures should always be viewed as a last resort. In no way do they exempt the Seminary from making every possible effort to guide the honest pursuit of truth, to encourage a biblical approach to sexuality, to support stable family life, and to model community relationships that convey Christ-like love to our neighbors and respect for people and property.

Student Association

The Student Association of the Lutheran Brethren Seminary represents the student body. The officers include a President, Vice-President, Secretary and Treasurer, and is advised by a member of the LBS faculty. The four officers are elected in the spring of the year as the second semester is drawing to a close. The aims of the association include the encouragement of excellence in academics, resources, programming and faculty. It also encourages regular chapel attendance, personal quiet times and prayer meeting participation. Through its activities the association fosters a spirit of fellowship within the Seminary community and within the Church of the Lutheran Brethren. The student body usually meets on Mondays following second period to conduct business and to gather for prayer

Personal Spiritual Life

LBS encourages students to set personal time aside for reading the Word of God and prayer (Luke 18:1; Psalms 119:105). These two disciplines are vital for consistent growth toward spiritual maturity in the Christian life.

Registration

New Students

Students registering for their first term of attendance in the fall semester will register during the summer assisted by a student advisor. New students must register for classes at least one week prior to the beginning of the semester so they can complete the orientation for new students.

Continuing Students

LBS uses the web-based program POPULI as the Student Management System which also allows for on-line registration. A specific time period is set for open registration at which time the students can register for next semester classes.

The week prior to registration, continuing students meet with their advisers to review their Degree Audit (found in Populi). Continuing Students can register on POPULI for the next semester during the 12th or 13th week of the current semester.

Supervised Ministry Education

The LBS Supervised Ministry Education (SME) prepares LBS students for a life of ministry in God's mission via a supervised experience-based approach to their education. Each student seeking the M.Div. degree or DCM will complete 560 hours of ministry practice, curriculum, and supervision in practical theology courses PT912 - PT915, PT952 and PT953.

Using an adult-learner model, students' ministry experiences will be assessed with a developmental focus on their spiritual maturity, emotional maturity, leadership, communication, and conflict management. Institutional Objectives (2), (3), and (4) and Program Outcomes (D) and (F) will be addressed through the following in the program:

Educational Modules: Educational modules will be didactic in nature with value placed on giving and receiving feedback for personal awareness, personal care, and professional development.

Processing Groups: Students will participate in various supervised group settings in which they will demonstrate personal, group, and ministry related leadership and management skills.

Personal Development Plan: The personal development plan identifies a student's specific learning goals as well as strategies for accomplishing them with a focus on pastoral formation, pastoral competence, and pastoral reflection.

Psychological Education: Students and student spouses will complete two series of psychological inventories during pre-course intensives, have corresponding sessions with a psychologist, and participate in two, day long educational workshops pertaining to the inventory series.

Ministry Site Experience: Students will identify a ministry to serve for a minimum of 350 hours over the course of the program and will reflect on their experience with the director of SME, faculty, and their ministry site mentor.

Ministry Site Mentor: Students will identify a mentor familiar with their ministry setting that meets the SME guidelines and initiate regular meetings throughout the program with this mentor to address their learning and development.

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Academic Dean. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal biases or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

Academic Work

Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Examples of dishonesty include cheating, plagiarism, and fabrication of information.

Late Assignments

Because dependability and conscientiousness are virtues of Christian character, the faculty encourages students to be faithful and timely in the completion of all course assignments. All late work will be penalized 10% except in cases of unexpected circumstances beyond the student's control or when the student has made prior arrangements with the professor in writing for unusual and unavoidable circumstances.

* Examples of acceptable reasons include: treatment by a physician or a personal, vocational or family crisis.

* Examples of unacceptable reasons include: broken printer or computer virus, behind on other assignments, cannot get to a library or buy a book, general busyness at work or ministry.

No late assignments will be accepted after one week from their due date unless a new due date has been arranged with the professor. Late web discussion posts will not be accepted after the discussion period is closed.

Cheating

Cheating is a serious matter. Students are to assume the responsibility of maintaining Christian standards by personally dealing with anyone known to be cheating. Matthew 18:15-20 and Galatians 6:1 make this responsibility plain. The one cheating must be asked to confess to the class professor concerned. If the student refuses, the one aware of the problem should report it to a faculty member, the Academic Dean, or the Seminary President. It would be wise for the one who observes cheating in progress to call it to the attention of the professor so firsthand knowledge of the situation can be gained. Cheating includes, but is not limited to, the following: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence on unauthorized sources in writing papers, solving problems, or completing assignments; 3) the acquisition of tests or other material before such material is made available by the instructor; 4) the misrepresentation of papers, assignments, or other material as the product of a student's sole effort; 5) failing to abide by the instructions of the proctor concerning test-taking procedures.

Plagiarism

Students are expected to know the difference between legitimate and illegitimate uses of published and unpublished source material. Plagiarism means presenting or submitting the creative ideas of someone else as one's own words or work without documenting the source(s) in the text, footnotes, or end notes.

This includes:

- Part or all of a written or spoken assignment copied from another person's manuscript.
- Part or all of an assignment copied or paraphrased from a source, such as a book, magazine, or pamphlet.
- The sequence of ideas, arrangement of material, and pattern of thought of someone else, even if expressed in one's own words. A student can also be an accomplice to plagiarism:
- By allowing a research paper, in outline or finished form, to be copied and submitted as the work of another.
- By preparing a written assignment for another student and allowing it to be submitted as their work.
- By keeping or contributing to a file of papers or speeches with the intent that these papers or speeches be copied and submitted as the work of someone other than the author.

The Seminary considers plagiarism a moral issue, not merely a legal matter. LBS not only imparts knowledge, it also nurtures moral character. Plagiarism is, first of all, an obvious attempt to deceive the instructor. In reality, plagiarism is self-deceiving, because it hinders academic growth and satisfaction that comes from personal achievement. Second, it is stealing research materials that one should legitimately document as not their own. A plagiarized research paper throws all other papers into competition with work that likely has already been judged superior. Third, plagiarism breeds an atmosphere of low morale, especially when the fact is known by other students and undetected by an instructor. Inevitably, plagiarists taint their academic careers by lowering mutual respect among their peers.

Plagiarism Consequences

Students found guilty of plagiarizing are subject to discipline. The standard disciplinary response for substantial plagiarism is an immediate F for the course and placement on disciplinary probation. However, the disciplinary action may be decreased or increased for reasons such as the following:

1. Action possibly decreased to an F on the assignment:
   a. if the work is a minor part of the total grade (less than 5%),
   b. if judged not to be premeditated. The professor may require the student to rewrite the paper while still receiving an F on the paper.

2. Possibly increased to disciplinary suspension:
   a. if a repeated case of plagiarism at LBS,
   b. if a flagrant action of plagiarism, such as intentionally lifting large sections of text without documentation or fabrication of sources,
   c. if a student is proved to have been dishonest or uncooperative at any time during the investigation.

Student Academic Appeals Policy

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial eligibility. All formal academic appeals must be submitted in writing to the Academic Dean within five (5) calendar days of the date the student has notice of the adverse decision. The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect. Students making the appeal are also allowed to request other students to be involved in the appeal who have material information relevant to the matter of the appeal.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete.

Within five (5) calendar days of receiving the formal Academic Appeal, the Academic Dean shall convene an Appeal Committee, which should normally include the Department Chair, a member from the Seminary staff, and another faculty member. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. The decision of the Appeal Committee is final, and no further appeals are permitted.

Student Complaint/Grievance Policy

As disciples of Jesus Christ, the Lutheran Brethren Seminary community cherishes the practice of Christian love as of prime importance. We seek to follow the exhortation of the Apostle Paul: “Make every effort to keep the unity of the Spirit through the bond of peace” (Eph. 4:3). Disagreements and differences sometimes strengthen the church, but sometimes they divide. Members of the LBS community will endeavor to settle differences with others in a Christian manner in accord with the Word of God (Gal.6:1; Matt. 18:15-17) and with school policy, and to avoid resorting to a court of law (I Cor. 6:5-7). The objective of this grievance policy is to resolve disputes/concerns as quickly and effectively as possible.

Level One: Concern/Problem

When such a grievance arises, the student should always try to work out the problem by first discussing it with those most involved with the issue. Addressing the issue in the most direct and honest fashion in mutual love, humility and respect as committed followers of Christ should always be the first step towards resolution.

Level Two: Mediation

If the concern/problem is not satisfactorily resolved at Level One, the complainant and the accused are invited to meet with the Dean (or other mediator as assigned by the Dean of the Seminary) for the purpose of conflict analysis and resolution. Should either party desire not to enter into this mediation process, a written request to omit this process may be submitted to the Dean of the Seminary. The Dean will review any such requests, and at the Dean’s discretion, refer the matter back into mediation or proceed to Level Three.

Level Three: Submission of a Written Complaint

At Level Three, a written complaint must be submitted to the office of the Dean of the Seminary within 30 business days of the occurrence. If the complaint involves the Dean of the Seminary, the complaint can be submitted instead to the President of the Seminary, who then functions in place of the Dean. Upon receipt of the written complaint, the student will be contacted within 48 hours. In some cases, a fact-based committee may be assembled to address the complaint. Decisions at Level Three are deemed as final.

Throughout the grievance process, appropriate confidentiality must be maintained to protect both the complainant and the accused. This commitment is expected for all parties involved in the process. It is further understood that the contents of student records cannot be described or discussed without written consent of the student.

Academic Probation

At any time after the first year a student may be placed on academic probation if his/her grade point average falls below 2.00 or if there is incomplete work. Failure to correct the situation can result in dismissal. The student will have two semesters to bring his/her GPA up to 2.00. A student who has been asked to withdraw for academic or other reasons may reapply at some future time.

Filing a Complaint to the Seminary Accrediting Agency

Any student has the right to notify the Seminary's accrediting agency regarding the status of any grievance using the following contact information: Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, VA 24551. Call 804-525-9539.

Filing a Complaint to the National Council State Authorization Reciprocity Agreements

Any student has the right to notify NC-SARA regarding the status of any distance education grievance using the following information: Minnesota Office of Higher Education (MOHE), 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108. Call 800-657-3866.

Academic and Disciplinary Dismissal

Students come to LBS out of a sense of calling to serve the church and the world, and thus enrollment in the Seminary should be considered a privilege and an opportunity to grow spiritually and academically. Consequently, enrollment is, at all times, subject to probation, suspension, or dismissal. Such actions may be based on conduct that is in violation of the Christian values and standards of the LBS community, or on the basis of academic deficiency or other behavior that does not meet program standards.

Academic Deficiency

At any time after two semesters a student is placed on academic probation* if his/her grade point average falls below 2.00 or if there is incomplete work that is in in violation of the Extension for Late Work guidelines in the catalog. The student will have one semester to bring his/her GPA up to 2.00. Failure to correct the situation results in academic suspension. A student who has been suspended for academic reasons is advised to work with the appropriate faculty and the Dean of the Seminary to resolve any problematic issues and make up his or her deficiencies in the course(s), and may, after one additional semester, petition the Dean of the Seminary to be reinstated. The petition must supply evidence to support the request, which will be examined by Dean of the Seminary and the Registrar. If reinstated, the student will be given a letter of reinstatement. A student who does not qualify for academic reinstatement is subject to dismissal from the Seminary. The faculty has the final authority for dismissal of students. The faculty may choose an enforced leave of absence for a specified time rather than dismissal, after which the student must follow the same procedure for reinstatement.

If a student is dismissed from LBS and after two semesters desires to reenroll, the student must submit a letter to the Office of Admissions requesting re-admission, and reapply. The letter must indicate what the student has done since leaving seminary, what his or her current goals are, and how finishing a seminary program contributes to accomplishing those goals. The re-admissions process begins with the Office of the Dean of the Seminary. The

re-admission must be approved by the faculty. If re-admitted to a program, the student is subject to the graduation requirements and fees set forth in the catalog at the time of re-admission and registration.

*Academic Probation is more narrowly defined than and distinct from a student's first-year probationary status, defined under Academic Policies: Review of Student Progress in the catalog.

Grievous Misconduct

Dismissal may also result from grievous misconduct. Once an accusation of grievous misconduct is made verbally or in writing, the misconduct will be investigated and reviewed by the Office of the Dean. Students deemed to have committed such infractions (as determined through interviews, eyewitness accounts, or legal authorities) may be dismissed from the Seminary immediately. The following behaviors are considered grievous and are not tolerated:

1. Violence: a violent act or threat (perceived or real) or any action that recklessly or intentionally endangers the mental, physical or emotional health of a student or Seminary employee, on or off campus
2. Illegal Drugs: The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs on or off campus
3. Discriminatory/Derogatory Harassment: Any offensive or insulting language or written communication based on, but not limited to, race, color, national or ethnic origin toward another student or Seminary employee that creates an intimidating, hostile, or disrespectful academic or working environment.
4. Sexual Harassment: Physical contact or gestures of a sexual nature, sexual misconduct; repeated, unwelcome verbal or written solicitations or advances; and unwelcome or unsolicited physical contact against another student or seminary employee.
5. Adultery or Fornication: Illicit, intimate sexual relations involving a married person (the adulterer) and someone other than his or her spouse, or illicit, intimate sexual relations between two persons whereby the offender (the fornicator) is currently not married.
6. In the case of a grievous misconduct dismissal, recourse is limited to a written appeal to the Seminary administration (President, Dean, Registrar and the Director of Student Life) whose decision is final.

Recording of Lectures

The student is not allowed to video or audio record any lecture without the professor's permission. Recordings may be used for study purposes only. Recordings may not be duplicated, sold, uploaded or distributed on the internet or other venues.

Class Attendance Policy

While the individual professor has the freedom to develop an attendance policy in keeping with a particular course, administrative policy dictates that should a student miss 25% of the course class time and makes no attempt to communicate a problem to the professor or makes no attempt to complete the assigned work, there is an automatic failure and the need for the course to be repeated. In the case of extenuating circumstances such as illness, a petition is submitted to the Academic Dean. (See also "Attendance Policy" in the LBS catalogue.)

Adding or Dropping a Course

1. It is the student's responsibility to inform the instructor and the registrar that a course is being dropped. For all course changes, the student must complete a Drop/Add form available in the Registrar's office. This form requires a signature by both the student and the student's advisor.
2. A student may not add a course or transfer from one course to another after the close of the second week of the semester.
3. No one may drop a course or change a course from credit to audit later than the close of the 5th week of the semester.

Repeating Courses

Courses for which grades of "F" have been received may be repeated. Additionally, a student wishing to raise a grade for a course may also retake the course. Course repeats are not permitted however, through Directed Study, and students may repeat a course only if such courses (or their equivalent under a different name) are currently listed in the catalog. This policy does not apply to courses that are no longer offered at the Seminary.

Registration for such a course must occur at regular periods of registration and be approved by the Registrar. Students are responsible for tuition charges in these cases and financial aid will not apply. The grade for the previous course will remain on the student's transcript. However, only the higher grade will be computed in the student's GPA and only one course will count toward credit hours for graduation.

Courses Taken as Audits

Any student who wishes to take a course without credit or grade may do so by registering the course as an audit. A seminarian accepted into a program of study may audit any class free of charge. Students not in a program will audit courses at the normal fee of $100. Auditors are expected to attend class with the same regularity as those registered for credit. Class attendance of at least 75% is required for the course to be recorded an official audit on the student's transcript. If attendance expectations have not been met, the course will not appear on the student's record. Under no circumstances are auditors given academic credit.

Reading and writing assignments are not required and examinations are not given to auditors. Exceptions with regard to prerequisite requirements may be made with the permission of the instructor and in consultation with the Registrar when appropriate. Auditors may participate in class discussion only upon prior consent of the instructor. Spouses of Seminary students who have been accepted into a program are encouraged to audit courses and may audit any course free of charge without applying for admission. Faculty and staff and their spouses also may audit free of charge without applying for admission.

Regularly enrolled students who wish to change their status in a course from credit to audit must inform the instructor and the Office of the Registrar by the fifth week of a semester.

Transfer of Credit

A student desiring to transfer credits from another institution and be admitted to a degree program at LBS must submit official transcripts of all previous undergraduate and graduate course work. Undergraduate work is normally not transferrable, although credit might possibly be given for course work in biblical languages. Credits for course work taken at other accredited graduate-level institutions with a grade of C or above are normally granted complete or near-complete transfer credit upon approval by the Registrar when such work parallels courses listed in the Seminary catalog. Although the credits will apply toward graduation, grades and grade point

averages earned at another institution do not transfer. Quarter-hour credits will normally be converted to semester hour credit. A majority of credits required for the MDiv, MTS, or CTS must be taken at LBS.

Credits from non-accredited graduate-level institutions that are not recognized by CHEA are not automatically transferred but are examined on a case-by-case basis. The Admissions Committee reserves the right to evaluate all non-accredited institutions regarding their academic standards and educational viability to determine if limited transfer of credit is allowable. In the event that transfer of credit is denied, the student may appeal this decision by filing an appeal to the Registrar and the Dean, with a copy of the course(s) description and outline from the transferring institution, and a copy of the course and outline for the LBS course(s) for which the student desires

credit. The Registrar and the Dean will consult with a member of the faculty who teaches the course in question. Within five days of receipt of the appeal, the Registrar will notify the student of the results of their review. This decision is final.

Grading and Transcript Notations

The following criteria should be taken into consideration in understanding an assigned letter grade for course work:

"A"	Outstanding and excellent
"B"	Good and commendable
"C"	Acceptable
"D"	Minimal performance
"F"	Unacceptable

Grading Scale

A	4.00	(93-100%)
A-	3.67	(90-92%)
B+	3.33	(87-89%)
B	3.00	(83-86%)
B-	2.67	(80-82%)
C+	2.33	(77-79%)
C	2.00	(73-76%)
C-	1.67	(70-72%)
D+	1.33	(67-69%)
D	1.00	(63-66%)
D-	0.67	(60-62%)
F	0.00	(0-59%)

Other Notations

W	Withdrawal
I	Incomplete
AUD	Audit
R	Course was repeated at a later time
P/F	Pass or Fail

To graduate from any seminary program, a student must have a grade point average of not less than 2.0. To graduate with honors a student must have a grade point average of at least 3.50.

Academic Program Change Request

If a student wishes to change the academic program under which he/she was accepted (e.g. MDIV to MTS), the student needs to complete the following requirements:

1. The student will discuss this change with his/her advisor to consider the educational ramifications of a change in program and to gain initial advisor approval

2. Having gained advisor approval, the student will then submit a written request for change of program to the Office of the Dean. This request must include an explanation of the reason(s) for the change.

3. Upon approval of the Dean, the student's academic program change will appear in all Seminary documents.

4. Should the Office of the Dean deny the request, the Dean will communicate this in writing to the student and his/her advisor.

Leave of Absence/Withdrawal

Leave of Absence

A student may request a leave of absence of up to one academic year (2 consecutive semesters). A student intending to take a leave of absence from LBS must consult with his or her academic advisor and the Dean of the Seminary and must complete the Leave of Absence/Withdrawal Form and submit it to the office of the Registrar. Ceasing to submit assignments and/or failure to attend classes does not constitute a leave of absence, nor does it relieve students of their financial obligations to the Seminary. A completed Leave of Absence/ Withdrawal Form must be submitted to the office of the Registrar before any refunds can be given (see Refunds). If granted a leave of absence, the student may be readmitted and resume studies at any time during the leave period without reapplication.

Withdrawal/Dismissal

A leave of absence for more than two semesters is categorized as a withdrawal. The procedure for requesting a withdrawal is the same as that for requesting a leave of absence with the additional requirement that a student must apply for readmission to the Seminary before resuming studies. Dismissals are handled according to the guidelines under the Code of Conduct or Academic Probation.

If a student withdraws or is dismissed from LBS and subsequently desires to reenroll, the student must submit a letter requesting readmission and reapply. The letter must indicate what the student has done since leaving

Seminary, what their current goals are, and how finishing a seminary program contributes to accomplishing those goals. If readmitted to a program, the student is subject to the graduation requirements and fees set forth in the catalog at the time of readmission and registration.

Admitted but Does Not Register

If a student has been accepted for enrollment in an LBS program, but does not register for courses within one academic year (2 or more consecutive semesters), that student must apply for readmission before pursuing his or her studies at LBS. The application for readmission is the same as for Withdrawal/Dismissal.

Guidelines for Readmission

1. Filing an application for readmission and/or any other reapplication materials does not guarantee readmission to LBS.

2. The student must demonstrate that he or she still meets the admission standards for the given program of study.

3. Applications for readmission must include transcripts of any courses completed at another institution since the student was last admitted to LBS.

The Admissions Committee requires the following of a student applying for readmission:

1. Absent for more than 2 but less than 5 semesters: Submit the Application for Admission and one pastoral reference.
2. Absent for 5 or more semesters: Submit all application materials required of any new applicant according to the current catalog.

While any application for readmission will be processed in a manner consistent with the above guidelines, the Seminary authorizes the Admissions Committee to make the final determination as to what will be required in all cases. The Admissions Committee will review all previous records of and may request a personal interview with the applicant before deciding to re-admit the student or to deny his or her application. The decision of the Admissions Committee is final.

Computer Literacy

All LBS programs require the use of a computer to complete course requirements. It is expected that all students have access to a computer, the Internet, and an email account. The following fundamental skills are assumed for all students:

1. Computer Basics - An understanding of the information processing cycle, hardware; common components; and an understanding of software, including operating systems and commonly used application software for word processing;
2. Internet Basics - An understanding of the appropriate use of current network technology and online resources; and
3. *Microsoft Word* is standard for word processing and is required for the production of reports and papers.

For a free set of video tutorials on these and other computer basics, see:
http://www.gcflearnfree.org/computerbasics

Student Record-Keeping

Educational Records

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, and digital images.

Lutheran Brethren Seminary keeps records on all current and former students and alumni. It is the intention of the Seminary that the data entered and the documents kept in each student file, as well as any subsequent release of information from that file, will be regulated by what is in the best interest of the student/alumnus. The types of records, methods for maintaining and access to those records are summarized below. Unless otherwise stated, after a student's graduation, all records with the exception of transcripts are destroyed. Records are retained longer if there are any outstanding requests to inspect and review them. To carry out this intent, LBS has adopted the following guidelines for the creation and maintenance of student records.

FERPA

The Seminary supports the Family Educational Rights and Privacy Act of 1974, a federal law that pertains to the release of and access to educational records. This statement of policy incorporates the rights accorded and the privacy guaranteed the student by this Act.

FERPA grants students certain rights in regards to their educational records. They are:

- The right to inspect and review the student's educational records within 45 days of the day the Seminary receives a request for access. Students shall submit written requests to the Registrar that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the Seminary to amend a record that they believe is inaccurate or misleading. They should write the Seminary official responsible for the record, clearly identify the part of the record that they want changed, and specify why it is inaccurate or misleading. A school official is a person employed by LBS in an administrative, supervisory, academic or support staff position; a person or company with whom LBS has contracted; a person serving on the Board of LBS; a student serving on an official committee or assisting another school official in performing his/her professional responsibilities. If the Seminary decides not to amend the record as requested by the student, the Registrar will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
- The right to file a complaint with the US Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA:

Family Policy Compliance Office
US Department of Education
600 Independence Avenue, SW
Washington DC 20202-4605

FERPA Statement for Class Recordings

LBS instructors record every class session they teach. Students are given the option in PT900 Introduction to Seminary Education to submit a signed consent form expressing their agreement to the audio/video capturing of their voice and likeness. Students can request at any time to have the recording turned off.

Identity Authentication

LBS currently verifies the identity of students enrolled by a secure login and password permission for Populi and this same procedure will be followed in distance education. This method of verification has been chosen to verify the protection of the student’s identity.

Release of Student Records

Unless the student requests in writing that such public information be withheld, public/directory information is available to anyone. However, the Seminary endeavors to exercise restraint in the release of public information and tries to insure that such information is not released indiscriminately, without regard for the student's welfare. LBS considers all other information collected and stored on a student to be confidential. The confidentiality of this information is guaranteed the student and will be released only upon the written consent of the student. A student may waive his/her right to know what is contained in a document in his/her file.

If a subpoena is received for student records, the Seminary will notify students involved of the receipt of the subpoena and of the particular records being subpoenaed. This notification will be sent to the last permanent address on file for the student. Students will be notified, further, that if nothing is heard from them within ten days

of the receipt of the student's notification of the subpoena, the records will be forwarded to the party issuing the subpoena.

Student Permanent Academic Records

Student academic records are kept by the Office of the Registrar and are defined as information contained on the student's permanent record or transcript and those documents which support the information on that transcript. Transcripts are a complete, unabridged inventory of courses taken, the credits gained and the student's final grades for academic work. Official transcripts bear the signature of the Registrar and the seal of the Seminary. Upon graduation, all but the transcript is destroyed. The following information is contained on the permanent record or transcript:

Public Information on Transcript:

- Name of the student
- Date of admission to LBS
- Dates of attendance
- Program of study
- Degrees and dates of degrees
- Confidential Information on Transcript:
- Grades
- Semester and cumulative grade point average

Access to Permanent Academic Records

1. Access is given to the student.
2. Access is given to faculty and administrative staff to assist them in the discharge of their responsibilities.
3. Access is given to certain governmental agencies by subpoena as specified in the Family Educational Rights and Privacy Act of 1974.
4. Access is given to all others, whether this access be in person or transcript form, only upon the written consent of the student.
5. A record of access to the student's academic records will be kept by the Office of the Registrar and will be filed in the student's personal file.

Release of Permanent Academic Records Information

1. Unless a written request to the Registrar is received that directory information not be released, public or directory information is available upon request, but this information will not be released indiscriminately.
2. Confidential information will be released upon the written authorization of the student or by legal subpoena.
3. A transcript of the student's academic record is released only to the student and to those whom the student authorizes. The following policies apply to the issuance of transcripts:
    - If possible, transcripts are issued the same day or the day following the receipt of the request.
    - Transcripts are withheld at the request of the Office of Finance if the student has not met his/her financial obligations to the Seminary.

The Student's Current Personal File

The student's current personal file is kept by the Office of the Registrar and is defined by its enclosures which are as follows:

1. Any reports from the student's faculty advisor which record the advisor's communication and dealings with the student.
2. Reports from the Dean's Office on its contact with the student and the nature of his/her progress.
3. Pertinent data from the Admissions Office:
   - application;
   - letters of reference;
   - previous post-secondary institution transcripts;
   - letter of admission;
   - pertinent correspondence or other documents which the Admissions personnel deem worthy to be kept in the file.
4. All documents which verify or substantiate information contained on the permanent academic record.
5. Correspondence which a faculty member or administrator wishes to enclose.
6. Correspondence received by the Seminary from the student which has been requested to be kept in the file.
7. A dated and signed record of access to the student's academic records and personal file.

Access to the Student's Current Personal File

1. A student will be given access to his/her personal file. Documents in the file dated prior to January 1, 1975, will be open to his/her inspection only if prior approval of the party who entered the document is received. All documents submitted after January 1, 1975, excepting those to which the student has waived his/her right to access, will be open to the student.
2. Faculty and administrative personnel have access to the student's personal file if such information is necessary in the discharge of their respective responsibilities.
3. Access will be denied all others unless authorized in writing by the student.

Release of Information in Student's Current Personal File

1. Public information is available upon request but may be withheld if the student so requests.
2. Confidential information is released only upon the written consent of the student or by legal subpoena.

Student Financial Aid Records

A collective file of student scholarship awards for each semester is maintained by the Office of the President, created for those students who apply for scholarship aid from LBS. These files are secured under the supervision of the Administrative Assistant to the President. Normally, each file's contents are as follows:

1. The student's scholarship aid application(s).
2. Copies of correspondence from the student and the Office of the President.
3. Documentation as to the disbursement of aid to the student's account.

4. All other supporting documentation related to the determination of the student's financial aid eligibility.

Access to Student Financial Aid File

1. The student has access to his/her materials contained within the file.
2. Access to others is limited to the staff of the Office of the President, the Office of Finance and to those whom the student so authorizes by written consent or to those individuals who have obtained a court order or subpoena.

Release of Information in the Student Financial Aid File

1. All information in the files, other than directory information listed above, is strictly confidential and is released to other persons or agencies outside of LBS only upon the written authorization of the student.
2. The following information will be available from the Office of Finance to personnel in the Admissions Office and other faculty and staff who are involved in admissions or who have a specific need to know in connection with their Seminary responsibilities:
   - Whether or not an application for financial aid has been filed and whether or not the application has been fully completed
   - Whether or not a need determination has been made and information as to the amount of demonstrated financial need
   - After a financial aid award letter has been sent, the specific amount and packaging of aid. If a partial award has been made, the amount of unmet need will also be furnished

LBS faculty and staff members who need this information must initiate and justify their request to receive this information. It is also understood that persons who receive this information must be judicious in the use of said information.

Student Financial Records

Student financial records are kept in the Office of Finance and are defined to be that information pertaining to the financial activity generated by the student. Information recorded in these records are:

- Name of the student
- Social Security number
- Charges and payments
- Institutional loans
- Documentation and correspondence with students or staff.

Access to Financial Records

1. Access is given to the student.
2. Access is given to Seminary staff and faculty on a need-to-know basis to assist them in fulfilling their responsibilities.

Release of Financial Information

Confidential information is released only to authorized LBS personnel, to the student or to anyone whom the student authorized to have such information.

Student Computerized Data Stored on Populi

Biographical, academic and financial data of enrolled students are stored on Populi. A listing of the data elements and the data stored is available to students for their information and update. The Office of the Registrar is responsible for the maintenance of the computerized student information system.

Access to Computerized Information

1. The same policies which apply to the accessing of the permanent records and personal file apply to accessing computerized information on Populi.
2. The student has access to information about him/her which is stored in the computer and is given opportunity to have any inaccurate data corrected.

Release of Computerized Information.

1. Directory information is released upon request but is not released indiscriminately.
2. Confidential information is released only to authorized LBS personnel, to the student him/herself (aside from confidential letters of reference) or to anyone whom the student authorizes to have such information.

Graduation

All graduates must turn in their Declaration for Graduation form during the December registration. Graduates must then receive approval from the Seminary Dean and the Office of the Registrar after the student's records have been reviewed.

Graduates must complete the prescribed course of study for the program in which they were enrolled, in accordance with that program's requirements as listed in the catalog under which they were admitted. If a student switched programs (e.g. from MTS to MDiv), that student is then responsible for meeting the graduation requirements that were currently in effect when he or she made the change. Students who have taken a leave of absence of more than one year and been readmitted are subject to the graduation requirements that were in effect at the time of readmittance unless they obtained other written permission prior to their extended leave. A graduating student must be a student in good standing as defined by the catalog, must have completed the program within the time limits specified by the catalog and must have a grade point average of not less than 2.0.

In addition, students must meet the following conditions prior to graduation:

- All financial obligations met or arrangements made with the finance office, including the $100 graduation fee. (See catalog, Financial Information: Tuition and Fees.)
- All assignments completed and submitted
- Seminary key returned
- Photocopy bill paid
- Books and papers removed from lockers
- All Library materials returned

Attendance at Commencement is expected. Graduates not attending need to notify the Office of the Registrar in writing by March 1.

Financial Information

Tuition and Fees

1. The cost for the 2020-2021 academic year is $375 per credit.
2. The standard fee for auditing a course is $100 per credit and $150 per credit for language courses. This fee is not refundable. Spouses of Seminary students accepted into a program of study and retired CLB pastors may audit courses free of charge.
3. Students accepted into a program of study may audit courses and take J-Term courses free of charge.
4. Open Studies students taking courses should note that the total tuition amount is the responsibility of the student. No financial aid is available for Open Studies students. The total tuition fees are due on or before the first day of class. (See Open Studies Category)
5. Directed study courses carry an additional $50 per credit fee for production, administration, mailing, and faculty involvement.
6. A course retaken to change a previous grade will be charged regular tuition.
7. Other fees include:

Registration fee:	$10/credit with a maximum of $120/semester
Student activity fee:	$20/semester
Technology Fee:	$30/semester
Testing fee	$250 per course when registering for PT912 and PT915
Graduation fee:	$100 final semester

Refunds

In the case of students who drop a course or withdraw from the seminary before the end of a semester, refunds on tuition will be made at the following rates. The registration and technology fees are non-refundable.

(1) Within the first week, full tuition refund with proper approval of the Administration.

(2) Second and third weeks, 75%

(3) Fourth and fifth weeks, 50%

(4) No refunds after the fifth week.

Student Accounts

Student costs are payable at registration. If tuition is not paid in full, 10% of the tuition is due before students may begin classes. A payment plan may be arranged through the Seminary finance office. Students can register if account balances are less than $200 times the number of credits for which they are registering. A student's account must be paid in full or be current on an approved payment plan in order to receive a diploma (certificate, etc.) or to obtain the release of official transcripts.

Refund Policy for Veterans

For students enrolled under the provisions of Public Law 89-358, the school will refund the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course, withdraws, or is discontinued there from at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges for a portion of the course will not exceed the approximate pro rate portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

Financial Aid

The churches of the Church of the Lutheran Brethren support the Seminary by providing two-thirds of the school's operating costs. In this way the amount of financial responsibility to the student is significantly reduced. The remaining one-third of the seminary cost is covered through student tuition for which the student is responsible. Limited financial aid is available to assist some students with these tuition costs. No financial aid is available for Open Studies students.

Financial Aid Policy Summary

Endowment Funds

Seminary endowments are funds established by gifts of donors to Lutheran Brethren Seminary to benefit seminary students.

Students do not apply and compete for individual endowment fund distributions. Each student is considered on the basis of having completed the Seminary's standard application for financial aid and rated on the measurement instruments described in the categories of financial aid section of this policy.

Financial need is the paramount consideration in the distribution of financial aid funds. Each year the Seminary seeks to make available financial aid funds amounting to 30% of the total tuition cost of eligible students. Two/thirds of those funds are awarded on the basis of the financial need profile. The remaining one/third is awarded on the basis of merit.

Qualified Students are those who

Have been admitted to an approved program of study

Demonstrate financial need for tuition assistance

Are preparing for vocational ministry service with the Church of the Lutheran Brethren, having been admitted to an approved program of study. If the student's intentions change during the course of study, he/she is no longer qualified for financial aid. By accepting grants-in-aid and scholarship funds, the student therein implies that it is his/her intention to pursue vocational ministry within the Church of the Lutheran Brethren.

Maintain a 3.0 Grade Point Average (GPA), or higher, on a scale of 1.0 to 4.0.

Categories of Student Financial Aid

a. Grant-In-Aid

   Two-thirds of financial aid pool funds are distributed as grants-in-aid based on the student's Financial Need Profile. This is generated using:
   1. Family size
   2. A uniform monthly obligation cost
   3. School tuition cost

b. Scholarships

One-third of financial aid pool funds are awarded as scholarships. The student's Merit Assessment is generated using:

1. The student's course of study
2. The student's projected length of ministry service
3. The student's life experience
4. The student's classroom and student body participation, industry, attitude and aptitude for ministry
5. The student's grade point average.

Populi

Populi is the web-based software that students use to register for courses, take online tests, access class materials, grades and transcripts and communicate with the school administration and professors. (Populi also has a financial component which is not used by the Seminary.)

To use Populi, make sure your computer and internet connection meet the minimum requirements. Populi is easiest to use if your monitor is set at a minimum resolution of 1280 x 1024. On a PC, Populi runs on **up-to-date** releases of popular web browsers. Google Chrome is the best option if you're using Windows. It's also very good for Mac users. Firefox is another good choice on both Windows computers and Macs. Apple Safari is great on Macs.

Make sure you have enabled JavaScript and cookies.

Your username will be set up for you by the Seminary academic office and cannot be changed. You will be sent a link to set up a password for your account. You can reset your password from the login screen.

You can also use your login information to get into the help system. Just go to **support.populiweb.com** and enter your **username**, regular Populi **password**, and the Seminary's unique Populi subdomain. https://lbs.populiweb.com

When you log in, you'll go straight to your Populi Home page. **Home** is a dashboard that show you alerts, news, Invitations, events, To-Dos, and Courses.

Other features:

- Click "My Profile" to link to the information that's stored in Populi about you – contact information, academic history, etc.
- A Search Bar is available on every screen of Populi – use it to instantly locate any person, contact, course, file, etc.
- You can print nearly any Populi page right from your browser, however, many screens give you options to create PDF's to print from your profile.

The academic office is available to assist students in their use of Populi.

Zoom Checklist and Troubleshooting

Zoom is the web-based vehicle for on-line classes. Students will attend live classes via Zoom and view recorded lectures when their schedule prohibits live participation.

Zoom can be accessed via any platform (Mac or PC) and can be connected to from iOS or android devices with the appropriate app.

Although it is not required, it is strongly suggested that you sign up at http://zoom.us for a free account using your lbs.edu email. Not only will this give you access to free interaction, but can also be linked to the LBS Zoom site for future benefits.

The first time you attempt to use Zoom, navigate in your web browser to lbs.zoom.us. In the upper right corner are link buttons to join, host or sign in (hosting or signing in require an account).

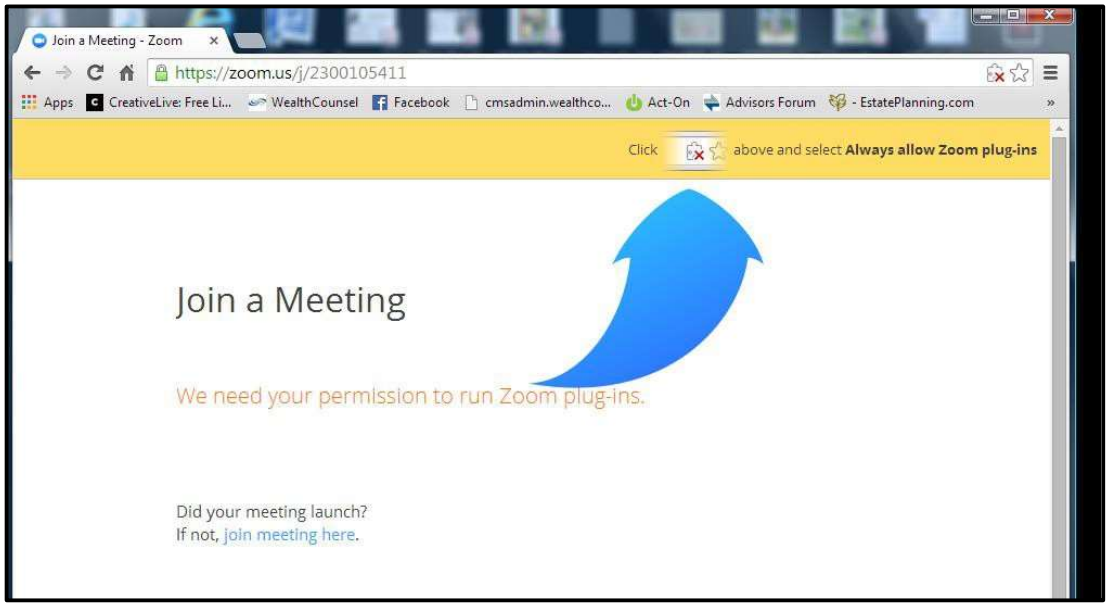
If you do not create an account, all you will need is the meeting number of your class which should be available on your Populi class page information. Input the Meeting number and Zoom will launch a plugin installer to connect your video and audio devices.

See the next step on Joining a meeting for further details.

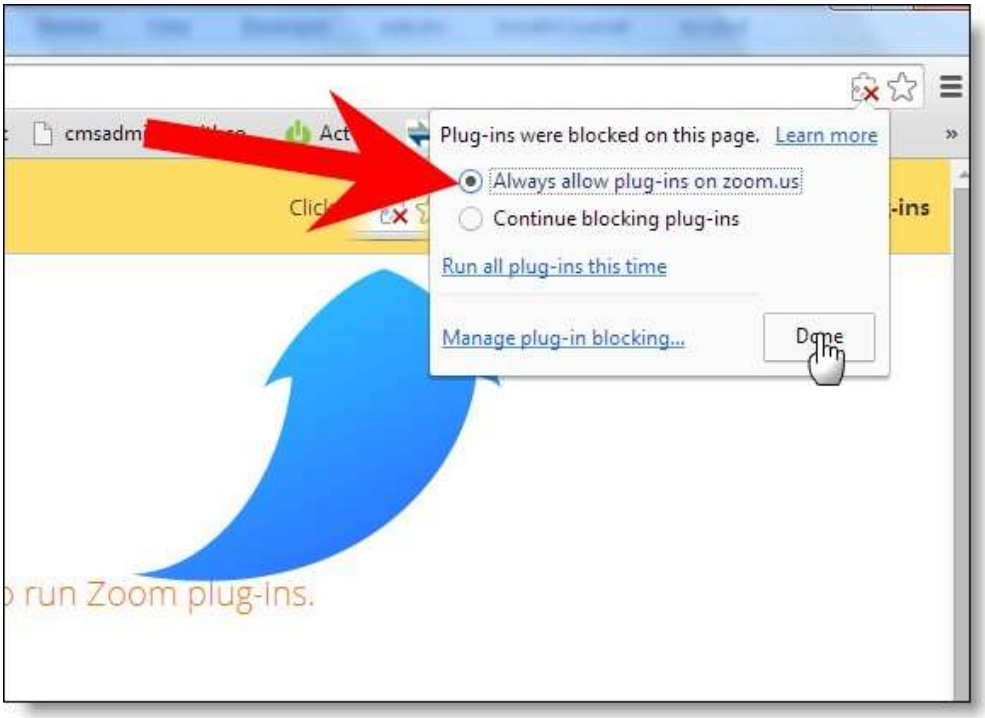
Zoom has a great support site at support.zoom.us with brief video intros and a library of step-by-step help guides.

Joining Zoom Meeting for Mac Users

- If you haven't used Zoom before, you will need to **install the plug-in**.



- Note: Pop-up blocker may block it. You must always allow Zoom plug-ins

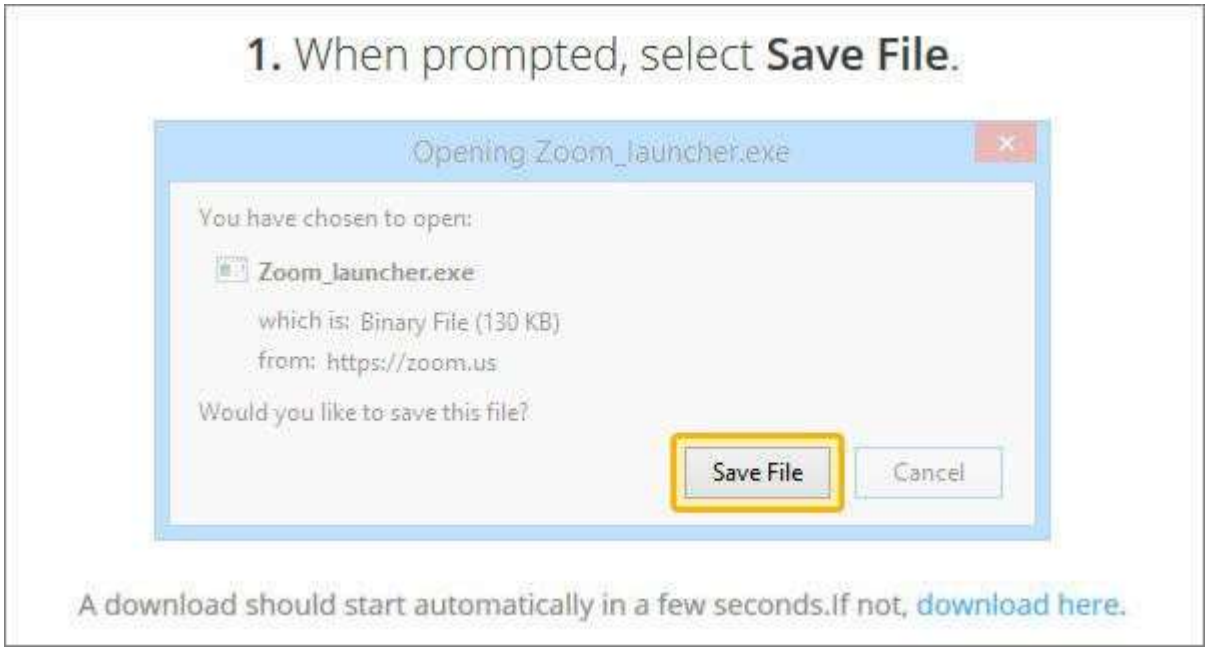


- Click on the installer

- Click **Run**

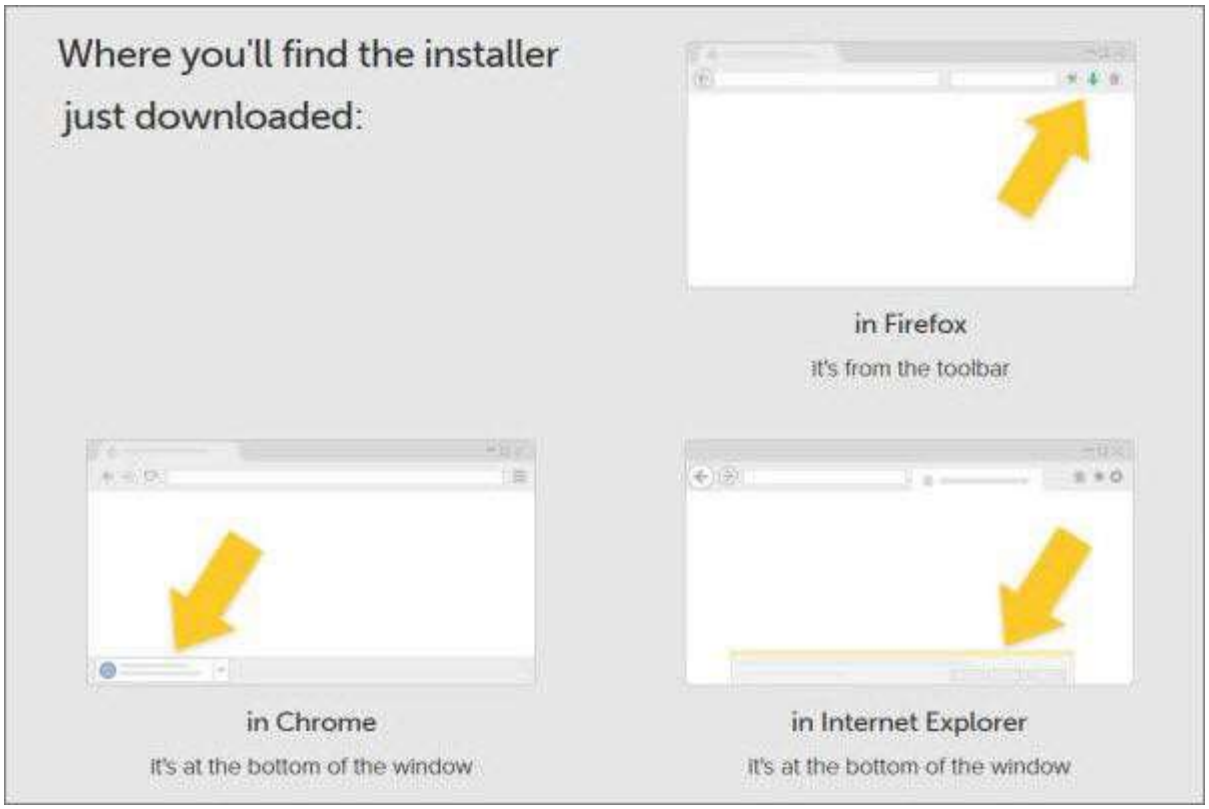
- If Zoom is not installed on your computer or device, Zoom download will either start automatically

- Or you'll be prompted to click **Save File** to download Zoom.

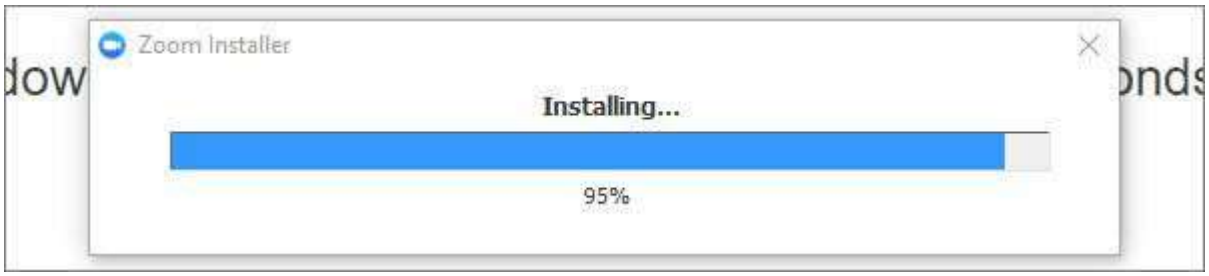


- After Zoom has been downloaded, click **Zoom Launcher**.

Note: Zoom Launcher position on the screen depends on the browser in which you open the Zoom link.



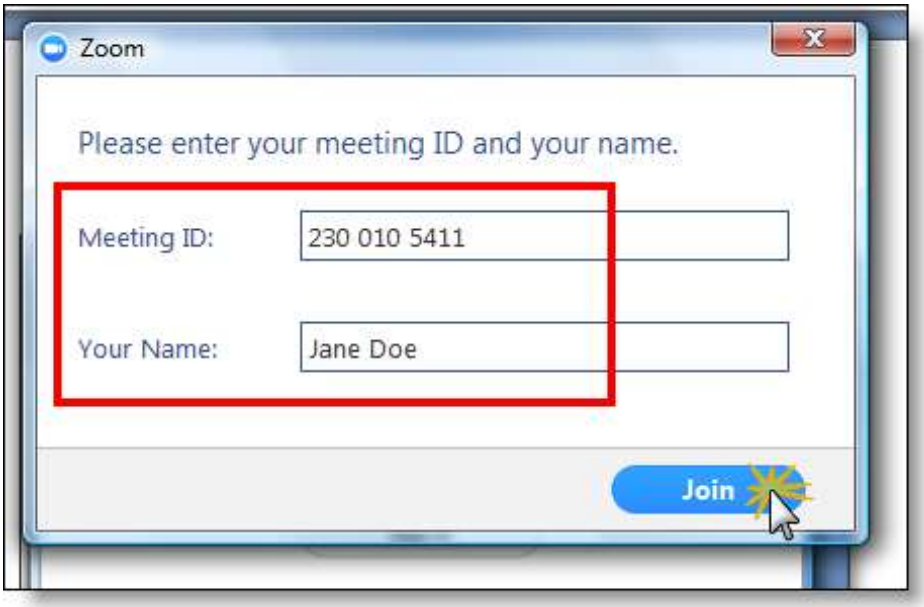
- When Zoom installation is completed, the connection will be established automatically



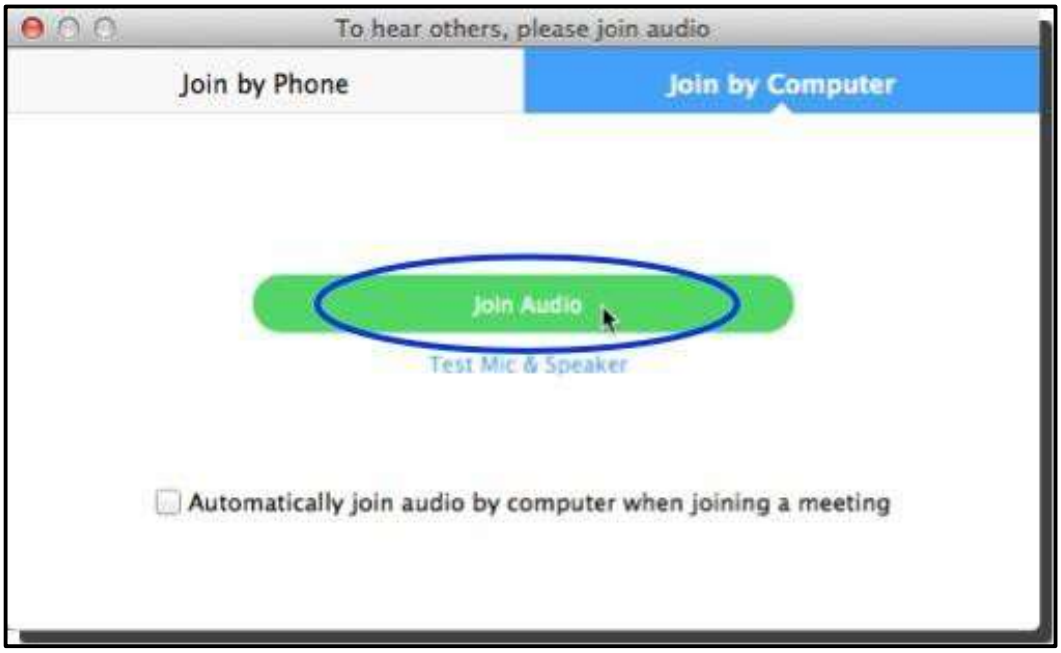
ZOOM PLUGIN ALREADY INSTALLED

- Click on the link and the meeting will launch or open Zoom on your computer and click "**Join a Meeting**"

- Enter **Meeting ID** and **Name**

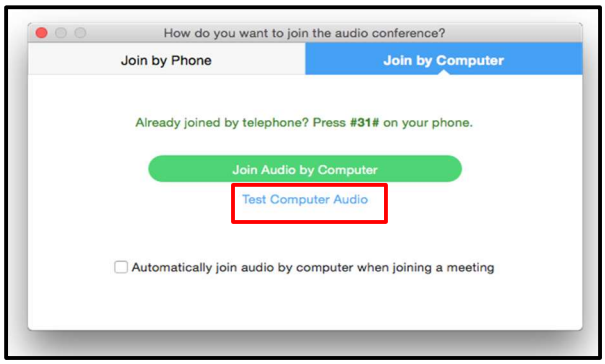


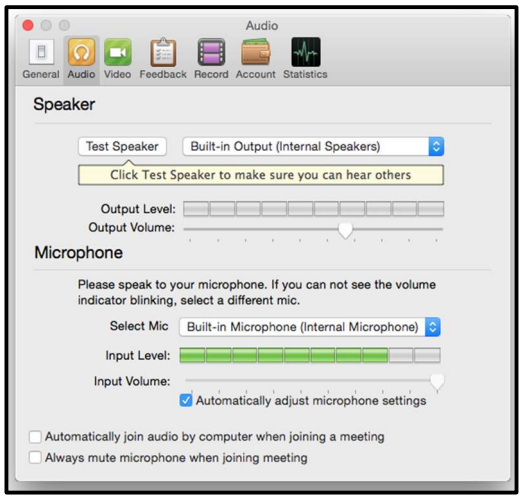
- Click **Join**
- You'll then be in the meeting and can join your audio via your computer OR telephone. Choose "**Join by Computer**" as we do not support third-party phone integration at this time.



Testing Sound for Mac Users

1. Click "**Join Audio by Computer**" to connect your computer's speaker and microphone to the Zoom Meeting.
2. Test your audio connection before joining by clicking the "**Test Computer Audio**" link. The audio preferences will open.





- Test the volume and output of your speaker device by select "**Test Speaker**". If you cannot hear, change the output source by selecting a different speaker device.

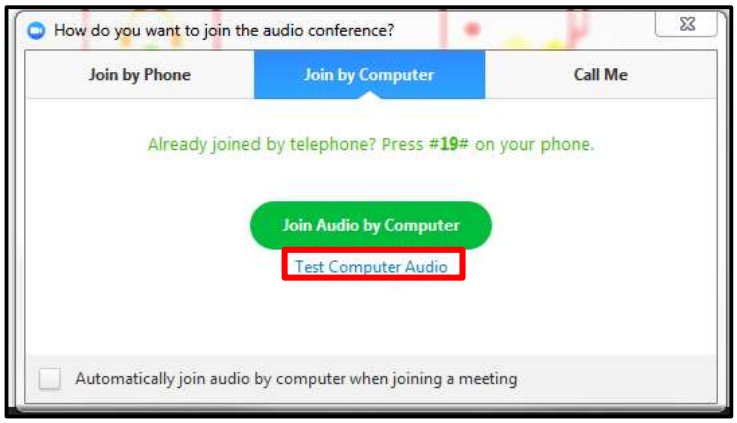
- Speak at a normal level and check the Input Level meter to see if your computer is registering your voice. A green bar will raise and lower as you speak if it is working correctly. If the audio is not registering, change the input source by selecting a different microphone from the drop-down list.

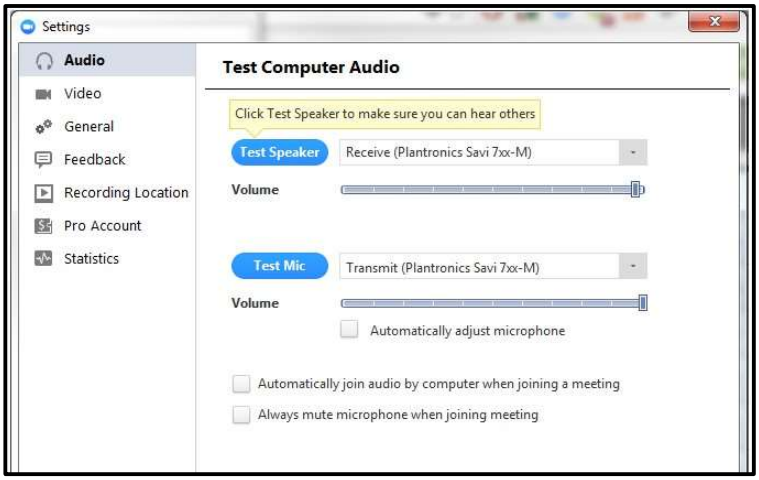
- It is recommended that you select "**Automatically adjust microphone settings**" to adjust the microphone level based on your speech level.

- Testing Sound for PC Users

1. After joining or starting a meeting, click "**Join Audio by Computer**" to connect your computer's speaker and microphone to the Zoom Meeting.

2. Test your audio connection before joining by clicking the "**Test Computer Audio**" link. The audio preferences will open.





- You can test the volume and output of your speaker device by select "**Test Speaker**". If you cannot hear, change the output source by selecting a different speaker device.

- Speak at a normal level and check the Input Level meter to see if your computer is registering your voice. A green bar will raise and lower as you speak if it is working correctly. If the audio is not registering, change the input source by selecting a different microphone from the drop-down list. You can also select "**Test Mic**" to playback your microphone input.Using Zoom During a Meeting
- Use buttons on the lower left to mute your audio or start/stop your video feed

- Click "**Share Screen**" to show your screen to others in the meeting. You can choose to share specific open window in an application or your entire desktop

- Click "**Chat**" to open a chat window with meeting participants. You can choose to chat publicly with everyone or privately with an individual
- To leave the meeting, click on "**Leave Meeting**"

Tip: If you cannot find the Zoom screen, you can restore it by clicking the **Zoom** icon at the bottom of your screen.

Zoom Office Hour

All students may be invited to participate in an “Zoom Office Hour” for each of the classes they are registered in. This involves a regularly scheduled weekly time slot when distance students can login to the Zoom classroom and chat about the course content. The idea with this "office hour" is to provide distance students an opportunity that some of the other "in residence" students get for dialogue over the week's course content. This is not mandatory, but optional and highly encouraged. If you can't make an office hour time due to your work schedule, we would also record it so that all students (both distance students and resident students) can listen/watch it later. This is not a private discussion, but a class-content oriented discussion, which may benefit all students in the course. This time may especially be helpful for distance students that are not participating in the class "live" all the time, and thus may not have regular opportunities to ask questions. The time and day of office hours will be chosen in each class based on preferences of the students and instructor.

Wireless Access Policy

Students, staff, and faculty have access to the Internet through the campus Wi-Fi system and the public access workstations located in the library. Network accesses may be monitored.

Use of this service is governed by the seminary's Internet Policy.

As with most public wireless "hotspots," the wireless connection is not guaranteed secure. There can be untrusted parties between you and anybody with whom you communicate, and any information being transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords, and any other sensitive information) while using any wireless "hotspot." Please take appropriate precautions.

Although general information or handouts for connecting your device to the wireless network are readily available, seminary staff cannot be held accountable to troubleshoot problems related to your personal wireless device or assist in making changes to your device's network settings and/or hardware configuration. Furthermore, the seminary cannot guarantee that your device will work with the seminary's wireless access points.

All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The seminary will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.

All users are expected to use the seminary's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

Use of the seminary's wireless network is entirely at the risk of the user. Lutheran Brethren Seminary disclaims all liability for loss of confidential information or damages resulting from that loss.

Internet Use Policy

It is the policy of Lutheran Brethren Seminary to make internet resources available to its students, staff and faculty.

All students, staff and faculty are required to agree to the following Internet Acceptable Use Agreement before using the internet in the seminary. Lutheran Brethren Seminary reserves the right to review this policy from time to time and make changes as necessary.

Internet Acceptable Use Agreement

- I agree to use Lutheran Brethren Seminary computers, wireless access system and all network connected equipment and systems for lawful purposes in a responsible manner, consistent with the educational and informational purposes for which they are provided.
- I understand that Lutheran Brethren Seminary has no control over materials obtained on the internet, and cannot be held responsible for internet content. Lutheran Brethren Seminary cannot control access to online content or protect users from online content they may find offensive.
- I will not send, receive or display sexually explicit materials nor materials deemed harmful to minors. I also agree to use appropriate discretion when viewing or displaying materials publically.
- I waive my right to any claim against Lutheran Brethren Seminary and its employees arising from the use of the internet.

Lutheran Brethren Seminary expects all students, staff and faculty to act appropriately at all times and in a manner consistent with the seminary's mission and the State of Minnesota or federal law. Actions that are unacceptable in other settings are also unacceptable when using seminary resources, including but not limited to:

1) harassment in any form;
2) usage related to pornography and racially derogatory, discriminating, threatening or abusive communication;
3) failure to respect the property and rights of others;
4) forgery or other misrepresentation of one's identity;
5) distribution of any material without the permission of the copyright owner;
6) attempting to gain unauthorized access to any system, on or off campus; and
7) sharing email or network username and password with others.

I understand that failure to comply with this agreement may result in loss of computer and/or network privileges as well as penalties up to and including dismissal from enrollment in educational programs or dismissal of employment with the institution.

Net Etiquette

Please remember that common courtesy applies not only when speaking in person but also when communicating electronically; whether writing a post, emailing a professor, or responding to a fellow student. The computer screen can tend to take the humanity out of communications so it is very important to think before you post. Your tone of voice can easily be misinterpreted online as can your choice of words and even punctuation. So, you can see that it is very important to communicate well and professionally. Your testimony should be just as evident online as it is in person

Photocopying and Printing

The Administrative Assistant keeps a record of the photocopier password for students' use. Each printed/photocopied sheet is $0.02. Print charges for each semester will be detailed on a bill which will be placed in your local mailbox at the end of the semester. All charges must be paid in full at the end of each semester.

Photocopying

To make a photo copy,

- Put the document you wish to copy into the document feeder and input your code.
- Push the start button.
- The copier has many options including the ability to duplex, scan to email, do a continuous scan (as with books) and print a PDF from a removable USB memory stick.

Scanning

You can scan a document and send it to a preset email address. Student seminary email addresses are in the copier address book. Enter your ID number then,

- Press the Send/Fax (on the side of the copier panel)
- Choose the address book option (on the soft panel)
- Choose the person/email to receive the document
- Hit OK
- Press the green start button.

You can also scan to an email address that is not in the preset address book

- Enter your ID number
- Hit the Send/Fax (on the side of the copier panel)
- Choose E-mail address box (on the soft panel)
- Hit the email address box (on the soft panel)
- Input the email address
- Hit OK

- Hit OK again
- Hit the green start button

Continuous Scanning

You can do a continuous scan on the copier for multiple pages. This is a great feature when copying sections of a book.

Printing Documents stored in Removable USB Memory

Connect a USB memory stick of the machine to print PDF data stored in the memory. Printing can be performed easily without using a PC.

Printing Documents from your computer

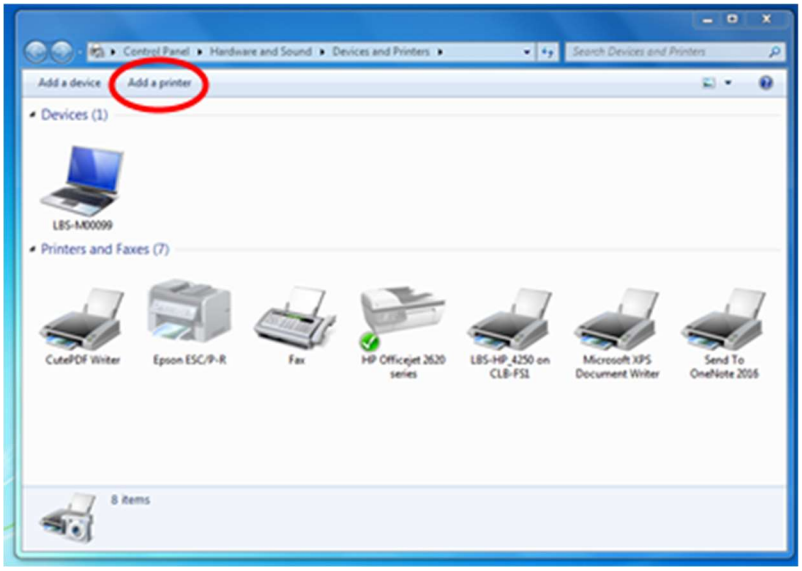
Documents can be printed from your personal computer when connected to the LBS wireless/network system. First you must install the library printer on your laptop.

Windows Instructions

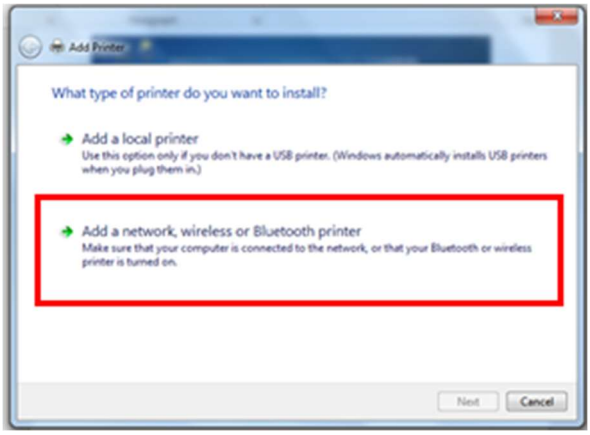
There are some small differences between navigating through Windows 7, 8.1 & 10, but generally the following directions should get you pointed in the right direction. If you need further assistance, arrange a personal meeting with the Media Specialist.

Click on the windows icon in the lower left corner of your screen and navigate to the Control Panel. Specifically, you want to get to the screen for "Devices and Printers."

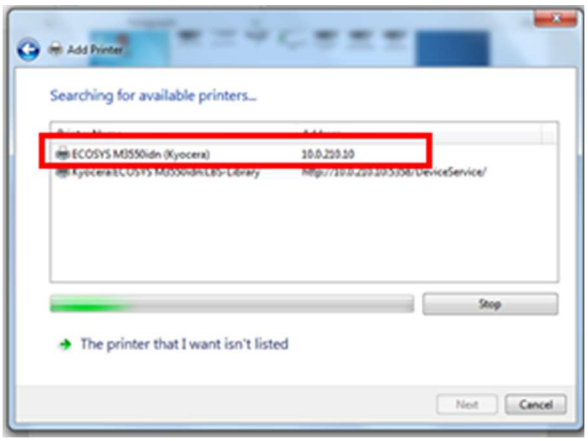
Step 1: Click on "Add a printer."



Step 2: Add a network printer



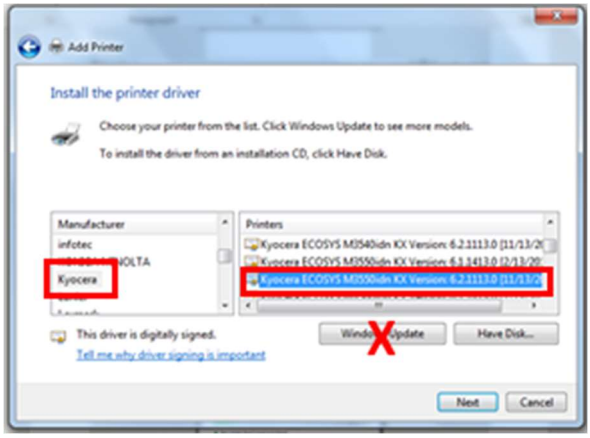
Step 3: Choose "ECOSYS M3550idn (Kyocera)" and click "Next".
**Even though there may be another option with the same name in the title, choose the one that looks like the outlined choice below.*

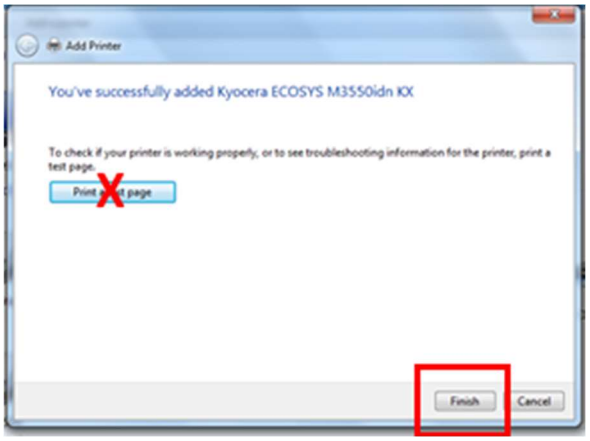


Step 4: Choose the manufacturer (Kyocera) and Then scroll through the list to "Kyocera M3550idn

Step 5: Click "Finish." <u>DO NOT print a test page!</u>

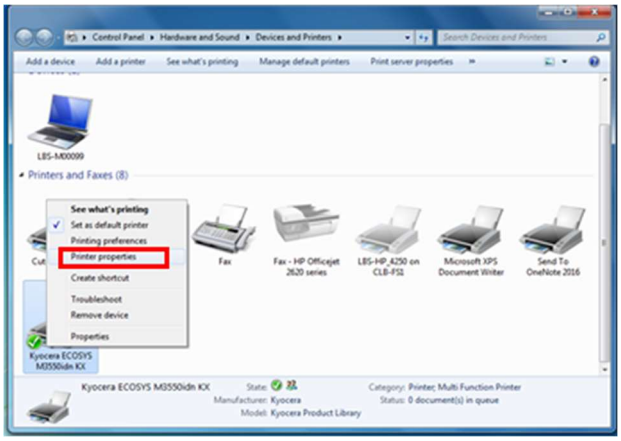
KX.” Make certain to choose the most recent version if more than one exist. DO NOT choose “Windows Update” to locate the driver. Click “Next.”

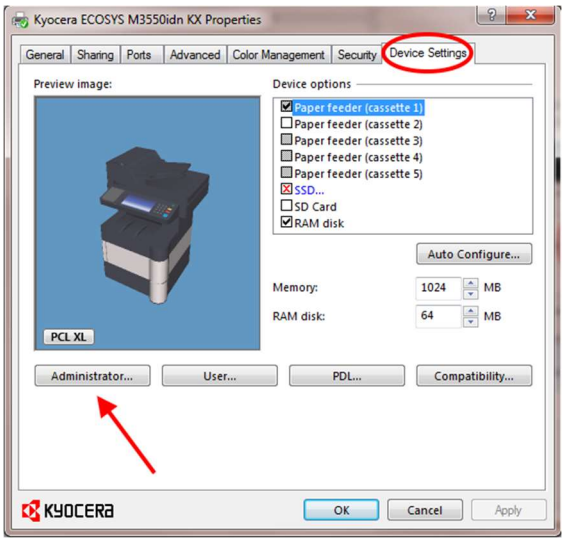




Step 6: Right click on the Kyocera printer icon that created and select printer properties.

Step 7: Choose the “Device Settings” tab and was just click the “Administrator” button.

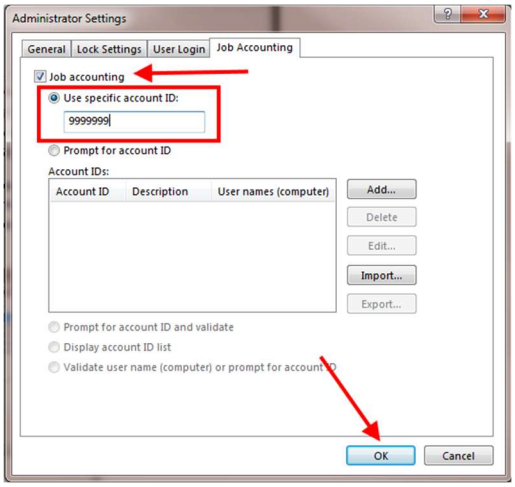


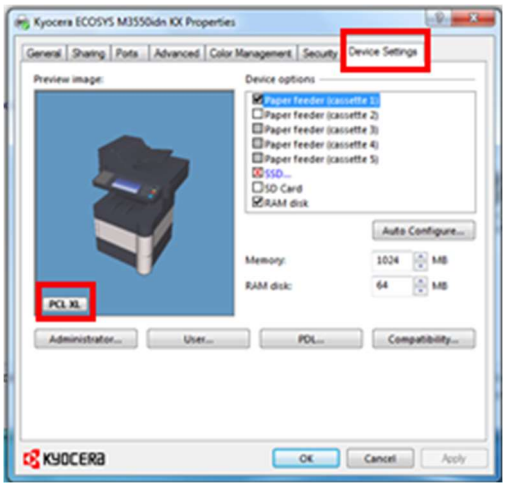


Step 8: Choose the “Job Accounting” tab. Check labeled “Job Accounting” and enter the seven-digit number you were given for copying

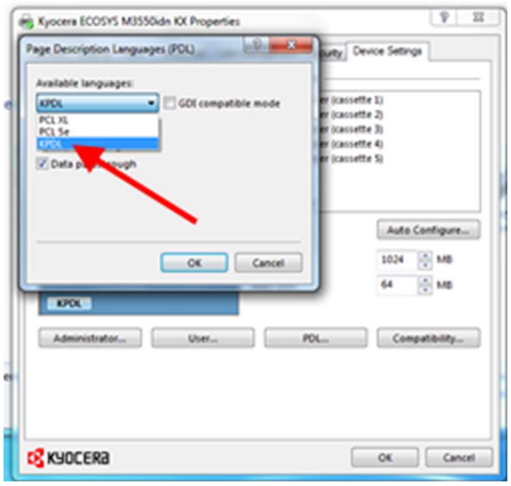
Step 9: In the “Device Settings” tab, the box click the button marked “PCL XL.”

and print access. Click “OK.”
**Printer codes are given out by Patti Zwiers, so if you need one or have lost your number, see her.*

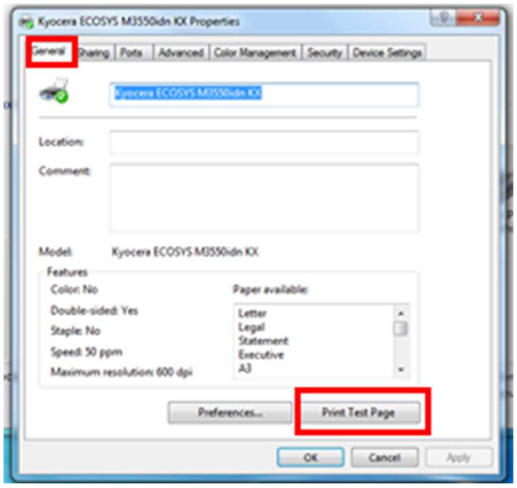




Step 10: Choose “KPDL” from the drop-down Click “OK.”

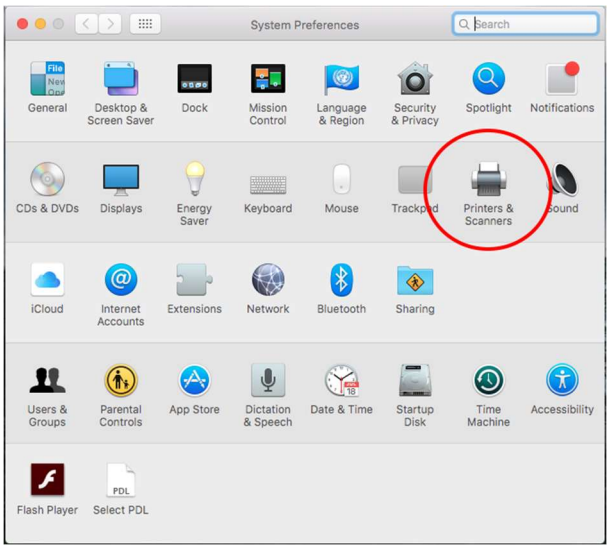


Step 11: Click the “General” tab. Print a Menu. test page just to make certain everything has been setup properly.

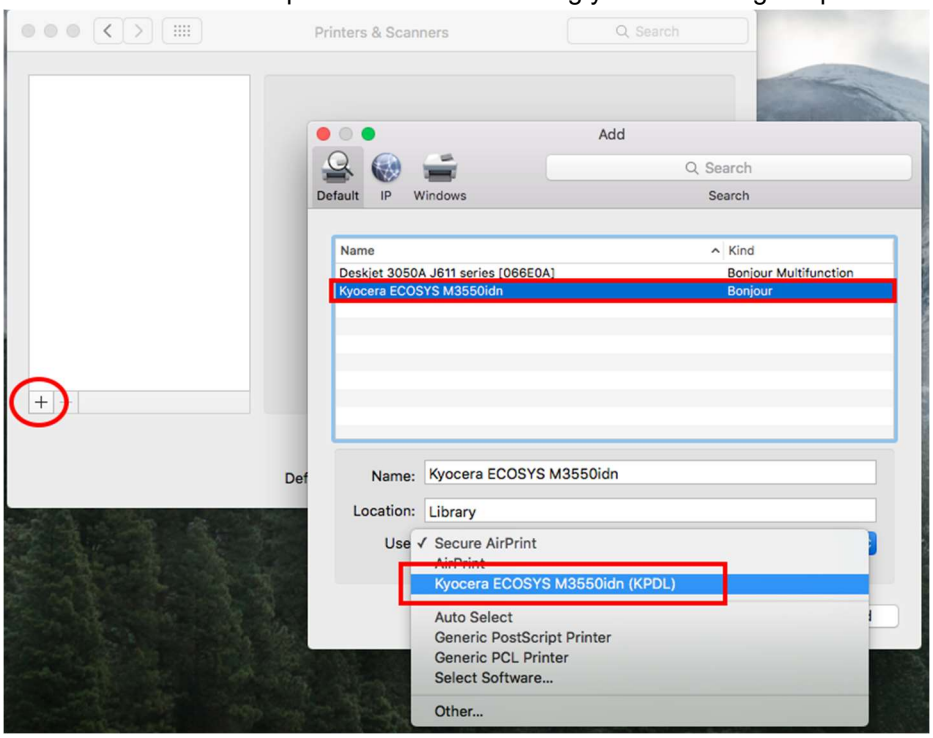


Mac Instructions

Step 1: Open the System Preferences window and click on “Printers & Scanners.”

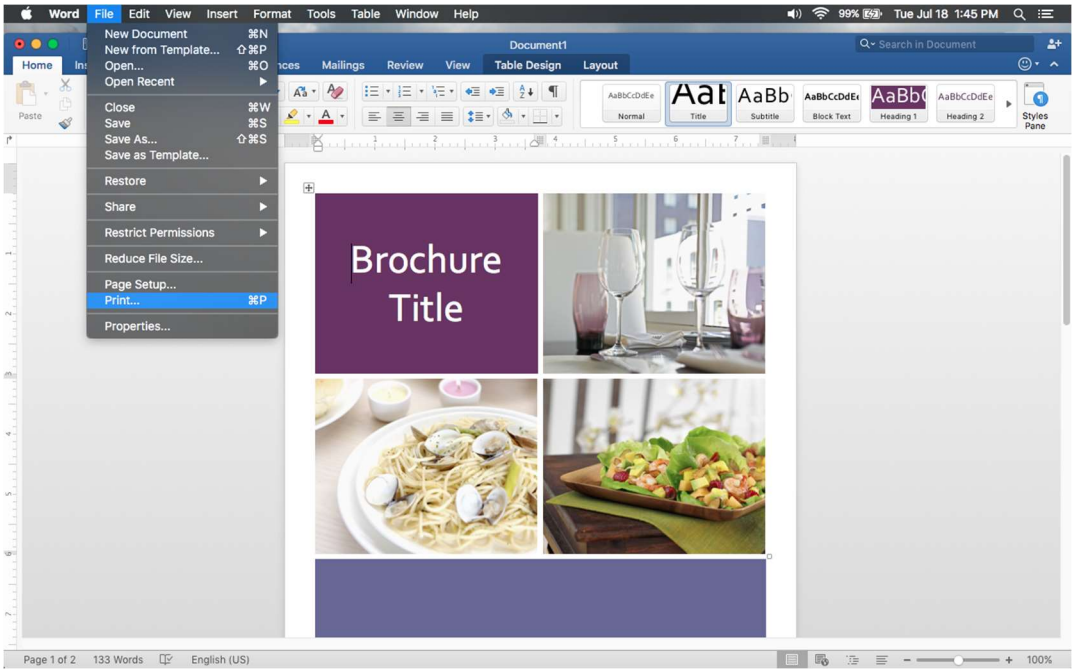


Step 2: Click on the “+” and if you are connected to the LBS-Guest WIFI account you should see at least two choices. Choose the “Kyocera ECOSYS M3550idn” and then click on “Use” and choose the Kyocera ECOSYS. Next click “Add.” It will open a new window telling you it is adding the printer. When done click “OK.”

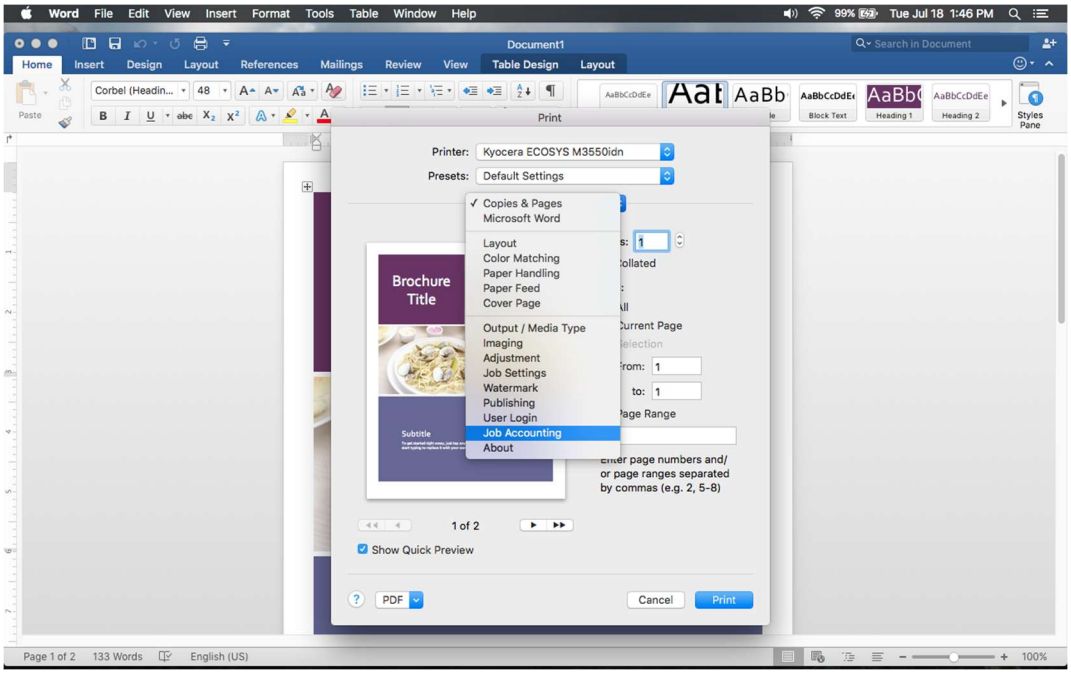


Step 3: This is the step that must be replicated in every program you use and plan to print from. In this example, we will show you how to do this in Microsoft Word. Other programs are arranged very similarly. If you have issues, contact the Media Specialist for assistance.

In Word, open a file then go to “File” and choose “Print.”

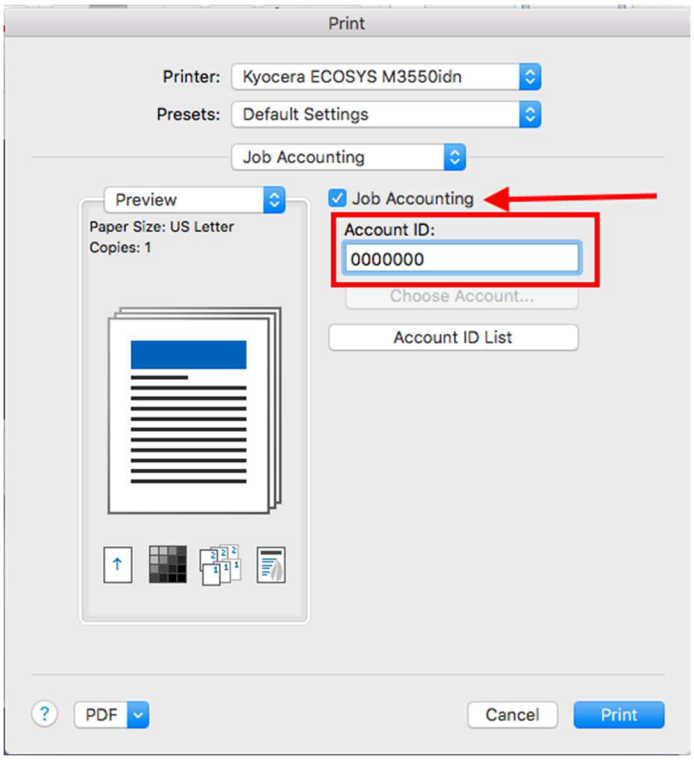


Step 4: The print window will open and first check that the Kyocera printer is chosen. Next, click on Copies & pages and scan down the list to Job Accounting. Click it.



Step 5: Check the "Job Accounting" box and then enter the seven-digit number you were given for copying and print access. Click "Print."

**Printer codes are given out by Patti Zwiers, so if you need one or have lost your number, see her.*



Remember that steps 3-5 must be repeated in the print section of each application you wish to print from. Failure to enter your print code will cause the printer to beep and blink with a printing error.

Books

Obtaining textbooks is the responsibility of the student.

Health

A student with an acute, contagious illness is not permitted to remain on campus. A student who has been required to withdraw from LBS for medical reasons may be required to furnish a satisfactory health certificate before returning to the Seminary community.

Students with Disabilities

Students with disabilities, including those with specific learning disabilities, are warmly welcomed to Lutheran Brethren Seminary. If you think you are eligible for accommodations in teaching/ assessment practice, it is essential that you contact the professor as soon as possible; if you have not done so already. All such information will be held in confidence.

I.D. Cards

I.D. cards are issued to each student which will serve as both a student I.D. and a seminary library I.D.

Insurance

It is the responsibility of the student to have a health insurance plan while attending LBS. The Seminary cannot assume the financial responsibility for hospitalization and/or medical expenses for students.

Transportation and Parking

Students are to park only within designated parking spaces. Do not park on any grassy areas, on sidewalks or in fire lanes. Handicapped parking is available and requires a special permit. Always use caution when driving in the parking area.

Library

Please consult the *LBS LIBRARY HANDBOOK* for procedures and policies.

The Christiansen Memorial Library provides to student's free access to several online databases and catalogs like Christian Periodical Index, MasterFILE Premier, Academic Search Premier and WorldCat. The Christiansen Memorial Library catalog is available online for public access 24 hours a day.

A library orientation will be included in the general Distance-Education Program Orientation at the start of each academic year. The orientation will contain information about the library, the library's mission, and how to use the library resources effectively. During the orientation each student is given the Christiansen Memorial Library Handbook in which the students can find the location, hours, and a map as well as information on the collections that can be found in the library; should they find themselves on-campus and needing resources. The Library holdings and acquisitions adequately represent the needs of the LBS curriculum, faculty and students.

Since 2008, the Library has been conducting a bi-annual survey. This survey analyzes the ease of use of the library as well as faculty and student satisfaction.

Research Papers Guidelines

Lutheran Brethren Seminary has a standard research paper template that all students are required to use for research paper assignments. It is available on the LBS web site's library page, along with other helpful resources. Students are also directed to A Pocket Style Manual, by Diana Hacker and Nancy Sommers, available in the library.

Computer Labs

There are two computers for student use available in the Computer Room. These may be accessed with a password which must be requested from the Main Office. Please limit your time on these computers.

Lost and Found

Check with the Office Administrator at the Main Desk if you have lost or misplaced something on campus.

LBS Student Key Policy

Students enrolled in classes at the Lutheran Brethren Seminary may request a building key which will allow access to the Seminary library after office hours. A $5 deposit is required to obtain a key. (See the LBS Receptionist for information)

Your signature on the form indicates that you agree to abide by the following guidelines.

1. Keep the building locked after entering.
2. Make certain doors are completely closed and the building is secure when you leave.
3. Not allow Hillcrest students in the building after office hours.
4. Return your key at the end of the fall semester if you are not enrolling in spring semester classes or return your key at the end of each school year. (The $5 deposit will be returned at that time.)
5. Not make a duplicate or loan it to anyone else
6. Abide by the building policies in the Student Handbook.

Mailboxes

The Office staff receives mail and distributes it to the students' mailboxes located adjacent to the library. Each student has his/her own box. Administrative correspondence and graded coursework that is not mailed or e-mailed to the student is placed in the student's box. Any communication or document, whether in a sealed envelope of not, is directed to and meant for the exclusive use of the person to whom the item is addressed.

Students may request an envelope at the reception desk in which to place assignments and correspondence for faculty. The Office staff will place these documents in faculty mailboxes.

There is a mail basket in the main office where the students and faculty may post their first-class, stamped, outgoing mail. Additional postal services will need to be sought at the Faith and Fellowship Book Store, at the post office one mile away in downtown Fergus Falls or in the Ben Franklin store.

Equipment Checkout Policy

Students and faculty may checkout equipment for ministry and educational purposes. The equipment is available for checkout by contacting the Librarian/Media Specialist.

Equipment Available:

- 1 – Projection Unit
- 1 – Tripod
- 1 – Video Camera

Reservations/Availability:

- Equipment Loans are limited to internal, active LBS Faculty, Staff and Students.
- Requests must be in person or via email at library@lbs.edu.
- Requests for equipment MUST be received no later than 12:00 p.m. the business day before intended pickup.
- All equipment is reserved on a first come/first served basis.
- Maximum loan period is 3 business days (including day of pickup).
- Clients may request to renew/extend a reservation only if the item has not been scheduled by someone else.
- Equipment you are scheduled to use will be available so long as the previous client returns it on time and without damage.
- Unless prior arrangements have been made, equipment not picked by the end of the day that it is reserved for will be canceled.

Pickup:

- Clients are encouraged to inspect equipment in the presence of the Media Specialist to be sure that any damage or signs of abnormal wear and tear are noted before equipment is signed for.

- **Training is mandatory for some equipment.** Online tutorials and guides are available through the online helpdesk on the LBS website, or you can schedule a one-on-one consultation for hands-on guidance. We insist that you learn how to use your equipment before checking it out so that it functions well for your needs.

Return:

- When equipment is returned to the Library, it will be inspected for any damage or missing accessories. Any missing cables or damage will be billed to the client.
- Supplies:
  Tapes and/or any other media necessary to allow proper function of the devices being used are the responsibility of the client, not the Seminary.

Student Records

Student records are maintained through the Registrar's office. Each student's academic and personal records are considered a private matter and are open only to the administration and individuals designated by the student.

Students have specific, protected rights regarding the release of such records and The Family Education Rights and Privacy Act of 1974, (FERPA) is a federal law that protects the privacy of student education records. LBS accords all the rights under law to its students.

Student Contract

Students sign their application signifying that they have read the Student Handbook, Doctrinal Statement of Belief, and the current seminary catalog.

Area Educational Institutions/Religious Opportunities

M State-Fergus Falls Campus
1414 College Way
Fergus Falls, Minnesota
877-450-3322

Minnesota State University Moorhead
1104 7th Ave South
Moorhead, MN 56563 USA
(800) 593-7246

North Dakota State University
Information Phone: (701) 231-8011
Physical Address: 1301 12th Avenue North, Fargo, ND 58102
Mailing Address: PO Box 6050,
Fargo, ND 58108-6050

Area Churches and Religious Opportunities

Bethel Lutheran Church (LB)
702 West Everett Ave.
Fergus Falls, Minnesota
(218) 736-5654

Good Shepherd Lutheran Church (LB)
515 Western Ave. N.
Fergus Falls, Minnesota
(218) 736-6926

Stavanger Lutheran Church
27113 Stavanger Church Rd.
Fergus Falls, Minnesota
(218) 736-6226

Messiah Lutheran Church
Underwood, Minnesota
(218) 826-6643

Swan Lake Lutheran Church
18979 248th Ave,
Fergus Falls, MN 56537
(218) 739-3481

COMMUNITY RESOURCES

Rental Properties

A list of current rental properties may be received from the Seminary office.

Childcare Resource & Referral

Ottertail County	877-558-7616
Trinity Lutheran Preschool	218-736-5847
Children's Corner Learning Center	218-739-2847
Ottertail County Health Dept.	218-998-8320

Hospitals

Lake Region, Fergus Falls	218-736-8000

Health Care Insurance

Minnesota Care http://www.dhs.state.mn.us	800-657-3672

Mental Health Services

Lakeland Mental Health Center	218-736-6987

Medical Clinics

Lake Region Healthcare, Fergus Falls	800-247-1066 or (739-2221)
Lake Region Healthcare Walk-In Clinic	218-739-6800
Sanford Clinic, Fargo	701-234-2000

Miscellaneous services:

Affordable Housing Program	385-2900 (Ext. 121 & 124)
Minnesota Job Service of Fergus Falls	218-739-7560

Fuel Assistance

Otter Tail County	218-739-4496

Social Services

Ottertail County	218- 998-8150

Schools

Fergus Falls Public School www.fergusfalls.k12.mn.us	218-998-0544
Hillcrest Academy (grades 7-12) www.ffhillcrest.org	218-739-3371
Morning Son Christian School (grades K-6)	218-736-2477

Local Newspaper

Fergus Falls Daily Journal www.fergusfallsjournal.com	218-736-7511

Utilities

Ottertail Power Company	218-739-8200
Lake Region Electric Co-op	800-552-7658
City: Garbage removal, water, sewer	218-739-2251
Great Plains Natural Gas	218-736-6935

Church of the Lutheran Brethren

www.clba.org (218) 739-3336

Organizations and Events

The Student Association of LBS is organized with student officers and a faculty advisor. Also, volunteers (one representative from each of the three classes) are sought to serve as a Deacon Board to handle requests for funds to help students and their families who encounter special financial emergencies. A Seminary Deacon Fund is managed by students with profits from student run candy and soda machines located in the commons area. The Seminary also regularly fields a basketball team for annual Hillcrest Invitational Basketball Tournament comprised of church teams from across the nation. Students plan a Spring Banquet each year at which graduating students are honored.

LBS sponsors an annual A.A. Pedersen Lectureship in Preaching each October, in honor of a former LBS president and faculty member who was esteemed for his gifts as a Bible teacher and preacher. Each year this lectureship brings to our campus one of America's ablest preachers. (see LBS Catalogue)

Three days each January are set aside for a J-Term that offers students and pastors unique learning opportunities beyond the normal classroom experience. J-Term allows students to receive additional instruction on a short-term basis and an opportunity to interact with pastors actively engaged in ministry who will be their future colleagues.

LBS also sponsors "Seminary Women," which provides women students and the wives of seminary men opportunities for fellowship and support in seminary life. Gatherings range from social activities to study sessions in which speakers address various topics. One on one friendship and prayer support by wives of local pastors and LBS faculty is also offered.

Disability

LBS is committed to offering equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the Seminary does not exclude otherwise qualified persons from participating in Seminary programs and activities. LBS is committed to nondiscrimination for all persons in employment, access to facilities, student programs, activities and services.

Handicap Accessibility

Lutheran Brethren Seminary (LBS) has a responsibility to its students, faculty and staff to make reasonable accommodations to ensure that its facility is physically accessible to those individuals with disabilities.

The LBS building is handicap accessible from the parking lot where there are marked handicap parking places and an accessible route from the parking lot into and throughout the building. This is the same route that would be used in an emergency situation. In the case of an emergency, plans specifically state that faculty and students are to be available to give assistance to those who might need it.

To the extent that it is structurally and financially feasible, LBS will consider making physical accessibility accommodations **if** requested and **if** in keeping with Americans with Disabilities Act Laws. When an individual requests accommodation, LBS may require the individual to provide documentation of the disability for which they need accommodations. Although this is an interactive process, LBS will make the final decision regarding necessary physical accommodations.

The following accommodations will not automatically be provided in keeping with the ADA 1) personal services or devices or 2) anything which results in a fundamental alteration in the purpose of the service, program, or activity.

Any complaints addressing the physical accessibility of the LBS building may be made in writing or in person to the Office of the Dean.

Non-Discrimination Policy

Lutheran Brethren Seminary does not discriminate on the basis of gender, race, national or ethnic origin, handicaps, or age in administration of its educational policies, admissions policies, scholarship and financial aid programs, and other seminary administered programs. LBS is authorized under federal law to enroll non-immigrant alien students.

Weather Emergency

If a weather emergency develops, the President and the Dean of LBS will consult with local weather sources and, if necessary, law enforcement officials to determine if the campus should be closed. If the campus is closed, all non-class related activities held at LBS will be canceled. However, classes will still be held. In this case, all students are encouraged to attend their class(es) online. Weather-related campus closings will be posted to the Populi dashboard by 6:30am and a message will be sent out to all students, staff, and faculty through Populi's messaging feature.

Locking Policy:

1. Building hours are 8:00-4:30 most business days. There are exceptions. During these hours, at the minimum, the main door will be unlocked.
2. The last faculty or staff member in the building is responsible for checking the facility for unauthorized persons and for officially locking all doors, including the office doors.
3. Students who use the library and student lounge after hours will use their own keys and will keep doors locked while in the building. The doors should not be propped open or left unlocked.
4. It is then each student's responsibility to make sure the door is locked behind him/her each time they leave the building.
5. Each person in the building after hours must make certain that the building is secure upon exiting.

Building Access Policy

Students are issued individual building keys to give them full access to the library and the student lounge. The equipment in these areas is available to any individual assigned a key. All students, faculty, and staff using the building after office hours and on weekends are expected to ensure that the building is secure when leaving.

Personal Injury

The Seminary will assume no responsibility or liability for any damage to property or any personal injuries caused by the unintentional, willful, or malicious conduct of students.

Sale and Solicitation

LBS prohibits solicitation, sales, or door-to-door canvassing by students or non-students on Seminary property, except with permission of the Dean of the Seminary.

Security

Members of LBS are encouraged to be alert to suspicious or criminal activity and to promptly report criminal actions and other emergencies that occur on the campus to an authority of the Seminary or the Fergus Falls Police Department (911).

Drug Policy

The illegal sale, possession and/or use of controlled substances, e.g., alcohol, marijuana, amphetamines, barbiturates and other hallucinogens is prohibited on the Seminary campus or at any seminary sponsored function. Students and employees are not allowed to bring alcohol and/or illicit drugs on site at the Seminary or any Seminary-sponsored activities off campus at any time. The Seminary administers the following drug and alcohol abuse prevention program in compliance with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

1. Unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities is specifically prohibited and is a violation of the laws of the city of Fergus Falls, the State of Minnesota and the United States of America. The Seminary will support all local, state and federal laws relating to drug and alcohol abuse. The courts will determine the penalties for violations of these laws.

2. The use of drugs brings with it may dangers to one's mental and physical health. Common results of abuse are addiction, delusions, hallucinations, toxic psychosis, depression, convulsions, loss of appetite, cirrhosis, emphysema, heart disease, various cancers, panic reactions, brain damage, bone marrow disorders, lower resistance to disease, infections, hepatitis, proneness to accidents, and death.

3. The Seminary desires to assist any student to obtain pertinent information on drug abuse or to enter an appropriate, medically supervised treatment program.

4. Violation of these standards by any student will be reason for mandatory evaluation and/or treatment for substance abuse disorder or for disciplinary action up to, and including, dismissal from the institution.

5. The intent of this program and participation by the Seminary is to be preventative and remedial. Students are subject to seminary disciplinary action and referral to local authorities for violation of the Seminary drug policy

Smoking Policy

Smoking or other use of tobacco products is not permitted on the Seminary campus.

Weapons and Violent Student Policy

The possession of weapons on Seminary grounds or at any LBS sponsored event is strictly prohibited unless special permission is requested in writing and is granted by the school administration. Permission will only be granted if the student requesting the exception holds a current concealed weapon permit and is able to demonstrate a compelling reason to have the weapon on his/her person while attending the Seminary or a school sponsored event.

If permission is granted, the faculty will be notified that the student will be on Seminary grounds in possession of said weapon. The weapon must remain concealed at all times. There will be no exceptions to this policy. Failure to comply with this policy may result in immediate expulsion from the Seminary.

If the weapon is displayed, whether or not it is in an intentionally menacing or threatening manner, the police will be notified. The administration and area police will evaluate the circumstance to determine what, if any, disciplinary action should be taken.

No threatening behavior will be tolerated. The following examples illustrate situations that could result in suspension or expulsion; however, there are other circumstances not listed here which may result in immediate suspension and/or termination of student status:

- Disruptive or harassing conduct.
- Possession of weapons or explosives, or violation of criminal laws on the Seminary grounds or at school sponsored activities.
- Violence or the threat of violence, including, without limitation, scuffling or throwing objects.
- Threatening or intimidating other students, supervisors, staff or faculty.

Sexual Harassment Policy

LBS is committed to providing an environment free of discrimination. In implementing this commitment, the Seminary maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important to note that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others. All students and employees are required to report any incident of harassment they witness or they are subjected to.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and request for sexual favors where either; (1) submission to such conduct is made an explicit or implicit term or condition of employment or of the individual's status in a program, course or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions, a criterion for evaluation, or a basis for

academic decisions or other decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance and/or educational experience and/or creating an intimidating, hostile, and/or offensive work and/or educational environment. Employees and/or students who violate this policy are subject to discipline, up to and including termination of employment, and expulsion for a student.

If you believe that you have been harassed, you should promptly report the facts of the incident(s) and the names of the individuals involved to a faculty member, the Academic Dean, or the President. Each reported violation will be investigated, and appropriate corrective action will be taken, including disciplinary action when it is warranted.

Sexual harassment is also prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

LBS also does not condone retaliation against any member of the faculty, staff, student body, or other employee who has made a report of alleged sexual harassment or against anyone that has testified, assisted, or participated in the investigation of such a report. Retaliation is a violation of Title VII and Title IX and also will lead to disciplinary action by the College against the offender.

Emergency Procedures

Be Prepared for Emergencies

Emergencies, accidents, injuries and other unexpected events can occur at any time and in any place. Being prepared both mentally and physically for the unexpected is the first and best defense to minimize an accident. Each of us must take a pro-active approach to providing a safe environment and, although no guide can cover all situations, the procedures outlined in this guide will help prepare you should an emergency arise.

Be sure to:

- Familiarize yourself with your surroundings.
- Know the locations of all exits from your area or building in case fire of debris should block one.
- Know the location of fire alarm pull station.
- Know the location of fire extinguishers and first-aid kits.
- Know where to find the nearest phone to call 911.
- Be aware of what is going on around you.
- Lock your car and conceal valuable items. Never leave personal property unattended.
- Keep this guide handy, either close to or under your phone.

Faculty, Staff, and Student Responsibilities

- Know your emergency contacts.
- Learn and follow established procedures when an emergency condition exists.
- Learn the location of all building exits.

- Learn the location of all alarm pull stations and fire extinguishers.
- Report fire hazards to on campus security
- Do not block fire doors in an open position.
- Do not block corridors or passageways with chairs, desks, inventory, etc.
- During emergencies, follow the instructions from this guide and emergency personnel and remain calm, remain quiet and listen for further instructions.

Medical Emergency

If a situation is obviously life-threatening, such as heart attack, choking or severe injury, call 911. Give specific information as to the nature of the problem and the specific location of the injured person. The seminary address is 1036 W. Alcott Avenue and the phone number is 739-3375.

We encourage students who have chronic medical conditions to inform the Office Administrator and request that faculty be notified of the condition and what do in situations where medical attention is required. Students should also have appropriate medical information and identification on their person.

Unwanted persons plan

During business hours:

1. All faculty and students should seek to be aware of any unknown persons in the building and be proactive, approaching them to see if you can be of service to them. Our first goal is to foster a welcoming atmosphere and secondly we want to alleviate a possible unwanted persons situation. Anyone not feeling comfortable approaching the person should contact someone in the office about the visitor's presence.
2. The person needing help should be directed to the appropriate person or place. The unknown person not needing help and not seeming to belong in the building should be directed to the office.
3. If the person is not willing to check in with the office then that person's presence should be immediately reported to someone in the office – preferably the President.
4. If it is a situation that appears to be threatening, someone should immediately call 911 staying calm while explaining the situation.

After business hours:

1. If there is a "suspicious" person seeking to gain access to the building, loitering around the outside of the building, or peeking through windows/doors call **911** and report the situation in as much detail as possible and let the authorities assess the situation.
2. If a person has gained access to the building and the situation does not appear to be threatening approach them and offer service. If the situation is uncomfortable or appears threatening in any way call **911** immediately.

This unwanted person's policy necessitates that the locking policy be followed.

Any situation that becomes uncomfortable because of an unknown or an unwanted person should be immediately reported to the LBS President and/or the police. We depend on faculty, staff and students to call 911 immediately if they encounter an individual or situation that they feel is out of place or suspicious, and provide a description, an

explanation of the person's actions and any other pertinent information. Authorities will attempt to identify the individual to determine if they have a legitimate reason to be on campus.

Suspicious behavior may include:

1. Going from door to door, office to office
2. Loitering in a hallway or area
3. Entering a private office unescorted
4. Offering items for sale in buildings
5. Entering a secured area
6. Asking for an unknown person or department
7. Asking for money
8. Leaving an unrequested package
9. Excessive accessories (bags, backpacks, etc.)

Emergency Lockdown Policy

A building lockdown occurs in a situation when there is a threat to building occupants, and when evacuation is not advisable. The Dean of the Seminary or other responsible person in authority will call for a "lockdown" status throughout the building and notify the Church of the Lutheran Brethren that LBS is in lockdown. A message to lockdown will come through text, email, voice or through the bell system. If you are on campus, remain calm and use the following guidelines.

- Go to the nearest room or office. Lock or block the doors and cover the windows.
- Get away from windows and doors.
- Keep down and keep quiet.
- Put cell phones on vibrate.
- DO NOT open the door.
- Evacuation is NOT recommended.
- If possible, call 911 and stay on the line until the dispatcher tells you otherwise.
- Administration notes missing staff or known visitors.
- The "lockdown" status will be removed by the Dean or other authoritative person known to school employees. This person must identify himself or herself when removing lockdown status.

If you receive a message in text, email or voice, to lockdown from the campus, and you are NOT on campus, do NOT come to campus.

Emergency Plan

Building Evacuation

If it should become necessary to evacuate a building, it is important that you remain calm, leave the building immediately, and exit in an orderly fashion. The evacuation should be conducted immediately upon hearing a fire alarm or if directed by the Fire Department. Prior to any emergency, determine nearest exit routes and exit points in your area.

Things to think about when evacuating a building:

- Help others with disabilities that may need help.
- Attempt to account for all persons that are in your area.
- If time permits, take any personal items with you (keys, purses, medications, glasses).
- Close doors behind you.
- Do not use elevator.

Fire

This is the most likely occurrence of a natural emergency on campus. Whenever you hear a fire alarm, **take it seriously!**

The instructors will order their students to evacuate the building, through the nearest exit, in an orderly and quick fashion. The instructor should stay until all students have evacuated the classroom and the building. Unless blocked by fire or other hazard, use the following routes when classes are in session:

- Classrooms 1 & 2 use the exit across from the stairwell, or the main entrance.
- Classroom 3 use the exit off the main floor lounge to east parking lots.
- Lower level library and lounge, use north exit off student lounge.
- Faculty offices, exit through CLB main entrance or LBS main entrance.
- The instructor should remain until all students have evacuated the classrooms and the building. Then, and only then, the group should move to the designated evacuation area: the parking lot in front of main entrance. Stay in a group, and wait until an “all clear” is given from the proper authorities. **DO NOT** re-enter the building for any reason until the “all clear” is given.

Sabotage/Arson

In the event of a large scale civic disorder, organized groups may utilize means to purposely disrupt normal programs at the seminary.

Bomb Threat

If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT**. Clear the area and call the police. If you receive a telephone call that a bomb or other explosive device has been placed on campus, ask the caller:

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What kind of bomb is it?

4. What does the bomb look like?
5. Why did you place the bomb?

Keep talking to the caller and record the following, if possible:

1. Time of the call.
2. Age and sex of the caller.
3. Speech pattern or accent.
4. Emotional state of the caller.
5. Background noises, if any.

Remain calm. Immediately notify the police with the above listed information. If there is a need to evacuate the building, an administrator or police officer will announce the evacuation. Proceed with all other people in the building to the nearest parking lot and wait for further instructions. Do not return to the building until an "all clear" has been given.

Tornados

Tornado Procedures:

The City of Fergus Falls is prepared to warn the public with several strategically positioned sirens which sound if atmospheric conditions indicate concern. The City of Fergus Falls tests the emergency sirens the first Wednesday of each month and they can be heard clearly on the LBS campus. The sirens will be sounded under the following conditions:

- National Weather Service issues a severe thunderstorm warning with straight line winds 65 mph or more and/or hail one inch or larger.
- Severe thunderstorm is in the area and a confirmed tornado is approaching.
- National Weather Service issues a tornado warning for Fergus Falls.
- An emergency situation exists and citizens need to be warned and given instructions on how to respond.

In all the above situations, everyone should take cover immediately and tune to local media outlets for information on the immediate threat. In the event local media is unable to broadcast, tune weather information radios to 162.500 MHz.

Tornado Watch – A Tornado Watch means that conditions are *favorable* for tornadoes to form, *not* that a tornado has been sighted. The watch may cover time periods of up to 8 hours. Under this situation one should pay close attention to changing weather conditions and listen for additional weather statements. The administration of LBS will monitor the situation during a tornado watch.

Tornado Warning – A Tornado Warning is issued when a tornado *has been sighted* either visually or by radar. The warning is issued for a particular area and immediate action is required. When a Tornado Warning is received, the President and Office Administrator shall be notified and will decide if the campus should be alerted. If an alert is deemed appropriate, classes will be canceled and the emergency tornado procedure will begin. Seek shelter in the lower level of the Seminary.

Due to the unpredictability and speed of a tornado, warning time is critical. You should avoid exterior windows, walls, and ceilings whenever possible. If you are outside when you hear the warning siren, seek inside shelter, preferably in a steel framed or concrete building or in a building that appears to be sturdily constructed. If you are already inside a building, go to the lower level of the Seminary. In the event of casualties, give first aid to the best

of your ability, (First Aid Kits are located in the Main Office), and notify authorities as soon as possible at **911**. Be sure to give your name and exact location on campus.

Tornado Evacuation/Safe Shelter Plan

Staff and students will be advised when a Tornado Warning is in effect and are encouraged to comply with these guidelines.

- All persons should be encouraged to remain inside a safe area until the warning is canceled.
- Stay away from all glass windows and exterior doors at all times.
- Doors to all rooms should be kept closed.
- Calmly and orderly proceed to an interior hallway or room, or to a bathroom.
- Crouch face-down and protect your head with your arms.
- If time does not permit you to go to another area, sit on the floor under furniture, or near an inside wall.

Toxic Materials

With a major street running adjacent to the campus, and a major freeway less than a mile southwest of the campus, it is possible that the release of poisonous gas might happen as the result of an accident. If there has been no formal order to evacuate the campus, you should:

1. Proceed to the building closest to you and secure the door behind you.
2. Once inside the building, stuff any opening with clothes or rags to seal the room – protecting yourself from possible fumes.
3. Wait until an “all clear” has been sounded before leaving the room.