



## 2023-2024 ACADEMIC CATALOG

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Suite 700  
Oakland, CA 94612

Dear Student,

This catalog serves as a current record of Starr King School for the Ministry's Academic Policies, Procedures and Program Objectives for the 2023-2024 academic year. It will allow you to understand your responsibilities and rights as you navigate your studies at Starr King. Please take some time to review this information.

This catalog is supplemented by information in the Student Handbook (<https://www.sksm.edu/resources/student-handbook>) and Starr King's course catalog (<https://www.sksm.edu/academics/full-course-catalog>).

While the catalog is accurate at the time of publishing (effective as of June 2023), course offerings, programs, services, tuition and fees, rules and regulations are subject to change. Starr King will do its best to communicate any changes in a timely fashion.

We wish you all the best in your academic pursuits and spiritual formation at StarrKing.

Faithfully,

Rev. Dr. Gabriella Lettini, Dean of the Faculty, Chief Academic Officer and Aurelia  
Reinhart Professor of Theological Ethics  
Rev. Dr. Chris Schelin, Dean of Students and Director of Contextual Education

## **MISSION**

The mission of Starr King School for the Ministry is to educate people for Unitarian Universalist ministry AND for progressive spiritual leadership in society. Our educational approach is rooted in Unitarian Universalist values with a focus on:

- Countering Oppressions
- Cultivating multi-faith, multi- religious life and learning
- Creating just and sustainable communities
- Calling forth wholeness and liberation

Starr King School aims to educate the whole person in the service of love, compassion, and justice, through:

- Teaching by who we are and what we do
- Student-centered participatory learning
- Excellence and depth in religious studies
- Formation in the arts of religious leadership
- Service with congregations and communities
- Deepening self-awareness and cultivating spiritual practice
- Striving to live in right relationship with self, others, and the earth

## **OUR THEOLOGICAL UNDERSTANDING**

Starr King School for the Ministry expresses a theological understanding that includes all in an embrace of mutuality, equality and respect. We seek to foster I-Thou relationships with one another, rooted in authentic presence and the full unfolding of the powers of the soul. Our traditions seek to communicate not only to the mind, but also to the heart. They lead us to encourage special pastoral concern for those who have been oppressed in body and spirit because of unjust social conditions. Honoring the priesthood and prophethood of all believers, our theological task includes working for just, loving and sustainable community among human beings and with the earth.

We value the integration of academic expertise with lived experience and living spirituality. We emphasize ongoing revelation in each culture and in every creature. Our attention is drawn to the concrete, not the abstract, to the particular, not the generic. Time, place, culture, language and history are theologically significant because they help us understand the presence of the holy within time and space, and within diverse expressions of humanness.

In faithfulness to our theological understanding, we educate to counter oppressions and create just community. Intersecting patterns of violence and injustice mark the world. But we believe

that abiding resources of beauty, grace, resistance and transformation abound. To teach is to cooperate with revolutionary grace in the healing, transformation and full unfolding of life.

## **OUR EDUCATIONAL PHILOSOPHY & PEDAGOGICAL PRACTICE**

Our theological understanding is expressed in our educational philosophy and pedagogical practice. We seek to educate in ways that:

- trust in an empowering and liberating grace larger than ourselves,
- call forth the full, authentic presence of people,
- welcome silenced knowledge, feeling and experience,
- undergird human wholeness, integrity, interdependence and agency,
- foster self-awareness and self-respect,
- strengthen relational capacities and the ethics of community,
- deepen knowledge and wisdom arising from engagement with primary texts and primary experience,
- embody an ongoing practice of inquiry, study, action and reflection.

Starr King School emphasizes student-centered, holistic learning that cultivates habits for successful ministry and effective religious leadership.

### **Our Educational Model:**

Starr King's Educational Model advances Starr King as a school with "permeable walls" and opens the school to enrollment growth by making our programs more flexible, focused on student-centered education. It asks each student to engage in different modes of learning: on-line learning, residential learning, hybrid learning, immersion learning and field learning.

## **EDUCATING TO COUNTER OPPRESSIONS (ECO)**

In our work we strive to embody what we hope to see in the world — a just, loving humanity and community in which people are free to be themselves fully and without fear; a community where no one is exiled, silenced or exploited because of gender, gender expression, race, color, ethnic or national origin, religion, sexual/affectional orientation, age, class, physical character or disability.

Read more about [\*Educating to Counter Oppressions and Create Just Communities.\*](#)

## BRIEF HISTORY

Starr King School opened its doors in 1904 as the Pacific Unitarian School for the Ministry.

In 1941, the school changed its name to Starr King School for the Ministry in honor of Thomas Starr King, a Unitarian and Universalist minister who served the San Francisco Unitarian Society during the Civil War.

In 1942, the school moved to the location on Le Conte Avenue in Berkeley, close to other theological schools that in 1962 joined in a theological consortium known as the Graduate Theological Union (GTU). Starr King was a member of the GTU from 1964 to April 2022. Starr King has evolved tremendously over its more than 100-year history yet held fast to its commitment to religion that is both liberal and liberating. At the school's heart is a passion for transformative education and a belief in the possibilities that lie within human beings. In 2020 Starr King sold its building in Berkeley and moved to the Vera Long Building on Mills College campus in Oakland. In 2022 the school moved to downtown Oakland, due to Mills College's absorption into Northeastern University.

[Read more about Starr King's History](#)

## **THE ACADEMIC ENVIRONMENT**

*Individualized and Integrative Learning*

### **Individually Designed Programs**

Each person's path to religious leadership is unique. Starr King School attends to individualized and integrative learning, meeting students where they are and attempting to understand their previous needs and potential. The school then directs students to resources and offers counsel to help identify and satisfy their development through experience, study, evaluation and growth.

### **Holistic Study and Experiential Learning**

Starr King considers students' whole life experience during seminary to be relevant to their studies. Significant learning takes place in contexts other than structured courses and formal fieldwork.

Independent projects, creative undertakings, learning from workplace challenges, life crises or major events, such as the birth of a child, the death of a friend or national mobilization of justice issues, are all occasions for grappling with spiritual questions.

## **Small Classes**

The school intentionally keeps its classes and seminars small, with emphasis on the active participation of all present. Our practice is to not accept auditors in courses because we expect each person in the classroom to participate fully.

## **Narrative Evaluations**

As a general practice, Starr King employs written evaluations in coursework and fieldwork rather than letter grades. Through written evaluations, students receive regular feedback and counsel regarding the quality of their work and path of preparation for ministry, scholarship or spiritual leadership in society. Evaluations are also listed as Pass or Fail on the students' transcripts. Letter grades will be given to other Starr King students under certain circumstances and with the agreement of both the student and the student's advisor.

## **Thresholds**

At Starr King School for the Ministry, our overall goal is to help each person prepare for religious leadership, within a multi-religious and counter-oppressive context. Towards that end, students will develop competency in each of the eight threshold areas described below.

Each threshold corresponds to the traditional disciplines and fields of religious studies (noted below, in Christian-inspired language).

In 2014-2015 Starr King faculty created a series of learning outcomes for each threshold as part of its assessment study for the Association of Theological Schools. These learning outcomes will be used to support and document students' progress in each threshold area.

Students will consult and work with their advisors to ensure they meet these learning outcomes. In their first term, they will conduct a Threshold Review with their advisor to identify areas where they already have some experience and those that will require more of their attention. Towards the middle of their program, students will work with their advisor as they write an in-depth Threshold Assessment that reflects their work to date in each of the threshold areas. This assessment will become an essential part of their Portfolio Conference and Packet. In their final year, students will prepare a Final Threshold Assessment – again in conversation with their advisor – as part of their Petition to Graduate.

The eight threshold areas are:

1) Life in Religious Community and Interfaith Engagement

*The Offices of Pastor, Chaplain, and/or Spiritual Activist*

Students will develop leadership skills in their faith community and/or in interfaith settings. Work in this threshold may include courses in Cultural and Historical Studies of Religions, Ritual Studies (Liturgical Studies), Functional and Pastoral Theology, Field Work and Internships. To meet the learning outcomes for this threshold students will:

- Participate in a faith and/or or interfaith community.
- Study how faith communities – including their own – have organized and expressed themselves across time and space, including in their efforts to address injustice.
- Develop and apply leadership skills – including pastoral, organizational, and social change -in a faith community, interfaith setting, and/or movement.
- Examine faith and interfaith communities' engagement – including with social change issues – from multicultural, counter-oppressive perspectives.

2) Prophetic Witness and Work

*The Offices of Prophet & Social Change Agent*

Students will learn to assess and respond to injustice and complex ethical issues in their communities and the world, while recognizing their own social locations and/or privileges. Work in this threshold may include courses in Ethics and Social Theory, Religion and Society, Religious Leadership for Social Change, Field Work and Internships. To meet the learning outcomes for this threshold, students will:

- Study systemic oppression (e.g., based on race, gender, class, age, religion, ability, etc.), including in one's own community, faith tradition, and life.
- Develop praxis/reflection skills to build just and sustainable communities and counter oppression.
- Become an activist and/or ally with those working for justice in a congregational, interfaith, community, or global setting.
- Engage in interfaith dialogue, action, and community with diverse audiences from a multicultural, counter-oppressive perspective.

### 3) Sacred Text and Interpretation

#### *The Offices of Preacher and Spiritual Activist*

Students will learn to use the sacred texts of the communities they serve in their speaking, writing, art and activism. They will also develop interpretations of sacred texts that are multi-religious and counter-oppressive. This threshold may include courses in Cultural and Historical Studies of Religions, Media Skills, Biblical Studies, Biblical Languages, Homiletics, Preaching, Sacred Texts, Field Work and Internships. To meet the learning outcomes for this threshold, students will:

- Study sacred texts (written and oral), interpretive methods and cultural contexts in diverse faith traditions, including their own.
- Use sacred texts (written and oral) and interpretive methods in faith communities, interfaith groups, social change and/or spiritual care settings.
- Develop skills in multi-religious hermeneutics, including sacred texts, in context and conversation with others through worship, preaching, art, etc.
- Create multi-media resources based on interpretations of sacred texts (written and oral) for multi-religious and counter-oppressive purposes.

### 4) History of Dissenting Traditions and the Theological Quest

#### *The Offices of Scholar and Activist*

Students will learn to articulate their theology and call to ministry. They will research and connect the histories of dissenting traditions to current events. This threshold may include courses in History, Church History, Media Skills, Storytelling, Field Work and Internships. To meet the learning outcomes for this threshold, students will:

- Examine the history and nature of dissent in different faith traditions, including their own.
- Develop a familiarity with the prophetic history of progressive religions and/or movements and their connections with and impact on current events.
- Develop skills in public ministry that are multi-religious and counter-oppressive.
- Address injustice and promote social change as part of a progressive religious community, interfaith group, organization and/or movement.

### 5) Spiritual Practice and the Care of the Soul

#### *The Offices of Pastor, Chaplain & Spiritual Director*

Students will develop skills for tending to the spiritual needs of the communities they serve. They will also develop and/or deepen a spiritual practice of their own. This threshold may include courses in Religion and Psychology, Spirituality, Pastoral Care, Spiritual Direction, Spiritual Practice, Field Work and Internships. To meet the learning outcomes for this threshold, students will:

- Develop and/or deepen their own spiritual practice.
- Explore different faith traditions' core spiritual practices and how these might be used to foster spiritual growth, counter oppression and promote social change.
- Create and follow a self-care plan based on a holistic assessment of their needs.
- Offer spiritual care to others in a faith, interfaith, and/or community setting.

#### 6) Theology in Culture and Context

*The Offices of Theologian, Scholar & Activist*

Students will learn to articulate the theological foundations of their ministry and call to religious leadership and/or spiritual activism. This threshold may include courses in Systematic and Philosophical Theology, Cultural and Historical Studies of Religions, Social Theory, Religion and Society, Field Work and Internships. To meet the learning outcomes for this threshold, students will:

- Study theologies of different faith traditions across time and space, including their own.
- Articulate their own theology and call to religious leadership and/or spiritual activism.
- Develop skills in using theological language in worship, education, art, media and/or activism.
- Engage people in theological conversations that are multi-religious and counter-oppressive.

#### 7) Educating for Wholeness and Liberation

*The Offices of Teacher, Educator, Facilitator*

Students will develop skills and resources for facilitating the learning, growth and transformation of the people and communities they serve. This threshold may include courses in Theology and Education, Organizational Development, Conflict Transformation, Religious Education, Human Development, Field Work and Internships. To meet the learning outcomes for this threshold, students will:

- Study the power of education to address injustice and foster the wholeness and liberation of people, their communities and environment, including through religious education.
- Develop, teach and/or facilitate educational programs, classes or workshops involving children, youth, and/or adults in congregational, interfaith and/or community settings.
- Develop expertise in a specialized area of social change, ministry and/or spiritual practice and share this knowledge through speaking, writing, activism, media and the arts.
- Create multi-media educational resources that are multi-religious, multigenerational, and counter-oppressive.

#### 8) Embodied Wisdom and Beauty

##### *The Offices of Liturgist & Artist*

Students will learn to employ the arts in a variety of ways in their ministries and will develop and/or deepen a creative practice of their own. They will also learn to recognize cultural misappropriation and ways of avoiding and/or countering it. This threshold may include courses in Liturgical Studies, Art and Religion, Spirituality, FieldWork and Internships, and specific artistic disciplines. To meet the learning outcomes for this threshold, students will:

- Explore the role of beauty, aesthetics and the arts in different faith traditions and communities, including their own.
- Develop and/or deepen a creative practice of their own.
- Use the arts and beauty in congregational, interfaith and/or community settings, including to address injustice and foster social change.
- Study historical and contemporary examples of cultural misappropriation and ways of avoiding and/or countering it.

## **PROGRAMS OF STUDY**

Starr King School offers the following programs of study:

- Master of Divinity (MDiv)
- Master of Arts in Social Change (MASC)
- MDiv and/or MASC Chaplaincy Concentration
- MDiv and/or MASC UU Ministry Concentration
- Graduate Certificate in Chaplaincy Studies
- Graduate Certificate in Multi-Religious Studies
- Graduate Certificate in Unitarian Universalist Studies

Information on each of the programs can be found below and on our website: [www.sksm.edu](http://www.sksm.edu)

### **Master of Divinity Degree**

#### **Educational Goals**

The MDiv degree at Starr King is designed to prepare people for vocations in parish ministry; community ministry; religious education ministry; hospital, prison or hospice chaplaincy; or related forms of religious leadership with congregations and the wider community. The MDiv meets the basic educational requirement for fellowship as a Unitarian Universalist minister, as well as the basic educational requirement for ordination in a variety of other denominations.

At Starr King, each student's MDiv program of study is individually designed to respond to that person's gifts, challenges, life experience and calling. The program's overall goal is to prepare each person holistically for ministry through attainment of competency in eight threshold areas that integrate the arts of ministry with the disciplines of theological and religious studies. This goal also includes the development of personal qualities and habits for a successful ministry, such as mature judgment, self-awareness, spiritual practice, integrity, responsibility, sensitivity and ethical discernment.

## Degree Requirements

- Completion of 90 Units (no residency requirements).
- 3 Required Core Courses:
  - ECO (*Due to its foundational nature, the ECO Core Course must be taken within six months of matriculation*)
  - Multireligious Core
  - and either:
    - UU Leadership Core Intensive, for UU students on the ordination track; or
    - Leadership Along the Way or Organizational Management
- Participation in 2 or more SKSM Symposia (including online participation).
- A Portfolio Conference by the middle of their program.
- A combination of coursework, fieldwork, independent study, experiential learning and special projects to achieve competency in Eight Thresholds.

## Admissions Requirements

- Bachelor's Degree from an accredited college or university, or equivalent degree from a non-US school.
- SKSM may occasionally offer admission to a well-qualified applicant who has not completed a B.A. if the applicant can show evidence of capacity for graduate work. An interview with the Admissions Director, submission application evaluated and accepted by the Admissions Committee.

## Additional Program Information

- Length of Program:
  - The 90 credit MDiv can be completed in 3 Years Full-time if students take 30 credits per academic year. FT= min. 9 or more units per term.
  - The program can also be completed on a Part-time basis. 3.5-7 years for those who need to take less credits per year. PT= min. 6 units per term.
  - Tuition \$975 per credit\* (see section on Tuition for more information)
- Financial Aid, Scholarships may be available to those who qualify.

## **Seeking Fellowship and ordination as a Unitarian Universalist Minister:**

Pursuit of the MDiv degree is only one aspect of preparation for fellowship and ordination as a Unitarian Universalist minister. Information on the full process is available from the Unitarian Universalist Association Director of Ministerial Credentialing.

Contact:

Rev. Jonipher Kūpono Kwong

MINISTERIAL CREDENTIALING DIRECTOR

UNITARIAN UNIVERSALIST ASSOCIATION

(617) 948-6402, [jkwong@uua.org](mailto:jkwong@uua.org), <https://www.uua.org/offices/staff/mfd/credentialing>

## **Master of Arts in Social Change Degree (MASC)**

### **Educational Goals**

The MASC is a professional degree designed for:

- those who want to concentrate their work on promoting goals of justice, equity and compassion in society, through religious or secular institutions,
- those seeking a grounding in spiritual practice and theological education to pursue their work,
- those already involved in religious leadership for social change who want to improve their professional competence.

The overall aim of this degree is to establish an appropriate theological foundation and skill base for religious leadership in society, organizations and institutions.

Each student's program of study is individually designed to integrate theological study, spiritual practice and professional development in a way that responds to the interests, gifts and challenges of the student. The program offers both theological knowledge and practical experience in community organizing, media relations, non-profit management, political action and social service ministry. The MASC program also fosters personal growth, spiritual practice and deepened commitment to social justice.

## Degree Requirements:

- A minimum of 48 units of credit distributed among the 8 Threshold Areas (no residency requirement).
- Educating to Create Just and Sustainable Communities that Counter Oppression core course (ECO), *which must be taken within six months of matriculation*
- Participation in at least one January Symposium (including online participation)
- Community Internship (5 credits min) and Integrative Reflection Course (1 credit)
- Final Project representative of your learning during the program (3 credits)
- A portfolio conference in the middle of their program

## Admissions Requirements

- Bachelor's Degree from an accredited college or university, or equivalent degree from a non-US school
- SKSM may occasionally offer admission to a well-qualified applicant who has not completed a B.A. If the applicant can show evidence of capacity for graduate work. An interview with the Admissions Director, submission of a completed application evaluated and accepted by the Admissions Committee.

## Program Information

- The program may be completed through regular courses, immersions and fieldwork at SKSM.

## Length of Program

- The 48 credit MASC can be completed in approx. 2 Years Full-time. FT= min. 9 or more units per term.
- The program can also be completed on a Part-time basis. 2.5-5 years for those who need to take less credits per year. PT= min. 6 units per term.
- Tuition.
- \$975 per credit\*.
- Financial Aid, Scholarships may be available to those who qualify.

## **Specialization**

The MASC student, in consultation with an advisor, will identify an area of specialization for spiritual leadership, which could include, for example, racial justice work, gender issues, restorative justice, environmental responsibility, queer activism, and other areas.

## **Community Internship and Intern Reflection Course**

In the second year of their program, MASC students participate in a minimum of 5 credit (four months of community placement, designed to integrate religious leadership abilities with practical skills required for social change). These placements may be on a local, national or international level and will include supervision from a mentor who is a seasoned progressive activist. Students should not take more than 10 credits of Community Internship. As they are involved in their community internship, students should enroll in one credit of Intern Reflection.

## **Professional Roles MASC Graduates Might Assume**

Those who have completed the MASC degree will be prepared to assume professional roles in institutions and organizations that work for progressive social change. Depending on the area of specialization and the professional background of MASC graduates, the employment field could include non-profit organizations, social service agencies, political action organizations, administrative and leadership positions in denominational bodies and religious associations, church staffs, educational programs, health organizations, community centers, interfaith organizations and research institutes.

## **Dual Joint MDiv/MASC Degree**

Starr King allows students interested in integrating academic, ministerial and activist professional formation to pursue both the Master of Divinity (MDiv) and the Master of Arts in Social Change (MASC).

## **About the Dual Degree**

Matriculation in the joint MDiv/MASC can be done sequentially (starting with only one degree, and then petitioning to apply for the other) or concurrently. However, a student must apply and be admitted to the second program before completing the requirement for the first degree.

## Dual Degree Requirements

The joint MDiv/MASC degree will entail:

- Tuition for two years for MDiv.  
Tuition for two years for MASC.  
Continuing fees for the MASC after the fourth year.
- 24 units can be used towards both degrees, at the discretion of the student's advisor.
- The Director of the MASC program should be consulted when adding the MASC degree.

Please note that the financial advantages of the dual degree end at the end of the second year of the first-degree program. Academic advantages persist beyond this time frame.

## MDiv and/or MASC Chaplaincy Concentration

The Starr King Concentration in Chaplaincy, directed by Dr. Pamela D. Hancock, focuses on the development of skills, as well as the personal formation process, for those who seek to pursue a career in Chaplaincy. The concentration includes courses in introductory and advanced counter-oppressive theologies and ministerial theories, as well as the spiritual formation process to train future chaplains, and assist those in the concentration in their pursuit of ordination.

### Required Courses/Work for Chaplaincy Concentration at SKSM

The following classes are required to complete the Chaplaincy Concentration:

- A Theological Ethics Course of Your Choosing (3 Units)
- Spiritual Traditions Courses of Your Choosing (As many as you see fit) – please work with your advisor to determine what courses are appropriate for your journey. If you are going to be ordained through the Chaplaincy Institute, you may want to discuss this with that organization as well.
- Under the SKSM Spiritual Practice & Care of the Soul Threshold:
  1. Spiritual Practices for these Times (3 Units)
  2. Illness, Health & Healing (3 Units)
  3. Forgiveness & Moral Repair (3 Units)
  4. Deep Listening for All Forms of Ministry (3 Units)

5. Pastoral Care (3 Units) - Some sort of “Pastoral Care” or “Pastoral Counseling” Course is required, but many are offered at SKSM. A course that has been offered in the past: Intro to Pastoral Counseling

6. Depth Psychology for Chaplains (3 Units)

- Chaplaincy Formation - 6 Stages (A set of 1.5 unit per semester “Pod” courses [for a total of 9 units] that will provide you with a group to go through the formation process with—in preparation of ordination with whatever ordaining body you choose. Up to 2 of these stages can be taken each semester).

Stage 1 & Stage 6 - Delve into your own personal spiritual formation, with the focus of being able to articulate your beliefs in writing.

Stage 2 - Explains the requirements of working as a chaplain in multiple settings.

Stage 3 - Explores group dynamics and organizational culture, system and relationships within each of those settings.

Stage 4 - Focuses on functioning pastorally within boundaries and using pastoral authority and from an ECO perspective.

Stage 5 - Explores be about ministering to people in specific traditions.

- One Unit of CPE, or equivalent (Up to 10 Units)

#### Endorsing/Ordaining Bodies with which SKSM is Affiliated

Ordination (or endorsement) is not strictly required but facilitates the process of securing employment and receiving board certification. As SKSM does not provide ordination, we have partnered with several ordaining bodies to provide pathways to this requirement. Those organizations are as follows:

- Unitarian Universalist Association
- Order of Universal Interfaith
- The Chaplaincy Institute
- Sacred Well Congregation

#### Enrolling in the Concentration

To enroll in the Chaplaincy Concentration, a Program Enrollment Form is must be

submitted during the enrollment dates. The Program Director will inform you whether your application has been accepted.

Concentration students must inform the director of the program and the registrar if they wish to defer enrollment. If a student does not enroll in courses for two semesters in a row, they will be withdrawn from the program.

### **MDiv and/or MASC UU Ministry Concentration**

The Starr King Unitarian Universalist Concentration, directed by Dr. Meg Richardson, prepares students for ministerial fellowship in the Unitarian Universalist Association. The concentration includes courses in introductory and advanced counter-oppressive theologies and ministerial theories, as well as Unitarian Universalist identity and prophetic witness, and assists those in the concentration in their pursuit of a career as a Unitarian Universalist minister.

### **Required Courses/Work for the Unitarian Universalist Concentration at SKSM**

The following classes are required to complete the Unitarian Universalist Concentration, organized here following the Ministerial Fellowship Committee's areas of ministerial competence. All three of the core intensives required of SKSM students are included. Students also need to fulfill the SKSM's Symposia requirement.

#### **ONE: WORSHIP AND RITES OF PASSAGE**

- **Intro to Preaching in the Cross-Cultural Context**
- **UU Liturgy and Worship Arts OR Transformative Ritual Craft**
- **UU Theologies** (UU History is a pre-requisite for UU Theologies)
- **Liberation Theologies course**

#### **TWO: PASTORAL CARE AND PRESENCE**

- **Intro to Pastoral Counseling OR Deep Listening for All Forms of Ministry**

#### **THREE: SPIRITUAL DEVELOPMENT FOR SELF AND OTHERS**

- **Introduction to Religious Education OR Adult Faith Development**
- **Hebrew & Christian Scriptures Courses**

#### **FOUR: SOCIAL JUSTICE IN THE PUBLIC SQUARE**

- **Religious Ethics**
- **Additional required course content to be addressed by electives:** (Choose four) Community Organizing/Social Change Theory; Public Leadership; UU History of Prophetic Witness; Justice Theory; History of Oppression; LGBTQI Studies; Gender Studies; Feminist Studies; Disability Studies; Postcolonial Theory; Ethnic Studies; Environmental Justice; Peace Studies.

**Note:** Students are responsible to track electives in consultation with the Faculty Advisor.

#### **FIVE: ADMINISTRATION**

- **UU Ministerial Leadership Core Intensive**
- **Congregation and Nonprofit Administration**

#### **SIX: SERVES THE LARGER UNITARIAN UNIVERSALIST FAITH**

- **UU History**
- **UU Polity**
- **History of Christianity**

#### **SEVEN: LEADS THE FAITH INTO THE FUTURE**

- **Multi-Religiosity Core Intensive**
- **Youth and Young Adult Ministry Course**

The remaining credits for the degree program can be filled with elective courses or the requirements of an additional concentration. Students also work with their advisors to ensure they meet SKSM's threshold requirements. In addition to coursework, all students will

- at least one semester of seven to ten hours per week of field education serving in a Unitarian Universalist congregation with participation in a reflection group.
- at least one semester of seven to ten hours per week serving in a community setting for ministry along with participation in the corresponding field education reflection group.

The final requirement is participation in a five-week spiritual direction group each year with fellow Starr King students led by the Director of Spiritual Care Services. Participation in the UUA/UUMA Ministerial Formation Network's monthly meetings and seminars are strongly encouraged.

#### **Enrolling in the Concentration**

Students may enroll in the Unitarian Universalist Ministry Concentration during General Registration by selecting it. There is no application process and SKSM degree candidates who wish to enroll in the concentration will be accepted.

#### **The Graduate Certificate in Unitarian Universalist Studies (CUUS)**

The Starr King Certificate in Unitarian Universalist Studies, directed by Dr. Meg Richardson, enables the student to study subjects relevant to ministry and religious leadership as expected by the Ministerial Fellowship Committee.

Starr King offers a wide variety of online courses and short-term intensives in UU

theologies, UU history and polity, UU social justice priorities, global religious traditions, and congregational administration.

The certificate may be completed through any combination of four courses (12 units).

To enroll in the Certificate in Unitarian Universalist Studies program, there is an application on the Starr King website. The Director of Admissions will inform you whether your application has been accepted.

Certificate students must inform the director of the program and the registrar if they wish to defer enrollment. If a certificate student does not enroll in courses for two semesters in a row, they will be withdrawn from the program.

### **The Graduate Certificate in Chaplaincy Studies (CCHS)**

#### **Program Prerequisites**

- MDiv or comparable Master's Degree is required for enrollment.
- SKSM's ECO Core Course– Educating to Create Just and Sustainable Communities that Counter Oppressions

This counter-oppressive philosophy is at the core of Starr King's degree programs.

Drawing on Unitarian Universalist and multi-religious sources, this online synchronous course explores how in the midst of a world marked by tragedy, sorrow and injustice there remains abiding resources of beauty and grace that nourish resistance, offer healing and call us to accountability and community building. All students entering the Certificate in Chaplaincy Studies must have this ECO Core or equivalent background (as determined by Director of Program) before starting.

#### **Other Required Courses**

##### **Chaplaincy Formation – 6 Stages**

This will be a set of 1.5 unit per semester “Pod” courses (for a total of 9 units) that will provide you a group with whom to go through the formation process.

- Stage 1 & Stage 6 – Focus on your own personal spiritual formation, with the emphasis on being able to articulate your beliefs in writing.
- Stage 2 – Explains the requirements of working as a chaplain in multiple settings.
- Stage 3 – Dives into group dynamics and organizational culture, systems and relationships within several settings; along with preparation of a CPE application.
- Stage 4 – Examines how to function pastorally within boundaries and using pastoral authority, utilizing the Starr King – Educating to Counter Oppression lens.
- Stage 5 – Demonstrates how to minister to those in specific traditions, cultures and identities.

Courses to Choose from in the “Spiritual Practice and Care of the Soul Threshold”

Choose three:

- Spiritual Practices for these Times (3 Units)
- Illness, Health & Healing (3 Units)
- Forgiveness & Moral Repair (3 Units)
- Deep Listening for All Forms of Ministry (3 Units)
- Depth Psychology for Chaplains (3 Units)

Optional Additional Course: Disaster Chaplaincy + Nova certificate (.5 unit)

### **The Graduate Certificate in Multi-Religious Studies (CMRS)**

The Starr King Certificate in Multi-Religious Studies, directed by Dr. Som Pourfarzaneh, brings together historical, theological, and social interactions of the world’s many religions.

The certificate includes courses in introductory and advanced counter-oppressive theologies and social theories, interreligious histories, plural ethnic and religious geographies, and multi-religious spiritual practices, ritual arts, and education.

The certificate may be completed through any combination of four courses (12 units) in multi-religious studies. Sample courses include:

- Multi-Religious Intensive
- Introduction to Islam
- Transformative Ritual Craft
- Advanced Topics in Ritual
- Interreligious Dialogue
- Queer Studies: Multi-Religious Perspectives
- Queer Liberation Theologies
- Introducing Hindu Doctrines
- Womanism and Earth Justice
- Up to two electives, approved beforehand by the Certificate Director

To enroll in the Certificate in Multi-Religious Studies program, a Certificate Program Enrollment Form is submitted through our website. The Director of Admissions will inform you whether your application has been accepted.

Certificate students must inform the director of the program and the registrar if they wish to defer enrollment. If a certificate student does not enroll in courses for two semesters in a row, they will be withdrawn from the program.

## **Center For Multi-Religious Studies (CMRS)**

The Center for Multi-Religious Studies (CMRS) at Starr King School for the Ministry is a premier hub for the academic and vocational exploration of multi-religious identity and practice. The first of its kind, the CMRS offers graduate-level courses, research, symposia, and public programs that advance scholarship and dialogue about multi-religious spiritual formation, ritual arts, education, and their interrelated dimensions.

Bringing together progressive religious leaders, scholars, and social activists, the CMRS represents a radical approach to the study of the world's diverse religious traditions within their own contexts, emphasizing interreligious dialogue, pluralism, and the SKSM pedagogical model of Educating to Counter Oppressions and Create Just Communities.

The CMRS was founded in 2021 to further the study of multi-religious identities, practices, ritual arts, and education, and honors the legacy of Dr. Ibrahim Farajajé's ministry in organic multi-religiosity.

The CMRS offers:

- Co-sponsoring of courses in a diverse array of religious and spiritual traditions
- A Certificate in Multi-Religious Studies
- Sponsored sessions within the SKSM Annual Symposium and other public programs
- Multi-Religious chaplaincy training in coordination with the Chaplaincy Concentration

## **SKIL (or Independent Study)**

SKIL or Starr King Individualized Learning have replaced what used to be called SRCs or Special Reading Courses. SKIL is intended to deepen a student's study and practice in a certain threshold. It can involve research, activism, creative expression and/or congregational life. It also can be done by one individual or several students if a faculty sponsor is found.

Students who are in their first semester (MASC) or first year (MDIV) can take a SKIL course only if it is a group course. This is to ensure that students get ample opportunity to interact with their peers in classes and engage in the SKSM community before taking on advanced independent study on their own.

SKIL courses will require a form and preliminary syllabus to be completed BEFORE the regular registration process and approved by the student's faculty sponsor and advisor. Core and Advising Faculty will typically be able to sponsor only 1-3 SKIL courses per semester because of

their other faculty commitments. So, it is wise to approach a possible faculty sponsor – with a draft of your form and syllabus – early.

### **Summer Starr King Individualized Learning (SKIL) Possibilities**

Advising faculty are offering the possibility to engage in supervised independent study in their areas of expertise. Faculty and students will meet twice during the summer, once in May-June to set up the SKIL, once in August to review and discuss the work done. Most advising faculty will offer group SKILs.

Please, refer to the Student Handbook and the Student Forms to review the process to set up a SKIL, then contact your advisor or the faculty in the area of study of your choice. It is possible to take a SKIL to prepare a course to propose for a Hilda Mason Teaching Fellowship.

Faculty will not be available during the month of July.

More information about registering for a SKIL course can be found in the Student Handbook.

## **PROFESSIONAL INTERNSHIPS & CLINICAL PASTORAL EDUCATION**

### **Clinical Pastoral Education**

Clinical Pastoral Education (CPE) is a professional clinical education for ministry with people in crisis. Though most accredited centers are in hospitals, there are CPE programs in hospice, long-term care facilities and prisons. CPE is not required for the MDiv or MASC degrees, but it is required by some denominations and conferences as part of their ordination requirements, including the Unitarian Universalist Association (UUA). Furthermore, CPE is required for professional training for a career in chaplaincy.

Much of what a student gets out of a CPE depends on the quality of the supervisor. Pick an established program with a supervisor with a good reputation. Although the UUA will sometimes approve CPEs that are not accredited by recognized agencies, these programs can be uneven in quality and can be cancelled on short notice, leaving you without options. They are not recommended. Be sure to discuss with your advisor your readiness for CPE. It is an intense and rich learning opportunity; you want to do this in the right place in your ministerial formation for maximum benefit. Take your CPE supervisor's feedback seriously and discuss it with your academic advisor, vocational advisor and other mentors.

All training programs require a minimum of 400 hours of combined clinical and educational work for one unit of CPE credit, and students registering with SKSM will also receive 10 academic credits. One CPE unit can be completed either in a full-time, 10-12-week program or in a part-time extended program.

You are strongly advised to enroll at a training site certified by a respected accrediting agency. The following three agencies are the most well-known and are recognized by the UUA:

- Association of Clinical Pastoral Education (ACPE) - [www.acpe.edu](http://www.acpe.edu)
- College of Pastoral Supervision and Psychotherapy (CPSP) - [www.cpsp.org](http://www.cpsp.org)
- Center for Spiritual Care and Pastoral Formation (CSCPF) - [www.cscpf.org](http://www.cscpf.org)

Recent years have seen an increase in accrediting and credentialing CPE organizations. It is important to confer with a student's religious organization about its requirements concerning CPE accreditation.

Most CPE units occur at agency-accredited centers where both the clinical hours and educational hours are earned on-site. However, many of our students may discover that they live at a considerable distance from a CPE center. They may wish to consider a distance-learning CPE program in which the educational hours are earned online, and the clinical hours are earned at an approved setting that is conveniently located near you. Please contact the Director of Contextual Education for more information about distance-learning CPE.

Steps to CPE Enrollment with SKSM, Interested Students Should:

- Discuss with their advisor if they are ready for the experience and when in the course of their studies CPE can be sustainably engaged (a semester or during the summer).
- Check all the information on CPE offered by the SKSM Student Handbook and Contextual Education Handbook as well as other materials available from the Director of Contextual Education.
- Check the agency sites for updated lists of training centers. Additional announcements regarding CPE programs are posted regularly through SKSM media channels.
- Apply for programs.
- Communicate with the Director of Contextual Education about your supervisor's acceptance letter and decision to enroll in that program.
- During a given term, register for the CPE course under Dean Schelin's name: PC-4000. Please contact Dr. Schelin to confirm you are registering for the right number of credits.
- Send the CPE supervisor's evaluation to Dean Schelin by the last day of term.

- Please share the CPE evaluation with advisor for discussion at the next advising meeting

Please note that the academic calendar does not necessarily coincide with that of the CPE program. Should the CPE advisor not be ready to write the final evaluation by the last week of the academic year, the student may take one of the following options:

- If the CPE unit will conclude within the three weeks after the end of term, the student will submit a Petition for Incomplete and then submit the evaluation upon receipt.
- If the CPE unit extends more broadly across two terms, the student can take credit only in the latter term, OR;
- Split the credit across the two terms. In this case, to process the credits at the end of the first semester the CPE supervisor needs to provide either a midterm evaluation or an alternative statement about satisfactory work. The final evaluation can be presented in the second term.

Be aware that a standard 400-hour CPE is 10 units. Psychology or Pastoral Care courses are not required to enroll in CPE.

More detailed information can be found in the SKSM Contextual Education Handbook (available at <https://www.sksm.edu/academics/contextual-education>).

### **Requirements for Clinical Chaplaincy**

Students who wish to pursue a career in clinical chaplaincy (hospitals, hospices, nursing facilities, etc.) must be informed about the requirements for certification. The general standards provided by the Association of Professional Chaplains, the largest credentialing organization, are as follows:

1. Bachelor's degree from an accredited college or university.
2. Master's degree in divinity/theological studies from an accredited institution, with a minimum of 48 earned credit hours for associate chaplains and 72 credit hours for board-certified chaplains, OR an approved equivalency. Only one unit of CPE is allowed by the Board of Certified Chaplaincy Certification to fulfill simultaneously the graduate credit requirement and the CPE training requirement (#5).

3. Current ordination, commissioning, or similar standing granted by an authorizing religious body.
4. Current endorsement for chaplaincy by one's faith tradition.
5. A minimum of either two CPE units (associate chaplains) or four CPE units (board-certified chaplains).
6. A minimum of 2,000 hours of work experience beyond the attainment of CPE units.

More details about the certification process and application documents are available at [The Board of Chaplaincy Certification, Inc.](#) An alternative credentialing organization, the College of Pastoral Supervision and Psychotherapy, shares requirements 1, 2, 4 and 5 and adds the requirement of membership in a CPSP chapter. Students may also explore the credentialing processes of the Center for Spiritual Care and Pastoral Formation.

This summary should not substitute for a student's own in-depth research into chaplaincy training. For more information, visit the websites for these credentialing agencies.

## **FIELD EDUCATION**

An important aspect of student formation is contextual education, which is defined by hands-on learning experiences in which developing religious and social-change leaders engage practices of ministry and justice making in various contexts and communities. These settings enable students to hone their professional skills, benefit from the insights of experienced mentors and supervisors, and progress in vocational discernment. The main contextual opportunities at Starr King are field education (field work and internships) and Clinical Pastoral Education.

## **FIELDWORK & INTERNSHIPS**

Field education entails intentionally reflective, supervised work, conducted in a congregational/agency setting or independently by the student as a special project. Field education is strongly encouraged, but not required for the MDiv degree. MASC students must fulfill an internship requirement to receive their diploma. Unitarian Universalist students seeking ordination must complete an internship approved and overseen by the Ministerial Fellowship Committee, which they may pursue as part of their course of study or upon graduation from Starr King.

Believing that students should follow a personalized course of study, and serving a population that resides across the country, Starr King does not follow a traditional “placement” model. For the most part, students self-initiate field education opportunities that match their passions, vocational interests, and logistical capacities. The Office of Contextual Education will aid in locating and crafting an appropriate field education setting.

SKSM divides field education into the two categories of congregational and community-based settings and into the two levels of field work and internship.

Field Work is a less-structured field education experience involving a schedule of less than 20 average hours per week. Examples of field work include volunteering for a non-profit, teaching a class over several weeks or serving on a committee. The field work student must benefit from the oversight of a mentor, but weekly, formal meetings are not required.

Internship is a field education experience that entails a minimum of 15 average hours per week (up to 40), weekly formal supervision at the site, and registration in a reflection class offered by SKSM. There are two Intern Reflection classes. One is designed for those working in a congregational setting (with Rev. Tera Landers), and one is for those working in a community organization (with Tyson Casey). Please see course descriptions online. These courses are available only in the Fall and Spring terms.

### **Steps to Field Work/Internship Enrollment with SKSM**

Students should:

1. Discuss desires and opportunities with their advisor and consult as to the feasibility of conducting field education at this point in their academic career.
2. Discuss desires and opportunities with Dean Christopher Schelin, Director of Contextual Education, in the case of community field work/internships, or with Rev. Tera Landers, in the case of congregational field work/internships. At this point students can determine if they will propose a new field education setting or seek to obtain an established setting.
3. Submit a Field Education Proposal form to either Dean Schelin or Rev. Landers, detailing the nature of the work to be done, listing tentative learning goals, and providing a resume or biography of the intended mentor supervisor if this is the first time this person is serving in such a capacity. All mentor supervisors must be approved by SKSM.

4. Register for field work or internship during the appropriate term's registration period.
5. Submit the learning agreement within two weeks of the start of the term.
6. Submit the midterm evaluation before Reading Week or at the designated midpoint of a summer assignment.
7. Submit the final evaluation by the end of term for a grade to be issued. No credit will be granted without an evaluation, and it is the responsibility of the student, not the supervisor, to ensure that evaluations are submitted on time.
8. If you are interested in Field Work during the Summer, please consult with Dean Christopher Schelin or Rev. Tera Landers before the end of the Spring term.

## **THE DIGITAL THEOLOGICAL LIBRARY (DTL2)**

SKSM students have full access to the Digital Theological Library (DTL2).

The Digital Theological Library is a co-owned, born-digital library of religious and theological studies. The mission of the DTL is to provide its co-owning institutions with the highest quality digital resources in religious and theological studies at the lowest possible costs.

Use of the DTL's leased and purchased information resources is restricted to the DTL's co-owning institutions. Co-ownership is restricted to nonprofit graduate schools in religious and theological institutions without regard for religious affiliation. The DTL is an independently incorporated 501(c)3 nonprofit corporation. The DTL is governed by an executive committee elected by the co-owning institutions.

<https://libguides.thedtl.org/az.php>

## **POLICIES**

Our Student Handbook <https://www.sksm.edu/resources/student-handbook/> clearly state policies regarding students' rights and responsibilities, our "code of discipline," especially in the Community Policies section. The Handbook includes a specific process for addressing formal student complaints of both an academic and a personal character.

Specific SKSM Policy and Compliance Statements are listed below and can also be found on the

website here: <https://www.sksm.edu/academics/policy-statements/>

## Statement on Academic Integrity and Misconduct

*(accepted by SKSM Faculty, 12/12/2017)*

Starr King School for the Ministry considers the conduct of research and academic scholarship to be moral and political work. Since the beginning of the term's use in the West, "research" has always been connected to European colonialism as scientists and colonial powers sought to define, appropriate, commodify and disseminate knowledge about indigenous communities as well as exploit nature. Academic research has also been marred by the intersection of sexism, racism, classism, ableism, homophobia, transphobia and Christian supremacist views.

As a part of our purpose in educating to counter oppressions (ECO), we are committed to help our students understand the history of academic inquiry and knowledge production that depends upon and perpetuates colonialism, white supremacy, systemic violence, and multiple forms of oppressions. We actively dispute ideas of neutrality or objectivity in the creation of discourse and the categorization of sources of knowledge as "academic," "logical," or "original."

Engaged in critical pedagogical approaches to research and praxis, we also are committed to teaching our students the history and methodologies of indigenous and emancipatory scholarship across the curriculum. We embrace the notion that what is acceptable or not acceptable knowledge is better determined by a community than by a Western neoliberal framework.

From these commitments, we understand academic integrity to be the **intentional and honest practice of inquiry and reflection on one's own reading, thinking, and writing**. This can be further specified as:

- Investigating the relationships between selected sources of knowledge and the history of white, Western power in producing knowledge, as well as the counter histories and narratives of indigenous and historically marginalized people;
- Identifying the privileging of Western knowledge systems and the turning of indigenous and historically marginalized people into objects of study;
- Engaging with sources of indigenous knowledge or scholars from historically marginalized groups;
- Reflecting thoughtfully on one's own social location in relation to the production

of knowledge, academic imaginations of oppression and liberation, as well as the implications of one's written work.<sup>1</sup>

Academic integrity requires graduate students to uphold several expectations related to their work:

1. Completion of Assignments: Any work submitted should reflect work that you completed according to the specific assignment provided by your instructor. If you are unclear about expectations related an assignment or written work, ask your instructor. Sometimes topics and work overlap in more than one course, or you may wish to expand upon your previous thinking and writing. Request permission from your instructor to re-use material from another course in their course.
2. Attribution: All written work must use proper attribution, meaning that you have identified the source, words and ideas that you reproduce, paraphrase (summarize) or otherwise, use in your assignment or to develop your thinking. This includes drafts and homework assignments. Individual instructors may have their own requirements for the citation styles; for reference, there are multiple resources available online (such as the Purdue OWL writing lab, <https://owl.purdue.edu/>).
3. Collaboration: Collaboration and dialogue with other students are helpful as you study for your courses. However, do not collaborate with other students on a specific assignment unless you have been given permission or instructed to do so. If you collaborate with another student on an assignment, decide with your collaborators how you will cite shared or individual contributions. Leave significant room for listening and reflection.

## **Academic Conduct**

Our school upholds a high standard not only in terms of academic quality appropriate for theological schools, but also with regards to our ECO commitments that extend beyond the minimum expectations for academic conduct and written student work, described above.

Academic misconduct is behavior that violates the minimum expectations of participation in the academic life of the school. Individual incidents of misconduct, including academic misconduct, cause a breaking of trust between a student and their instructor, as well as their fellow students and other members of the school community. We identify behavior or

actions as misconduct, when they fit one of the following categories:

- Cheating: fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials that are prohibited or inappropriate in the context of an academic assignment.
- Plagiarism: use of intellectual material produced by another person without acknowledging its source. Please review the section on plagiarism in the SKSM Student Handbook.
- False Information or Fabrication: failing to identify oneself honestly, fabricating or altering information and presenting it as legitimate, or providing false or misleading information to an instructor or any other staff member in an academic context.
- Theft or Damage of Intellectual Property: sabotaging or stealing another person's work, improper access to or electronically interfering with the property of another person or the school or obtaining a copy of an exam or assignment prior to its approved release.
- Alteration of Documents: forgery of an instructor or supervisor's signature, submitting an altered transcript of grades to or from another institution or employer, putting one's name on another person's work, or falsely altering a previously graded exam or assignment.

Instructors who suspect a student has cheated, fabricated, plagiarized, forged, altered/misused school documents, or facilitated some other form of dishonesty will address the issue with the student directly. If the suspicion is confirmed as a form of misconduct, the instructor will work with the core faculty to determine the best course of action, which could include (but is not limited to) Academic Probation. If the issue is disputed, the student or instructor may follow the procedures listed under "Academic or Personal Dispute Policy" in the Student Handbook (and below).

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1 Norman K. Denzin and Yvonna S. Lincoln, "Introduction: Critical Methodologies and Indigenous Inquiry," in *Handbook of Critical and Indigenous Methodologies*, edited by Norman K. Denzin, Yvonna S. Lincoln and Linda Tuhiwai Smith, 1-20. Thousand Oaks, CA: Sage Publications, 2008.

## Credit Hour Policy

Starr King follows the federal guidelines of “credit hour” as a minimum of one hour of classroom or direct faculty instruction and an additional minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester of credit, most commonly a total of approximately 135 hours of work for each 3-credit course. We share this federal guideline in course planning, we share it with students during their orientation, in our school forms, and in academic advising.

All of our courses are planned to follow the federal guidelines. With our school’s core commitment to educating students to counter oppression and build just communities, it is helpful that it is becoming more common to use the term “time on task” instead of “classroom and out of classroom” work. “Time on task” fits our seminary’s social justice and spiritual formation paradigm that includes classroom work, on-line and experiential activities, as well as a broad range of “...other academic work leading to the award of credit hours” (34 CFR 600.2) including:

- Lectures
- Reading
- Writing
- Film and other multimedia
- Class discussion
- Skills-building and practice
- Individual or group projects
- Student presentations
- Applied learning in the community, congregation, etc.
- Immersion experiences
- Creative work
- Reflection
- Spiritual formation
- Quizzes or exams
- Meetings with the instructor
- Participating in an event (e.g., conference, workshop, etc.)

During our Fall and Spring 15-week semesters, we offer a wide range of credit-earning opportunities. In addition to on-campus classes, Starr King offers on-line synchronous and/or asynchronous classes, hybrid classes (by which we mean that some students are physically in a smart classroom while some students are participating from off-campus using zoom and a large

flat in-classroom monitor). During these semesters, we also offer contextual/experiential courses such as internships, field education, clinical pastoral education (CPE), and course-embedded immersion courses. In addition, Starr King Individualized Learning courses (SKILS) allow for individual or small group learning experiences.

During our Winter and Summer terms, we offer our school's required core courses as well as elective courses in an intensified format. Outside of the pandemic crisis, the one-week intensives consist of 40 hours of classroom time with extensive pre-course reading/writing/reflection and post-course writing/project assignments. During the pandemic these courses have been converted to on-line classes with several hours of daily zoom lecture/discussion sessions, as well as on-line small group sessions. Because of the reality of zoom-fatigue as well as students' family and work responsibilities, we are experimenting with two 20-hour weeks, and other scheduling configurations.

In courses that have variable credits decided on by students and instructor (e.g. SKILs and field education) there are specific prompts on the students' course proposal forms that include the 45 hours of "time on task" per credit hour and the credit hours are decided by instructor and student.

### **Leave of Absence Policy**

Starr King grants semester-length leaves of absence (Fall and Spring terms) to students when personal circumstances require the interruption of their enrollment. A student on leave does not need to apply for readmission and is not subject to changes in their academic program.

Starr King does not grant a leave of absence for work considered a normal part of an individually designed course of study at the school. Therefore, your advisor must be clear on your reason for the request and what will be accomplished during the leave of absence. Work accomplished during a leave of absence cannot be counted as credit toward the completion of a degree. This includes independent studies and incompletes.

Federal regulations stipulate that institutions receiving Title IV funds (federal financial aid) may not grant leaves of absences in excess of 180 days within a 12-month period, inclusive of weekends and break periods. Starr King therefore stipulates that students may take one leave of absence at a time but must enroll for classes in the subsequent semester to remain in good standing. Leaves of absence are not filed for Summer and Intersession terms. MDiv students are granted a maximum of **six** total semesters of leave and MASC students are granted a maximum of **four** total semesters of leave. Participation in the school's health insurance program is not available during a leave of absence.

A [Leave of Absence form](#) must be completed for each semester of leave. See instructions on the Student Forms page for filling out and submitting Student Forms. After the form is downloaded and completed, the student will email it to [Registrar@sksm.edu](mailto:Registrar@sksm.edu) cc'ing their advisor. The Registrar will collect all electronic signatures required.

An administrative leave of absence is imposed by vote of the faculty if a form is not approved and on file at the beginning of a semester. A student who fails to enroll for classes in the following semester will be withdrawn from Starr King by vote of faculty as well. Persons subject to administrative withdrawal may apply for readmission if they submit a corrective plan for continuing their degree program.

Students are advised to consult with the Financial Aid Office about whether a leave is the best financial decision. Students with educational loans need to check carefully about how a leave will affect deferment and payment of loans. Payments on all state and federal loans may go into repayment within six months.

Leaves of absence taken once matriculation in the degree program has begun count toward the total allowed in the program. Leaves of absence *do not* count toward the total time allowed to complete a degree program as stated in the Satisfactory Academic Progress policy.

## **Tardiness & Class Cuts Policy**

### **Course Participation**

Starr King students are expected to participate fully in their courses. Students are expected to attend synchronous class sessions and submit assignments on time. Students who will be absent from classes or tardy in submissions must communicate with their instructors ahead of time or, when not possible, at the earliest opportunity afterward. Students should be aware that participation, whether in a classroom or online, is evaluated as part of their grade. Students with unexcused absences or lack of engagement may fail a course.

Students should take care to keep instructors apprised throughout a semester. If you contemplate being away for more than a week, let your instructor know ahead of time. For longer absences, make arrangements with your instructor.

Please use the instructor's SKSM email address for all your communications. Instructors' personal email addresses are not a channel for course-related communications. You can find the instructors SKSM email address either in the syllabus or in the SKSM online directory ([www.sksm.com/meet-us](http://www.sksm.com/meet-us)).

See “How Students Develop Online Learning Skills,” <http://www.educause.edu/ero/article/how-students-develop-online-learning-skills>

## **Grading & Evaluations**

Starr King employs written evaluations rather than letter grades in order to provide a more thorough and useful evaluation of a student’s progress toward course outcomes. Letter-grade based evaluations assess student performance based on a comparative system, ranking students best to worst according to one evaluative matrix. Written evaluations provide the instructor and student the opportunity to assess student performance and growth according to several matrices on an individual basis, highlighting a student’s strengths or significant educative transformations. If necessary, for future academic endeavors, a student may request a letter grade.

To be clear, Starr King offers courses based on a Pass/Fail system, not a Letter Grade system; however, our Student Information System (SIS, Populi) uses letter-grade nomenclature. Again, the instructor should not evaluate a student on whether that student has done enough to pass only but offer a thorough evaluation of that student’s work. In Spring 2019 an updated evaluation form was introduced, with the additional category of M, that indicated marginal pass. The Marginal Pass is not recorded by the SIS system, but it is helpful to students and their advisors to clearly identify major issues in a course.

Starr King course instructors provide a written evaluation for all degree seeking and certificate Starr King students in their classes each semester. The form is placed in the

Student’s personal file in the SIS. Faculty should also send a copy of the evaluation directly to the students at the end of each course.

## Practice

If a student fails to achieve enough progress towards the learning outcomes as laid out in the course syllabus (covenant), then it is the instructor's prerogative to not give student credit for the course (recorded as No Pass/F). a student if there is risk of failure. Students may appeal a failure; instructors may or may not deny the appeal. If there is continued conflict, the Dean of Faculty is appealed to for the next stage of mediation.

Starr King MDIV and MASC students are encouraged to take courses for written evaluations but may request a letter grade in addition at the outset of the semester. In these cases, the student should present why they are requesting a letter grade and discuss with the instructor, the framework for this evaluative matrix. Students should also have this conversation with their advisor.

Evaluation of a student's overall program of study is assessed at three points using three different mechanisms.

Students provide an initial assessment of where they are in relationship to the thresholds. The assessment is discussed with their advisor and used to point towards future educational planning. The advisor will provide guidance on timing of the written assessment but must be on file before a student can do their mid-degree portfolio conference. See also Initial Threshold Assessment as well as Threshold Assessment form in forms area of resources.

## Satisfactory Academic Progress (SAP) Policy

Starr King School of the Ministry (SKSM) students are expected to make Satisfactory Academic Progress every semester they register in SKSM certificate and degree programs. SAP reviews are conducted annually following the end of the Spring semester after the submission of final grades. Satisfactory Academic Progress (SAP) is required by the Higher Education Act (HEA) and California state government to receive Title IV aid (federal financial aid). **SKSM students must maintain Satisfactory Academic Progress toward degree and certificate completion to be eligible to receive institutional and Title IV Aid (federal financial aid).**

The standards of the HEA apply to all students. Federal standards require that SKSM measures be quantitative as well as qualitative and include certification of completion of work within expected time frames. Academic Standing: Satisfactory Academic Progress brings to light problems with the quality of a students' work and/or their pace in the program. Slow progress, numerous extensions, failed grades, and/or unethical professional and personal practices, failure to meet with one's advisor and attend to one's spiritual growth as suggested by faculty are examples of unsatisfactory progress, all affecting students' standing in their program.

#### *A. Satisfactory Academic Progress: General Policies*

Satisfactory Academic Progress is based on the following qualitative and quantitative criteria:

- A minimum of 70% of Ps (passed courses) and positive narrative evaluations for all completed courses, measured cumulatively.
- Any incomplete coursework must be completed by the deadline stipulated by the faculty for the course.
- Full time students are expected to complete a minimum of nine (9.0) or more credit hours each semester.
- Part time students are expected to complete a minimum of six (6.0) credit hours each semester.
- Students must successfully complete a minimum of 67% (two-thirds) of cumulative units attempted (attempted units are units for which a tuition charge was incurred). This is referred to as pace and is measured annually on a cumulative basis. Transfer hours accepted toward the student's degree requirements are included as credits attempted/earned.
- Students must complete their degree within 150% of the published length of their degree program. Time frame is evaluated by the number of credit hours attempted. For example, if your degree requires 90 credit hours to graduate, a student could not receive financial aid beyond 135 attempted credit hours (including transfer credits).

#### **Maximum Time Frame for Completion of Degree**

<b>Degree</b>	<b>Required Units</b>	<b>Maximum Attempted Units</b>

Master of Divinity (MDiv)	90	135
Master of Arts in Social Change (MASC)	48	72
Certificate Programs	12	18

- The maximum time frame calculations do not include semesters or years a student is on a leave of absence or not an active student. Nor does it include attempted course credits from withdrawn courses that were dropped during the designated add/drop periods.
- SAP reviews include an evaluation of all the criteria above and are submitted annually by the Registrar to the Financial Aid Administrator, the Dean of Students, and the Dean of Faculty. The Academic Advisor of any student who has failed to meet SAP will also be notified. The annual review is conducted after grades have been entered for the Spring term. Additionally, an interim SAP progress check is completed at the end of all other terms and is submitted to the Dean of Students and Dean of Faculty. The report provides timely notification of satisfactory academic progress and warning periods for each student so that appropriate advising and guidance can be given. Also, all active students have a personal login credential which authorizes them to access their academic file, transcripts, academic progress history, and other important information in our database system, at any time during their enrollment.
- The interim progress check may indicate that certain students are not on track to meet SAP for the academic year because they fail to meet the minimum requirement of 70% Ps (passed courses) and/or 67% completed courses. The Dean of Students or Dean of Faculty will notify any student's Academic Advisor. The Advisor will then contact the student to discuss the deficiency and potential adjustments to the course of study. The student will remain eligible for financial aid in the subsequent term(s) but will be subject to the loss of financial aid if they

fail to meet SAP at the end of the academic year. Please see SAP Procedures below for further information.

- A term or semester is defined as the following academic periods: Spring (which includes courses taken during the January Intersession), Summer, Fall. For the Fall and Spring terms, a minimum of 6 credit hours per term are required for part-time students, and a minimum of 9 credit hours per term are required for full-time students.

#### *B. Satisfactory Academic Progress Procedures*

A Satisfactory Academic Progress (SAP) review will be made on an annual basis following the end of the Spring Semester once final grades are submitted. The procedure is as follows:

The Registrar will complete an independent assessment of students' SAP status and then confer with the Student Advisors, Dean of Students and Dean of Faculty regarding those students who do not meet SAP standards. Advisors will review their students' work and confirm with the Registrar, Dean of Students and Dean of Faculty, that the student has not made satisfactory academic progress or provide adequate documentation that may result in a change to the SAP determination. The final SAP determinations are made, and the report is sent to all of the above including Financial Aid.

- Students who do not meet the requirements for satisfactory academic progress are notified of their SAP status and loss of financial aid eligibility by letter within two weeks of their SAP evaluation.
- To regain financial aid eligibility, a student's record must reflect that they have met SAP requirements. Students who fail to meet these standards due to unusual circumstances, have the right to appeal their SAP financial aid suspension status. Students can appeal for reinstatement of financial aid eligibility by submitting a written petition to the Dean of Students by electronic mail within 30 days of the date of the final SAP review letter (please see section c. below for more details) or a student can earn the qualitative or quantitative requirements of SAP while paying for the course credits on their own.
- A student may be dismissed from the program, by vote of the core faculty, if they do not make Satisfactory Academic Progress for two consecutive terms.

- A student on leave during some or all of the academic year, upon their return, will be held to the expectations in place at the time they took their leave (e.g. finishing incomplete coursework).

### *C. SAP Appeal*

Process for an Adverse SAP Decision:

If because of mitigating circumstances a student fails to make satisfactory academic progress and receives an adverse SAP determination, they may submit an appeal. The student may not request that SKSM disregard the student's performance or eliminate a particular program requirement. The student may request that because of extenuating personal circumstances SKSM suspend an expected time frame for SAP and approve the student's request for a deadline extension and/or revised time frame.

- A student choosing to appeal a SAP determination should submit a written petition to the Dean of Students by electronic mail within 30 days of the date of the final SAP review letter. A copy of the appeal letter and decision must be submitted to the Financial Aid Office.
- The email should explain the mitigating circumstances influencing progress in the program and outline plans to make SAP within the subsequent semester. Extenuating circumstances that warrant an appeal of the SAP determination are injury or illness, the illness, injury and death of a relative, or other special circumstances. The appeal must explain why the students failed to make SAP and what has changed or will change in their situation that will allow them to make SAP at the next evaluation. The plan should outline how the student plans to meet the requirement(s) due the previous term and the one(s) due for the upcoming term. The email should also verify support of the plan by the student's advisor. Though not required, students can ask their advisor to write a memo of support for the revised plan. The Dean of Students will consult with the core faculty and render a decision about the appeal in writing by email within 30 days of the date of the appeal.
- If a student has been placed on financial aid suspension, financial aid awards will be canceled 60 days after the start of the term. Those canceled funds are returned to the originating programs to be awarded to other eligible financial aid recipients. If the student's appeal is granted, aid will be reinstated, based on what funds are available at that time. As a result of financial aid

suspension, the student's original award(s) may be reduced or lost. Appeals must be submitted no later than 30 days after notification of your SAP determination. Incomplete or late appeals may jeopardize the reviewing of the appeal in a time frame that would allow disbursement of financial aid if the appeal is approved.

**SAP Probation:**

- A student will be placed on financial aid SAP probation for the term if a SAP appeal is approved. The student is eligible for financial aid while on probation. Failure to attain the required % of P's (Passed courses) and/or cumulative completed credits percentage at the end of the term will result in an adverse SAP determination and the student will not be eligible for financial aid for the following term. If the student does not attain the required % of P's (Passed courses) and/or cumulative completed credits percentage, but successfully follows the academic plan submitted with the SAP appeal, the student may submit a follow-up appeal showing they have met the terms of the academic plan. If granted the appeal, the probationary period will continue for the following term. Follow-up appeals will be evaluated closely and may result in denial if not fully substantiated. A student may be dismissed from the program, by vote of the core faculty, if they do not make Satisfactory Academic Progress for two consecutive terms.

**Readmittance Following Dismissal:**

- A student who does not complete an appeal or whose appeal is denied will be dismissed from the program. A student can apply to re-enter the program after 1 academic year. The decision to re-admit a dismissed student is by vote of the core faculty. If a student is granted readmittance they will be placed on academic probation for one term. The student must meet SAP and/or the conditions of an Academic Plan after the probationary term. If the student does not meet SAP and/or the conditions of an Academic Plan, they will be dismissed permanently.

**SAP Extensions:**

- A student may request an extension of the maximum attempted credits provision of this policy if they are enrolled in a dual degree program, seek a second degree, or change their degree. Requests will be evaluated on a case by case basis.

#### *D. Grading and Credit Definitions*

As stated in the Academic Catalog, Starr King employs written evaluations rather than letter grades in order to provide a more thorough and useful evaluation of a student's progress toward course outcomes. A grade of P=Passing, a grade of NP= No Pass, a grade of NC= No Credit, a grade of W= Withdrawal (if after the add-drop period). A student must have a minimum of 70% of Ps (passed courses) and positive narrative evaluations for all courses taken in each semester.

For those students who have requested a letter, those grades are calculated for SAP as follows:

A= Pass /GPA 4.0

B= Pass/GPA 3.0

C= Pass/GPA 2.0

Any grade below a C= No Pass/GPA 0

A student with letter grades must have a minimum cumulative GPA of 2.0 to meet SAP requirements.

Attempted credits include grades of: P (Passing) and NC (No Credit), NP (No Pass), W (Withdrawal: if the withdrawal is earned after the designated Add-Drop period) and letter grades of A, B, C, D, F.

Earned (completed) credits include grades of: P, A, B, C.

If a student repeats a course, credits will be added to your attempted/earned credit totals each time you register. However, only the most recent grade received in the course will be used in the calculation of the student's cumulative academic evaluation or GPA.

Transfer credits accepted by Starr King, will be included when calculating your cumulative completed credits percentage and maximum attempted credits, but not your cumulative academic evaluation or GPA.

Audit (V) credits are not considered either attempted or earned.

Federal regulations require us to include the original grade and number of credits for any class a student retroactively withdraws from beyond the add-drop period when calculating a student's SAP status. If the student has retroactively withdrawn from one or more courses, the academic evaluation and/or GPA used to determine whether SAP standards are met may differ from the official Starr King transcript, evaluation, or GPA.

### **Academic or Personal Dispute Policy**

This policy serves Starr King's commitment to build just and sustainable community by establishing procedures for resolving conflicts based on interpersonal interactions or academic processes. Faculty, staff, and students are charged with the responsibility of engaging in respectful communication rooted in values of empathy, curiosity, justice and inclusivity. If a student has an academic or personal dispute with another member of the Starr King community, they may seek resolution through the steps outlined below.

A **personal dispute** is defined as a dispute in which a student objects to the way they have been addressed or treated by another faculty, staff, or student in the context of their studies at or work for the school. Starr King will only involve itself in the resolution of personal disputes that occur within the learning or work environment and impinge upon its healthy functioning.

An **academic dispute** is defined as a dispute in which a student objects to a decision by a course instructor relating to the evaluation of a student's work and the completion of a student's assignments or fulfillment of academic expectations. Academic disputes can occur in relationship to:

- a. a final written evaluation of a student's work in a course
- b. a Pass/Fail decision,
- c. an Incomplete decision,
- d. a decision re: amount of credit to be awarded for variable credit courses (e.g. SKILS and field education)
- e. a decision on a letter-grade for a course (if a letter grade had been requested)

This policy is not applicable in the case of serious violations otherwise stipulated by Starr King.

For the following, a complainant should notify school administrators immediately:

- Harassment or bullying
- Hazing
- Public nudity

- Throwing/ejecting objects
- Use or possession of firearms, pyrotechnics, or explosive objects
- Use or possession of illicit substances
- Sexual misconduct (notify Title IX Coordinator or Deputy Coordinator)

In the case of a **bias incident**, complainants are urged to follow the guidance for informal resolution and direct address, provided below, alongside filing an incident report.

### **Prohibition of Retaliation**

This policy prohibits retaliation against any person who reports a complaint, assists a complainant, or participates in the investigation or resolution of a dispute. Retaliation includes any acts of verbal abuse - such as threats, intimidation, or slander - or adverse actions affecting one's employment or ability to participate in the educational program, or efforts to impede an investigation.

### **Informal Resolution and Direct Address**

Starr King intends to maintain a respectful and collegial learning environment that encourages the cooperative resolution of conflicts whenever possible. It is preferable the disputes are addressed informally through direct engagement between parties. Direct address may be superseded when such interaction may be reasonably considered to be threatening or unsafe.

When you have a complaint against another community member, state your disagreement, concern or objection and state the resolution you feel would be appropriate. The other party must respond in a timely manner (in person, in writing, by e-mail or by phone) and may agree or disagree with you, may accept or reject your proposed resolution, or may propose an alternative resolution that would be acceptable. You must reply in a timely manner to indicate whether you will accept and abide by their response, or whether you will pursue resolution through formal school processes.

### **Formal Resolution of Academic Disputes**

When a student objects to a course instructor's decision and direct address has failed to resolve the matter, the following steps should be taken:

### *Consultation with Advisor*

Meet with advisor (by phone, e-mail exchange, or in person) and seek their counsel and advice. Your advisor will accompany you in reflecting on how and why the dispute arose, what issues are at stake, what learning may be involved for you, and what next steps might be best. Your advisor, at their discretion, may consult with the dean of the faculty, and the core or adjunct faculty member with whom you have the dispute, and may enlist their assistance in working out a resolution or good way forward for you. If consultation does not result in resolution or good way forward, you may proceed to step three.

### *Formal Appeal to the Dean of the Faculty*

You may formally appeal a faculty member's decision to the dean of the faculty if steps one and two have been followed but no satisfactory resolution achieved. A formal appeal should be presented to the Dean of the Faculty in writing, stating your objection to the faculty member's decision and your reasons for the objection, with any supporting materials you wish to provide.

A copy of the formal appeal will be given to the faculty member by the dean of the faculty. The faculty member will have up to 30 days (during the contract year) to provide a written statement expressing the reason for the decision and providing any supporting materials the faculty member wishes to provide. If your appeal is received during a period when the faculty member is on sabbatical, on vacation, or on a break between contract periods, the dean of the faculty will determine an appropriate deadline for the faculty member's written statement to be received and will keep you informed of the expected timeline for the dean of the faculty's decision.

The dean of the faculty will read your written appeal and the faculty member's statement in response. The dean of the faculty may choose to interview, individually, you and the faculty member. If interviews are conducted, you and the faculty member each have the right to invite another person to be present as a fair witness. After considering the written materials and the results of the interviews (if held), the dean of the faculty will render a judgment. The judgment will do one of the following things:

- a. Uphold the faculty member's decision,
- b. Set aside the faculty member's decision and determine a new decision,

- c. Direct either the student or the faculty member or both to take an action or actions that will resolve the matter to the satisfaction of the Dean of the Faculty.

The Dean of Faculty will communicate a decision in writing to both the faculty member and the student. The dean of the faculty will also inform your advisor, the dean of students, and registrar (as appropriate). If either the faculty member or you are not satisfied with the dean's adjudication of the academic dispute, a formal appeal to the President can be made.

#### *Formal Appeal to the President*

A formal appeal to the president may be initiated by a written communication to the President from the student or faculty member making the appeal. The one making the appeal will state in writing their reasons for objecting to the Dean's judgment. The Dean will have 30 days to prepare a written response to the objections. The President may interview the Dean and the person making the appeal, with a fair witness present at the interviews at the request of the interviewee. The President may review all the previous written materials related to the formal appeal to the Dean and may ask for any additional information or interviews that the President feels would be useful in adjudicating the matter. The President will prepare a written judgment that will do one of the following things:

- a. Uphold the Dean of Faculty's decision.
- b. Set aside the Dean of Faculty's decision and determine a new decision.
- c. Direct either the Dean of Faculty or the appellant to take an action or actions to resolve the matter to the satisfaction of the President.

The President's decision will be communicated in writing to the Dean of Faculty, the faculty member, the student, the advisor, and the registrar (as appropriate). **The President will be the final adjudicator of academic disputes.**

#### **Formal Resolution of Personal Disputes**

Formal resolution begins by consulting with a Starr King faculty or staff to seek advice. A student may contact their advisor, the Director of Spiritual Services, or the Dean of Students. This person will accompany the student in reflecting on how and why the dispute arose, what issues are at stake, what learning may be involved, and what next steps might be best. If consultation does not achieve a resolution, a formal grievance may be filed with the Dean of Students. The grievance will consist of a written statement explaining the dispute and its impact

on the student's involvement with Starr King, efforts undertaken to achieve resolution, and providing documentary evidence as needed (e.g, screenshots, witness statements). The Dean of Students will take all necessary measures to investigate the dispute, including collecting statements from the respondent and witnesses, separately interviewing the involved parties, and examining any documentation. The Dean of Students will consult with other administrators to determine a reasonable resolution in accordance with school policies and procedures. The Dean of Students will communicate a decision in writing to the complainant and the respondent.

If the complainant is not satisfied with the proposed resolution, they may present a formal written appeal to the President. The President will review all written materials and may request additional information or interviews. The President will prepare a written judgment that upholds the Dean of Students' decision, set it aside and make a new decision, or direct parties to take other actions to resolve the dispute. **The President will be the final adjudicator of personal disputes within the Starr King environment.**

### **Disputes with Starr King Administrators**

In the case of a personal or academic dispute with the Dean of Faculty or the Dean of Students, formal written complaints should be addressed to the President, following the steps provided above. In the case of a dispute with the President, formal written complaints should be addressed to the Chair of the Board of Trustees.

## Policy on Plagiarism

Plagiarism is the appropriation of words and ideas written by others without proper attribution and is a serious violation of academic and personal integrity. It amounts to theft and is ground for dismissal from the school. At the same time, different cultures have different understandings of plagiarism.

A great resource to help you understand and avoid plagiarism:

Plagiarism: What It Is and How to Recognize and Avoid It:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

## SKSM Consequences of Plagiarism

Teachers who suspect that a student has plagiarized should address the issues with the student. If plagiarism is confirmed the teacher will work with the core faculty to determine the best course of action which could include Academic Probation. If the matter is disputed, the student or teacher may follow the procedures listed under Academic Disputes. Students who are placed on Academic Probation twice may be dismissed from the program.

## Students with Disabilities Policy

This policy strives for consistent and equitable student access to educational opportunities at Starr King. In particular, it addresses a student's ability to fulfill degree and certificate course and program requirements. The policy covers library use, student advising, SKSM classroom activities and requirements, program exams, and capstone experiences or projects. It does not address extracurricular events sponsored by SKSM, student housing, and administrative activities (e.g. registration, access to facilities, etc.).

The Dean of Students serves as the Disabilities Resource Officer (DRO) for SKSM. The DRO serves as a resource to develop expertise, provide information and consultation, and answer questions.

*Student Request:* The student is responsible for fully participating in the process and exercising due diligence to ensure that the provision of accommodations is successfully accomplished. The student with a disability who seeks accommodations with their academic work submits a request form to the DRO (the form is available on the SKSM website). **The student needs to include official written documentation with the form**

**from a professional who has the credentials and expertise to diagnosis the student's condition.** The student is responsible for incurring any cost associated with the documentation.

Accommodations are not intended to give students with disabilities an unfair advantage, but to remove barriers that prevent students from learning and from demonstrating what they have learned, in the context of their formal degree or certificate program.

*Request for Accommodations form:*

[https://www.sksm.edu/wp-content/uploads/2022/12/10.19.22-SKSM-Disabilities-Accommodation-Request-Form.Blank\\_.Rev\\_.09.09.2022.pdf](https://www.sksm.edu/wp-content/uploads/2022/12/10.19.22-SKSM-Disabilities-Accommodation-Request-Form.Blank_.Rev_.09.09.2022.pdf)

*The Timing of a Student Request:* The student with a disability should request accommodations in advance of when the accommodation is needed. The student needsto factor in the amount of time required to secure written documentation from an appropriate professional. They should recognize that the DRO has other responsibilities and requires a reasonable amount of time to integrate student requests within their workload.

Students eligible for academic accommodations will normally have their request reviewed and, if appropriate, approved no more than three weeks after submitting the request.

*Decision:* The DRO works to finalize accommodation options in the context of institutional resources and culture and to assure consistency and equity within SKSM as students with disabilities cross-register for courses. An accommodation is not “reasonable” if it will necessitate modifications of the essentialnature of a program or activity or would place undue financial or administrative burdens on the institution.

Next, the DRO works with the student and appropriate faculty to make sure recommended accommodations can be implemented and do not compromise the academic integrity of the educational opportunity.

The DRO conveys the official decision and, if appropriate, recommended accommodations to the student by email, who then uses written confirmation to work with appropriate staff and faculty on the implementation of accommodations.

*Implementation:* Accommodations will apply to all educational events described in the DRO's email for a specified period of time up to three years. Students should use the DRO's email to work with faculty and staff to arrange accommodations as needed.

Students may re-apply for accommodation should the need persist beyond the period defined in the DRO's decision.

*Appeal:* The student with a disability and/or faculty involved with the student may not agree with the DRO's decision for accommodations. If a faculty member disagrees with and/or refuses to provide the recommended accommodations, the DRO should work with the faculty member to resolve the faculty member's concerns.

If a resolution is impossible, the student with a disability can seek remedy via SKSM's academic grievance policy.

If a student disagrees with the DRO's decision and/or recommended accommodation, they can also appeal the decision through the academic grievance policy. Again, the DRO should work with the student first to find ways to resolve the student's concerns.

### **Institutional Contact:**

Rev. Dr. Christopher Schelin, Dean of Students, Disability Resource Officer  
[cschelin@sksm.edu](mailto:cschelin@sksm.edu)

### **Privacy Policy - Family Educational Rights and Privacy Act (FERPA)**

View/download this page as a pdf – [SKSM FERPA Policy](#).

For purposes of this statement, "students" will include only those individuals who are or have

been enrolled in the Master of Divinity (MDiv), or the Master of Arts in Social Change (MASC) degrees, the certificate programs in Unitarian Universalist Studies or Multireligious Studies, or The Chaplaincy Institute (ChI) certificate programs. Students will also include SKSM special students (i.e. SKSM Online, unclassified student).

The term “student” includes an individual who has been admitted to and has enrolled in or registered with Starr King School for the Ministry, as defined above. The term “student” does not include an individual who has not been in attendance at Starr King School for the Ministry. An individual who is or has been enrolled in one institution, who applies for admission to a second institution, has no right to inspect the records accumulated for the second institution until enrolled therein.

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

FERPA defines an Education Record as certain information about a student that is maintained in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples of a student Education Record for a Starr King School for the Ministry student include the following:

- Grades, courses taken, and official letters regarding a student’s status in school, academic evaluations, transcripts, advising records;
- Disciplinary records;
- Financial aid records;
- Medical and health records that the school may collect;
- Student’s identification number, social security number.

Starr King School for the Ministry accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students’ education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons or in other special situations that SKSM determines to be allowed by law. All these exceptions are permitted under the Act.

Within Starr King School for the Ministry’s community, only those members, individually or

collectively, acting for SKSM's purposes are allowed access to student education records. These members include personnel in the President's Office, the Dean of Faculty's Office, the Dean of Students' Office, the Registrar's Office, Admissions Office and the Student Accounts Office, academic personnel within the limitations of their need to know, and legal counsel.

At its discretion and in accordance with the provisions of the Act, SKSM may provide Public Information to strengthen student education, community and support (see definition of Public Information). Students may withhold their Public Information by notifying the SKSM Registrar in writing by the final date of late registration for Fall semester, or by the final date of late registration for Spring semester for those who matriculate during the Spring semester.

Request for non-disclosure of a current student's Public Information will be honored by the Institution for only one academic year; therefore authorization to withhold Public Information must be filed annually in the Registrar's Office by the final date of late registration for Fall semester. All students, including those students who initially matriculated and submitted their non-disclosure request in the Spring, will be required to renew their annual non-disclosure request in writing each subsequent fall.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if they are dissatisfied with the outcome of the challenge, and to submit explanatory statements for inclusion in their files if they are dissatisfied with the decisions of the hearing panels. The Registrar at Starr King School for the Ministry has been designated by the institution to coordinate the inspection and review procedures for student education records, as outlined under education record. Students wishing to review their education records must make a written request to the Registrar, listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, prohibiting its release, or a transcript of an original or source document from another institution). Transcripts are available for a charge of \$5.00 per copy. Student education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute for the person who made the record; do not include employment records; and do not include alumni records.

Students may not inspect and review the following as outlined by the Act: confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required

to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Registrar who may then consult with Dean of Students if necessary. If the staff decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; and he/she will be informed by the Dean of Students of his/her right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean who, within a reasonable period of time after receiving such a request, will inform the student of the date, place, and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of his/her choice, including attorneys, at the student's expense. The hearing panels which will adjudicate such challenges will be appointed by and chaired by the Dean of Students. The hearing panel will consult with legal counsel as appropriate.

Decisions of the hearing panel will be final, will be based on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place statements with the education records commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may file a complaint, in writing, with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

## **Definition of Terms**

### **SKSM FERPA Policy**

#### **Student**

The term "student" includes an individual who has been admitted to and has enrolled in or registered with the Master of Divinity (MDiv), or the Master of Arts in Social Change (MASC)

degrees, the certificate programs in Unitarian Universalist Studies or Multireligious Studies, or The Chaplaincy Institute (ChI) certificate programs. Students will also include SKSM special students (i.e. SKSM Online, unclassified student) at Starr King School for the Ministry.

The term “student” does not include an individual who has not been in attendance at Starr King School for the Ministry. An individual who is or has been enrolled in one institution, who applies for admission to a second institution, has no right to inspect the records accumulated for the second institution until enrolled therein.

## **Student Education Records**

Student education records mean those records which are directly related to a student and maintained by the institution or by a party acting for the institution.

The term “student education records” does not include:

- Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which:
  1. are in the sole possession of the maker thereof; and
  2. are not accessible or revealed to any other individual, except to an individual who performs on a temporary basis the duties of the individual who made the record.
- Records relating to an individual who is employed by Starr King School for the Ministry which:
  1. are made and maintained in the normal course of business;
  2. relate exclusively to the individual in that individual’s capacity as an employee;
  3. are not available for any other purpose.

The above paragraph does not apply to records relating to an individual who is employed in an educationally related position because of their status as a student (e.g. work-study).

- Records which contain only information relating to a person after that person is no longer a student, such as information pertaining to alumni.

## **Public/Directory Information**

The term “public information” as used in the SKSM FERPA policy is synonymous with the term “directory information” in the Federal Family Educational Rights and Privacy Act of 1974 and the State of California Education Code.

The term “public information” shall be limited to student’s name, address, email address, telephone number, date of birth, place of birth, area of study, dates of attendance, degrees, scholarships and honors, school of affiliation.

Revisions and clarifications will be published as experience warrants. Revision Date: October 9, 2014

## **Policy For Protection Of SKSM Students From All Forms Of Sexual Misconduct**

### **Temporary Supplement to Sexual Misconduct Policy**

**Overview:** This temporary policy supplement is an extension of the existing Title IX Sexual Misconduct Policy. It implements the Department of Education’s 2020 “Final Rule” for Title IX regulations. If the Title IX Coordinator considers a report to be of a **very serious** asserted violation of the SKSM Sexual Misconduct Policy, use this temporary supplement along with the Policy.

**Very serious** reports are those that upon completion of the intake, the Title IX Coordinator believes that if true, the case reasonably may lead to sanctions of expulsion, suspension of matriculation or of co-curricular activities and/or a permanent adverse finding of sexual misconduct on record with SKSM.

**Notice:** Very serious reports require more detailed written notice. The Title IX Coordinator will provide written notice to the parties who are known, including a statement of the allegations and details known at the time, such as names of those involved, the alleged conduct, the date, time and location of the incident; a statement of the policies and standard of evidence that will apply; a statement that the Respondent is presumed not responsible for the alleged conduct until a final determination is made by the appointed fact-finder(s); and a reminder that both parties will have the opportunity to review the investigative report and evidence prior to the hearing and an opportunity to bring an advisor of their choice to the hearing. Both parties are sent a copy of the SKSM Sexual Misconduct Policy and this supplement.

**Live Hearing:** Very serious reports require a live hearing if the report is not resolved by an

agreement that is approved by the Title IX Coordinator, unless both the Complainant and the Respondent do not want a live hearing.

The hearing will take place in real-time, however, participants may be located in separate rooms using audio and/or video technology that allows simultaneous viewing and listening. The hearing fact-finder(s) shall decide who is allowed at the hearing and the order of the proceedings. SKSM may retain an external person to be the neutral fact-finder.

The live hearing is held by the fact-finder(s) who is appointed by the Title IX Coordinator and who is not otherwise involved in the case. The person will be appropriately trained. The fact-finder(s) will not have a conflict of interest or any bias for one side or the other.

All parties will receive 20 days or more notice of the date, time and location for the hearing, and a reminder of the equal opportunity for bringing an advisor/support person to the hearing.

At least ten (10) days before the hearing takes place, both the Complainant and the Respondent will have equal opportunity to review the investigative file subject to any parameters set by the Title IX Coordinator. This information will also be available at the hearing.

Each party's advisor will be permitted an opportunity to ask the other party and any witness who testifies, relevant questions and follow-up questions, including those challenging credibility, but only upon the advance approval by the fact-finder(s), and subject to their guidelines, if any. Direct questioning of any witness by a party is not permitted. If a party does not have an advisor, they may inform the Title IX Coordinator in advance of the hearing, who will determine how to proceed. The fact-finder(s) will decide questions of relevance at the hearing.

Complainants and Respondents will be treated equitably. All relevant evidence at the hearing and in the hearing file will be objectively evaluated, including both inculpatory and exculpatory evidence. A determination will not be based on a party's status as a Complainant, a Respondent, or a witness, or any preconceived notions or biases.

Within ten (10) business days of the live hearing, with extension as permitted by the Title IX Coordinator, the fact-finder(s) will provide a written determination to the Title IX Coordinator of whether or not the Respondent is found responsible under this Policy, and may also include a recommendation for sanctions or remedies.

The Title IX Coordinator will thereafter send the parties (simultaneously) a written

Outcome Letter as stated in the SKSM Sexual Misconduct Policy. The range of possible disciplinary sanctions or remedies that may follow a determination of responsibility are stated in the SKSM Sexual Misconduct Policy.

**Records:** An audio or audiovisual recording or transcript of the live hearing will be created. The Title IX Coordinator will receive and retain records of the case including the interim and the supportive measures, if any. If no such measures were provided, SKSM will document the reasons why. The Office of the Title IX Coordinator will also maintain materials used to train any staff of SKSM who are appointed to serve as investigator(s), fact-finder(s) or in any other role related to this Policy. Requests for inspection of such records may be directed to the designated Title IX Coordinator.

## **Standing Sexual Misconduct Policy**

### **1.I. INTRODUCTION**

Starr King School for the Ministry (also referred to as “SKSM”) is committed to maintaining its campus and programs free from all forms of sexual misconduct. To help achieve this goal, SKSM has developed these policies and programs which are designed to help protect all students from experiencing any form of sexual misconduct, including sexual and gender-related: violence, assault, harassment, domestic violence, dating violence, and stalking.

This Policy applies to misconduct directed against SKSM students whether it occurs on SKSM property or in relation to SKSM-sponsored events or programs. Off-campus conduct that is likely to have a substantial effect on on-campus activity or that poses a threat or danger to the SKSM community also may be addressed under this Policy.

### **1.II. NOTICE OF NON-DISCRIMINATION AND HARASSMENT**

SKSM does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identification or expression, sexual orientation, disability, age, religion, medical condition, veteran status, marital status or any other characteristic protected under law.

### **1.III. SCOPE OF THE POLICY**

This Policy sets forth the policies and procedures for reporting incident(s) of possible sexual misconduct that occur toward any SKSM student.

Students who believe that an incident of possible sexual misconduct has occurred against a student of SKSM, by another student, faculty member, administrator, or any other individual that a student comes into contact with by way of any SKSM administered program, job or activity, including but not limited to, a student, faculty member or administrator of an affiliated school, center or institute of SKSM should follow this Policy. Please see Section VII below for information on how to report incident(s) of possible sexual misconduct, against a student.

For information related to academic misconduct, or other misconduct that is not sexual misconduct, please refer to the applicable sections of the student handbook.

As to faculty and employees of SKSM who experienced sexual misconduct may have, please consult your faculty or employee handbooks for the relevant reporting policies and procedures that apply; and persons may also contact the Title IX Coordinator and/or the Deputy Coordinators for assistance. See below.

#### 1.IV. WHO ARE THE SCHOOL ADMINISTRATORS WITH RESPONSIBILITY FOR PROTECTION OF STUDENTS FROM SEXUAL MISCONDUCT?

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits harassment on the basis of sex (or gender) of students at educational institutions that receive federal financial assistance. Sexual misconduct is a form of illegal harassment based on sex (or gender).

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” 20 U.S.C. §1681.

The Title IX Coordinators are the persons designated by SKSM to oversee this Policy and to whom anyone with questions about this Policy may be referred.

### **Title IX Coordinator at SKSM**

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## **1.V. PROHIBITED CONDUCT**

SKSM prohibits all forms of sexual misconduct, which includes sexual and gender-related violence of any form: assault, harassment, domestic violence, dating violence, and stalking. Each of these terms encompasses a broad range of behavior.

The following are among the forms of sexual misconduct that violate SKSM policy and the associated definitions:

### **1.1. Sexual Assault:** Having or attempting to have intercourse with another individual:

- By force or threat of force;
- Without effective consent; or
- Where the individual is incapacitated.

*Sexual Assault* includes, but is not limited to: rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these.

*Sexual Intercourse* is penetration (oral, anal or vaginal) by a tongue, mouth, penis, finger, or an object.

### **2. Non-Consensual Sexual Contact (or attempts to commit the same):** Having or attempting to have sexual contact with another individual:

- By force or threat of force;
- Without effective consent; or
- Where the individual is incapacitated.

*Sexual contact* includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner.

3. **Sexual Exploitation:** Occurs when an individual takes non-consensual or abusive sexual advantage of another individual for one's own advantage or benefit, or to the benefit or advantage of another individual. Examples of sexual exploitation include:

- Causing or attempting to cause another individual to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior;
- Recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another individual without their consent;
- Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.);
- Exposing one's genitals in non-consensual circumstances or inducing someone to expose their genitals;
- Knowingly transmitting a sexually transmitted disease or virus to another individual without his or her knowledge; or
- Sexually-based stalking and/or bullying.

4. **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

5. **Dating Violence:** Violence committed by a person –

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

6. **Stalking:** A course of physical or verbal contact directed at another individual that would cause a reasonable person to-

(A) Fear for his or her safety or the safety of others; or

(B) Suffer substantial emotional distress.

7. **Retaliation:** Action which is taken against an individual or group of individuals because of their participation in a complaint or investigation of sexual misconduct, including but not limited to, Complainants, Respondents, witnesses, or others involved in the complaint, investigation and/or resolution of the alleged sexual misconduct. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

8. **Sexual Harassment** is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive to interfere with, deny or limit a person's ability to participate in or benefit from SKSM's education program and/or activities. Sexual harassment has many forms. Sexual harassment is harmful regardless of gender of the perpetrator or the victim. One form is quid pro quo or "this for that." Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when it is implicitly or explicitly suggested that submission to or rejection of the conduct results in adverse educational or employment action. An example is a student advisor asking a student to have sex in exchange for keeping quiet about a student's violation of the plagiarism policy.

Another form of sexual harassment involves hostile environment. It is sexual harassment when an individual receives unwelcome sexual advances, unwanted verbal, physical, or visual behavior of a sexual nature, or is made to feel uncomfortable because of their gender or sexual orientation. Conduct that may constitute sexual harassment may include one or more of the following:

- Physical conduct: unwanted touching, blocking normal movement, or interfering with studies or work;
- Verbal conduct: epithets, derogatory comments, slurs, or humor of a sexual nature;
- Visual conduct: leering, making sexual gestures, displaying suggestive objects or pictures, cartoon posters in a public space or forum;
- Written conduct: letters, notes, or electronic communications containing comments, words or images as described above.

## **9. Close Personal Relationships Affecting Teaching, Mentoring and Supervisory Functions**

Except where explicit and advanced authorization has been obtained in writing from the Vice President for Administration and Finance, no individual who is employed by SKSM may participate in a close personal relationship with an individual who is a member of the SKSM community for whom the person provides or may (by virtue of SKSM assigned position or functions) reasonably be expected in the future to provide teaching, mentoring or supervision. Supervision includes grading or other academic evaluation, job evaluation, decisions pertaining to promotion, the direct setting of salary or wages, and job, internship, educational, or employment references or recommendations.

Close personal relationships include dating, sexual and similar close personal relationships that are or are not consensually undertaken by the supervisor and the individual. Such relationships do not include the usual and customary socializing at SKSM of teacher-student; mentor-mentee; supervisor-employee; faculty member-graduate student; co-workers; and supervisor-student employee. A person provides supervision when s/he oversees, directs or evaluates the work of others, including but not limited to, managers, administrators, coaches, directors, deans, chairs, advisors.

## 1.VI. DEFINITIONS:

The following are additional definitions used under this Policy, as defined by law:

1.1. **Consent** means “affirmative consent,” which means affirmative, conscious, and voluntary agreement to engage in sexual act. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

In the determination of whether consent was given to sexual activity, it shall not be a valid excuse to an alleged lack of affirmative consent that the person whose conduct is at issue (“Respondent”) believed that the person who experienced the Respondent’s conduct (“Complainant”) consented to the sexual activity under either of the following circumstances:

- (A) The Respondent’s belief in affirmative consent arose from the intoxication or recklessness of the Respondent.
- (B) The Respondent did not take reasonable steps, in the circumstances known to them at the time, to ascertain whether the Complainant affirmatively consented.

In the evaluation of complaints under this Policy, it shall not be a valid excuse that the accused believed that the Complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

1. The Complainant was asleep or unconscious.
2. The Complainant was incapacitated due to the influence of drugs, alcohol, or

medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.

3. The Complainant was unable to communicate due to a mental or physical condition.

**1.2 Coercion** is a form of force which comprises unreasonable pressure for sexual activity. When someone makes clear that they do not want to participate in a sexual activity, that they want to stop, or that their limit is at a certain point, continued pressure to act beyond that point can be coercive.

**1.3 Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Other forms of force include intimidation (implied threats), threats, and coercion that overcome resistance or produce consent.

**1.4 Incapacitation** is a state where someone cannot knowingly give consent because the individual lacks conscious knowledge of the nature of the act (e.g. to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if that individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. Incapacitation may occur as the result of alcohol or other drug use.

**1.5 Complainant** refers to the individual who may identify as having experienced or being a victim or survivor of possible sexual misconduct and who makes a report of sexual misconduct under this Policy. A Complainant can also be a person who reports self-knowledge of an incident of possible sexual misconduct but is not a victim, such as a SKSM student, staff member, faculty, teacher, or administrator.

**1.6 Respondent** refers to the individual whose conduct is at issue, under this Policy. A Respondent may be a current or former student, staff member, faculty, teacher, administrator, visitor, alumni, contractor of SKSM or one of its member schools, someone from an affiliated school, center or institute, or any other person. A Respondent may be a stranger or a non-stranger person.

**1.7 Witness** refers to any individual who either witnessed an incident or who has relevant information regarding a case that is being investigated under this

Policy.

**1.8 Advisor or Support Person** is a person who provides emotional support to a Complainant or Respondent and who may be present in a non-participating role to provide moral support during any meeting or proceeding under this Policy. The advisor or support person may be a currently enrolled student, parent of the student, or a SKSM faculty or staff member. Non-participating means that the advisor or support person is silent and does not speak or present information during the meeting or proceeding under this Policy. [Attorneys are not permitted to participate in any Campus meeting or proceeding under this Policy, absent advance written consent of the Title IX Coordinator and agreement to terms.]

**1.9 Clergy Member** means “a priest, minister, religious practitioner, or similar functionary of a church or of a religious denomination or religious organization.” California Evidence Code § 1030. Communications made in confidence with a clergy member may be privileged under the “clergy-penitent privilege” described in EvidenceCode sections 1032-1034, unless they are also acting as an administrator, faculty or student advisor of SKSM, in which case they must report sexual misconduct to campus authorities.

**1.10 Pastoral Counselor** means a person who is associated with a religious order or denomination, is recognized by that religious order or denominations as someone who provides confidential counseling and is functioning within the scope of that recognition. 34 C.F.R. §§ 668.46(a). A pastoral counselor who is functioning as an administrator, faculty member or student advisor of SKSM would not be functioning within the scope of their pastoral duties and must report sexual misconduct to campus authorities.

## 1.VII. REPORTING INCIDENTS THAT MAY BE SEXUAL MISCONDUCT

### 1. General Information:

SKSM encourages all students to seek assistance from a medical provider and/or law enforcement as soon as possible after an incident that may be sexual misconduct.

Prompt reporting is the best option to ensure preservation of evidence and for the identification and location of witnesses.

SKSM also encourages all students to make a report of the incident(s) to SKSM and to do so to

SKSM's designated officers as described below. Making a report means telling someone in authority what is known or believed to have happened. Students should make reports of the incident(s) as soon as the incident(s) of sexual misconduct become known.

SKSM will promptly review and thoroughly consider all reports of incidents that may be sexual misconduct under this Policy, including any misconduct alleged to have been taken by SKSM students, faculty, staff, or visitors, or by any student, faculty, staff or visitor of an affiliated school, center or institute of SKSM. Instructions for how to report these types of incidents are explained more fully below. SKSM will take prompt action to prevent, correct and discipline behavior that is found to violate this Policy, where appropriate, in the judgment of SKSM.

The filing of a report under this Policy is independent of any criminal investigation or proceeding that may take place by governmental authorities or law enforcement, and both SKSM and criminal investigations may be pursued simultaneously.

## **2. Reporting Procedures:**

If you are a student who believes there has been an incident of possible sexual misconduct against a SKSM student by another student, faculty or staff member, or visitor of SKSM, or by a student, faculty, staff member or visitor of a SKSM affiliated school or program, you are encouraged to report such conduct as soon as possible.

### **1.A. Emergency and External Reporting Options (non-SKSM):**

- Emergencies: 911
- City of Oakland Police Department: Emergency (510) 238-3455 or Non-Emergency (510) 777-3333
- Rape Crisis Center 24-hour helpline: 1-800-670-7273
- Bay Area Women Against Rape 24-hour hotline: (510) 845-7273
- National Domestic Violence hotline: 1-800-799-SAFE (7233)
- Community Overcoming Relationship Abuse (CORA) 24-hour hotline: 1-800-300-1080
- National Sexual Assault hotline: 1-800-656-HOPE (4673)

Note: The Title IX Coordinator will assist students who wish to make a report to law enforcement authorities in doing so if the person so chooses. Students may also choose to decline to notify law enforcement authorities; however, as explained in Section G below, SKSM may be required by law to report incidents that involve violence, hate violence, and/or sexual assault, to law enforcement authorities, including those incidents that occur on-campus and off-

campus. Except if required by governmental agencies, SKSM will not disclose a victim's identity unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity will not be disclosed either, unless required by governmental authorities.

In any case, under state and federal law, a victim has: (1) the right to a Sexual Assault Forensic Medical Examination at no cost to the victim/patient; and (2) the right to participate or not participate with the local law enforcement agency or the criminal justice system, either prior to the examination, or at any other time. Additionally, a victim may agree to engage with local law enforcement and participate in the investigation and prosecution using a pseudonym (i.e., Jane or John Doe) instead of his or her true name.

### **1.B. Reporting Options at SKSM:**

Incident(s) of possible sexual misconduct against SKSM students may be reported as follows:

- By submitting a written complaint by email to one of Title IX Coordinators
- Or by submitting a report using the online reporting form available through SKSM's webpage, and available at this link:  
<https://www.sksm.edu/community/policies-compliance-statements/reporting-sexual-misconduct/>

#### **Title IX Coordinator**

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#### **Deputy Title IX Coordinator**

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All reports of incidents of possible sexual misconduct will be reported to the Title IX Coordinator.

### **1.C. Specific Information Regarding Incidents Occurring at or Involving Persons from a SKSM Member School or Affiliated School, Center, or Institute:**

The Reporting Procedures for SKSM students who are taking courses at or offered by an affiliated school/center/institute of SKSM, are the same as the Reporting Procedures outlined in Sections A and B above.

SKSM will do everything feasible to address and prevent recurrence of any misconduct committed by a person of another affiliated school/center/institute of SKSM (such as a student, faculty, third-party contractor, staff member), however, SKSM may be limited in what actions it can take.

SKSM will consider all reported incidents that occur in connection with a SKSM student taking courses at or offered by an affiliated school/center/institute of SKSM, and will take interim measures and corrective action, as deemed appropriate by SKSM, for any sexual misconduct found to be in violation of this Policy, including such measures as no-contact orders, changes in classes or programs of study, temporary leaves of absence, changes in student advisors, and so forth.

In addition, SKSM students who are taking courses at or offered by an affiliated school/center/institute of SKSM, may also (in addition to reporting to SKSM) choose to report incident(s) of sexual misconduct that occur in connection with their taking courses at or offered by an affiliated school/center/institute, by using the policies and procedures of that affiliated school/center/institute. SKSM may work in conjunction with another school in investigating and resolving reported incidents and will notify the student if it does so, on a case-by-case basis.

#### 1.D. Anonymous Reporting:

Anonymous reports, or reporting without disclosing the reporter's name, can be made, but anonymous reporting is not the preferred way. Depending on the information received, SKSM's ability to respond to an anonymous report may be limited. The Title IX Coordinator will review anonymous reports received by SKSM and determine whether an investigation and response are appropriate.

#### 1.E. Alcohol, Drugs and/or Other Misconduct:

SKSM encourages the reporting of conduct prohibited under this Policy. An individual who reports sexual misconduct, either as a Complainant or a third-party witness, will not be subject to disciplinary action by SKSM for his/her own personal consumption of alcohol or drugs, or other non-sexual misconduct, that happened at or near the time of the incident, unless SKSM finds the violation(s) to be egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

#### 1.F. Prohibition Against Retaliation:

It is a violation of SKSM policy to retaliate against any person making a report of possible sexual misconduct, or against any person cooperating in the investigation of any report of possible sexual misconduct. Retaliation against any member of the SKSM community may result in disciplinary action, including termination of employment or expulsion from SKSM.

#### 1.G. Possible Disclosure by SKSM of Information Pertaining to Reports of Possible Sexual Misconduct:

SKSM is committed to assisting students throughout the processes outlined in this Policy. Efforts will be made to respect the privacy of all individuals involved in this process in a manner consistent with the need for a thorough review of the report and carrying out the processes.

This means that the information related to a report under this Policy will only be shared with a limited circle of individuals who, in the judgment of SKSM, have a “need to know” basis in order to assist SKSM and/or its designees in its investigation and response and to prevent the recurrence of any such conduct found to have been committed.

If there is a request that the names remain confidential, SKSM will take steps to investigate and respond to the report in a manner that is consistent with that request. However, SKSM’s ability to fully respond to the incident may be limited and SKSM thereby cannot guarantee complete confidentiality.

SKSM is required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Neither names, nor other identifying details of the incident, will be made public in the annual crime report. SKSM is also required by law under certain circumstances to report any incident which might be classified as a violent crime, hate crime, or sexual assault to law enforcement. However, it is up to the Complainant on whether or not to separately file his or her own report with the Police and/or to contact Rape Trauma Services.

Except if required by governmental agencies, SKSM will not disclose a victim’s identity unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator’s identity will not be disclosed either, unless required by governmental authorities.

## **1.H. Discussing an Incident(s) of Possible Sexual Misconduct, Without Making a Report or Record of the Incident**

If a person would like to discuss the details of an incident of possible sexual misconduct, without making a report or record of the incident, or in an otherwise confidential manner, the person should speak with persons who hold a relationship with the person of which there is a legal duty of confidence, such as with their physicians, mental health therapists, priests, or clergy. These persons generally will maintain confidentiality if they are acting in their capacity as your physician, mental health therapist, or clergy member, except in extreme cases of immediacy of threat or danger, or abuse of a minor.

The faculty and administrators of SKSM, even if they are ordained clergy or pastoral counselors, are **not** acting in their capacity as members of the clergy and do not have such a relationship with SKSM students, and thus, they are required under this Policy to promptly forward all reports of possible sexual misconduct to the Title IX Coordinator for consideration and response.

## **1.I. Confidential Reporting Options**

Students who would like to speak to someone in confidence about an experience of sexual misconduct or about another's experience of sexual misconduct, should contact off-campus rape crisis counselors, domestic violence resources, private agencies, external mental health agencies and external clergy members (see Resources in Section XVI).

## 1.VIII. INTAKE MEETINGS

### 1.1 Intake Meeting with Complainant:

Upon receipt of a report of an incident, a designated person will promptly schedule a meeting with the Complainant to take place as soon as possible to go over this Policy and to identify possible forms of support for the student (see the Resources section below). The initial intake meeting shall be conducted by the Title IX Coordinator, Deputy Title IX Coordinator, or by an external designee selected by SKSM, each of whom shall have training in victim-centered approaches (hereinafter, "Intake Officer").

At this meeting, the Intake Officer will discuss whether there are any interim measures (see Interim Measures section below) that may be implemented at the discretion of SKSM. The preferences of the Complainant on such measures may be stated and will be taken into consideration by the Intake Officer.

At the intake meeting, the Intake Officer will also discuss the following:

- A student's right to report the incident(s) to local law enforcement agencies;
- A student's right to seek medical treatment and the importance of preservation of evidence;
- Requests for confidentiality, if any;
- SKSM's obligation to consider all reports of incidents and the inability of SKSM to guarantee complete confidentiality;
- SKSM's policy against retaliation of any person making a report or participating in the investigation or adjudication of an incident under this Policy;
- The possibility of an investigation by an outside impartial and neutral fact-finder selected by SKSM;
- The possibility for sanctions as determined by SKSM;
- The use of an Advisor or Support Person in any meeting or proceeding under this Policy; and
- SKSM's obligation to report crime statistics into its daily crime log.

## 1.2 Intake Meeting with Respondent:

If the Respondent is a student of SKSM, the Intake Officer will also meet with the Respondent after receiving the report of the incident. If the Respondent is a faculty or staff member of SKSM, the Deputy Title IX Coordinator for faculty and employees will meet with the Respondent.

At this meeting, the Intake Officer will go over this Policy and also discuss whether there are any interim measures that may be implemented at the discretion of SKSM during the investigation and resolution of the report. The preferences of the Respondent on such measures may be stated and will be taken into consideration by the Intake Officer.

At the intake meeting, the Intake Officer will also discuss the following:

- A student's right to report the incident(s) to local law enforcement agencies;
- A student's right to seek medical treatment and the importance of preservation of evidence;
- Requests for confidentiality, if any;
- SKSM's obligation to consider all reports of incidents and the inability of SKSM to guarantee complete confidentiality;
- SKSM's policy against retaliation of any person making a report or participating in the investigation or adjudication of an incident under this Policy;
- The possibility of an investigation by an outside impartial and neutral fact-finder selected by SKSM;
- The possibility for sanctions as determined by SKSM;
- The use of an Advisor or Support Person in any meeting or proceeding under this Policy; and
- SKSM's obligation to report crime statistics into its daily crime log.

## 1.3 Initial Witness Interviews

The Intake Officer may also collect additional information or speak with any person(s) believed to have relevant information concerning a reported incident, in an effort to gather preliminary information to make an initial assessment of the matter.

The preferences of the Complainant and the Respondent on witnesses to be interviewed may be stated and will be taken into consideration by the Intake Officer.

## 1.4 Initial Assessment by The Title IX Coordinator

The Intake Officer will then consider the nature of the report, the safety of the individuals involved and of the campus community, the Complainant and Respondent's expressed preferences for resolution, and if the Intake Office is not the Title IX Coordinator, they will make a recommendation to the Title IX Coordinator on whether the matter can be resolved or whether to refer the matter for further investigation. Sexual assault cases will not be resolved through mediation.

The Title IX Coordinator will make the final decision on whether to refer the matter for further investigation. If the matter is resolved, the matter will be deemed closed, the decisions final and binding, with no further rights of appeal. If the matter is referred for further investigation, the matter will follow the procedures for investigation and resolution described below.

The Title IX Coordinator will inform the Complainant and Respondent in writing if the matter will be referred for further investigation.

### 1.5 Possible Interim Measures

Interim measures will be considered and implemented at the discretion of SKSM. Interim measures, which may be applied to the Complainant and/or the Respondent, include such things as:

- Issuance of a "no-contact" order or directive that restricts persons from having contact with one another in person or through electronic means;
- Change in class schedule;
- Change in student-related employment;
- Rescheduling of exams or assignments (in conjunction with appropriate faculty);
- Voluntary leave of absence;
- Providing escort services for movement between classes and SKSM activities;
- Interim suspension or SKSM-imposed leave;
- Administrative hold on student accounts, including a hold on the release of transcripts while an investigation is pending;
- Denial of access to campus, campus facilities and/or SKSM activities; and
- Other measures.

## 1.IX. EXTERNAL INVESTIGATIONS INITIATED BY SKSM

Following the initial assessment, the Title IX Coordinator shall decide whether to refer the matter for further investigation, and if so, the Title IX Coordinator shall designate an impartial investigator who has specific training and experience. The investigator may be an employee of SKSM or be an external investigator engaged to assist SKSM in fact gathering. SKSM retains the right to designate an external investigator of its own choice at all times.

The role of the investigator is to be a neutral fact-finder. The investigator may also designate another trained colleague to assist in interviewing parties, identifying and locating witnesses, and in gathering other facts and evidence. The investigator will investigate in a manner deemed appropriate in light of the circumstances of the case and will cooperate with law enforcement authorities to the extent necessary.

A typical investigation will include interviews with the Complainant, the Respondent and third-party witnesses, and of the collection of available physical, documentary and other evidence. Photographs may be taken. The Complainant, the Respondent and any third-party witnesses may present witnesses or other evidence to the investigator for consideration. Information collected during the initial intake and assessment will be forwarded to the investigator. If any law enforcement agency is also investigating the incident, the SKSM investigator may defer to the police department for the collection and preservation of evidence.

The investigator will compile the details of the investigation into an investigative report, which will contain summaries of the interviews, photographs (if available) and other related evidence or duty logs and also a detailed analysis of the events. Before finalizing a witnesses' statement, the investigator may send a draft of the statement to the individual to allow them a chance to add to it or make any suggested changes to their statement.

The investigative report will be prefaced with a summary of findings and recommended actions. In this summary the investigator will:

- State the initial complaint;
- Outline the details of the investigation;
- State, whether, using a preponderance of the evidence standard, it is more likely than not that policy violation(s) occurred; and
- If requested by the Title IX Coordinator, include any recommended sanctions or corrective actions to be taken.

If requested by the Title IX Coordinator to make a recommendation, the investigator may recommend that SKSM impose certain sanctions or take certain corrective action; however, the decision to select and implement, appropriate sanctions or corrective action, if any, remains at all times within the authority of SKSM.

The completed investigative report normally will be submitted to SKSM within thirty days of the intake. However, depending on the complexity of the case, additional time may be needed to complete the investigation.

## 1.X. RESOLUTION

The investigative report will be forwarded to the Title IX Coordinator of SKSM. He or she will review the fact-finding determination by the impartial investigator and take any recommendations for sanctions or corrective action into consideration.

The Title IX Coordinator will decide whether the matter requires further proceedings; whether to accept the recommendations for sanctions/corrective action (if any); or whether to issue or recommend to an officer of SKSM, different or alternative sanctions/corrective action.

The Title IX Coordinator can issue – or recommend to a SKSM officer – any sanctions which he or she believes is appropriate based on the results of the investigation, including but not limited to, warnings, censure, disciplinary probation, suspension, expulsion, revocation of admission and/or degree, or withholding a degree.

A preponderance of the evidence standard will be used under this Policy, that is, whether it was more likely than not that the conduct prohibited under the Policy occurred. All proceedings under this Policy will be prompt, fair, impartial, and conducted by those who are adequately trained.

Past violations of the responsible student may be considered in the determination of an appropriate resolution. SKSM will also consider whether the action will bring an end to the violation in question, whether it will reasonably prevent a recurrence of a similar violation and/or whether it will mediate any effects the violation had on the Complainant and the SKSM community.

Within ten (10) business days of the decision, both the Complainant and the Respondent will be notified in writing of the results of the investigation, including any sanctions or remedies imposed with notification of the rights to appeal the resolution ("Outcome letter") as described below.

The Title IX Coordinator, or any designee of the Title IX Coordinator, also may meet separately with the Complainant or the Respondent to discuss the results of the investigation and explain any resolution action that will be taken or imposed. The summary of the investigative report will be available for review by both the Complainant and the Respondent, if so requested.

SKSM seeks to resolve all reported incidents of sexual misconduct within sixty (60) days of the initial report. All time frames expressed in this Policy are meant to be guidelines and depending on the complexity of the matter, additional time may be needed.

## 1.XI. APPEALS

If the Respondent or Complainant is dissatisfied with the resolution, either party may appeal. An appeal must be made in writing, within ten (10) business days of the Outcome Letter. The appeal should clearly state the remedy sought by the appealing party. The written appeal must be delivered to the President of SKSM, who will delegate review of the appeal to an appropriate member of the Executive Team (who does not have a conflict of interest). to review the appeal and make a recommendation in writing to the President of SKSM.

The President of SKSM will make the final decision on the appeal, in writing. A copy of the final determination and appeal decision are final and binding, except as described in section XI below.

Appeals should normally be completed within three weeks unless there is good reason to extend the time necessary to review the appeal. Normally, the grounds for granting an appeal will be limited to the following considerations:

- Is there compelling new evidence that was not available previously?
- Were there procedural irregularities that substantially affected the outcome of the investigation and decision for action that were detrimental to the Respondent or Complainant?

## 1.XII. ARBITRATION

If either the Complainant or the Respondent is not satisfied with the decision following a timely appeal in section X above, s/he may request review by an impartial arbitrator under the Rules of the American Arbitration Association by submitting a request in writing to the President of SKSM, no later than forty-five (45) calendar days after issuance of the decision following a timely appeal.

The request shall consist of a plain, concise and complete written statement outlining the grounds for disagreement with the outcome and all relevant information to substantiate the basis for doing so.

The President of SKSM will then decide whether the case is suitable for arbitration; if so, under written agreement between SKSM and the party seeking arbitration review, providing as a final and binding alternative to civil litigation, an arbitrator will be mutually selected between the parties, and the costs of the arbitrator's fees shall be agreed to in writing by an authorized representative of the parties.

Any matter submitted to binding arbitration under this Policy shall be submitted in accordance with the Rules of the American Arbitration Association. Attorneys or advisors of the party's choice may be present at and participate in the binding arbitration review process. This binding arbitration review process is the exclusive method of external review and is final and binding on both SKSM and the student, and the arbitrators' award shall be final, binding and conclusive upon the parties and may be entered in any state or federal court having jurisdiction.

#### 1.XIII. PRIVACY OF RECORDS

The Title IX Coordinator will retain records of reports and related documents under this policy. In addition, records relating to reports of incidents of possible sexual misconduct under this Policy may become a part of a student's academic record.

Documents which are prepared in anticipation of the investigation and resolution of the matter (including the investigative report and any other documents) will not be disclosed outside of the review process, except as required by law.

The final Outcome Letter will be issued concurrently to both the Complaining and the Respondent. SKSM neither encourages nor discourages the further disclosure of the final Outcome Letter by either the Complainant or the Respondent. SKSM acknowledges that sharing the final Outcome Letter with others may be an important part of a student's healing process.

#### 1.XIV. FALSE ACCUSATIONS

While SKSM encourages everyone to report harassing or inappropriate conduct, anyone who knowingly makes a false or bad faith accusation of harassment, discrimination, sexual misconduct, other conduct prohibited under this policy, or retaliation may be subject to appropriate sanctions. Failure to prove a claim of harassment, discrimination or retaliation does not in itself constitute proof of a knowingly false or bad faith accusation. A complaint filed in good faith also will not be considered as retaliation.

## 1.XV. DISSEMINATION OF POLICY; TRAINING AND PREVENTION

As a part of SKSM's commitment to maintaining its campus and programs free from sexual misconduct, this Policy shall be disseminated widely to the SKSM community through publications, websites, student orientations, and other appropriate channels of communication.

The Title IX Coordinator is responsible for overseeing SKSM's efforts at training, prevention and education as it relates under this Policy. The Title IX Coordinator and the Deputy Coordinators will receive appropriate training for the intake and handling of reports of sexual misconduct under this Policy, including those that are victim- centered, and trauma informed.

SKSM will also provide all other employees with training relating to this Policy every two years.

In addition, in an effort to prevent all forms of sexual misconduct from occurring on SKSM campus or within the SKSM community, SKSM will provide all incoming students and faculty, at the start of the academic year, with a copy of this Policy, and may also provide additional materials designed to educate students on sexual misconduct and how to prevent it from occurring. Education programs shall promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and shall be designed to prevent all misconduct prohibited under this Policy from occurring, to empower victims, to identify safe and positive options for bystander intervention, and to help recognize warning signs of abusive behavior and how to avoid potential attacks.

Students, faculty and staff of SKSM are all encouraged to take part in education and training designed to prevent sexual misconduct.

## 1.XVI. RESOURCES

**Getting Help:** SKSM encourages all members of the SKSM community who believe they have been victims of sexual misconduct to report these incidents to local law enforcement authorities and to seek medical attention where appropriate.

SKSM also encourages all members of the SKSM community to report any incident(s) of possible sexual misconduct to SKSM under these Policies and to access resources for support and healing.

### **For Emergency Needs:**

- **911** – Police
- City of Oakland Police Department: Emergency (510) 777-3211
- Alameda Health System – Medical counseling for victims of sexual assault and domestic violence at Highland Hospital, Oakland, and other locations. Visit <http://alamedahealthsystem.org/services> and select “Medical Counseling” in the alphabetical menu. Highland Hospital telephone: 510-437-4688
- Community Violence Solutions Rape Crisis Center 24-hour helpline: 1-800-670-7273. Accessible from 925, 510, 415, 408, 707 and 650 area codes.
- Bay Area Women Against Rape provides free 24-hour comprehensive services to victims of sexual assault. Website: <http://www.bawar.org> Hotline: 510/845-7273 or 510/845-RAPE.

**National organizations** that may be able to provide the SKSM community with important information and assistance:

- National Domestic Violence Hotline, 800/799-SAFE (7233)
- National Sexual Assault Hotline, 800/656-HOPE (4673)
- Stalking Resource Center, 202/467-8700
- National Teen Dating Abuse Helpline, 866/331-9474

### **SKSM Resources:**

- Title IX Coordinator: Rev. Dr. Christopher Schelin, [cschelin@sksm.edu](mailto:cschelin@sksm.edu)
- Deputy Title IX Coordinator: Rev. Dr. Meg Richardson, [mrichardson@sksm.edu](mailto:mrichardson@sksm.edu)

SKSM does not maintain an on-campus counseling center. Services available in the area include:

- The Interfaith Counseling Center of the Bay Area – Trained and licensed therapists and counselors are available. 2345 Channing Way, Berkeley, CA 94709. <http://interfaithcc.org/> 510/225-5595

- The California Counseling Institute 1562 Oakview Avenue, Kensington, CA 94707. <http://www.californiacounseling.org/> 415/752-1702
- City of Berkeley Adult Clinic, 2640 Martin Luther King Jr. Way 510/981-5290.
- Men Overcoming Violence, 1385 Mission Street, Suite 300, San Francisco 415/626-6704.
- Domestic Violence Resource Guide for Alameda County: <https://acphd-web-media.s3-us-west-2.amazonaws.com/media/resource-guides/docs/domestic-violence.pdf>
- Resource List at the Alameda County Family Justice Center: [http://www.acfjc.org/GET\\_help](http://www.acfjc.org/GET_help)

## Policy for Reporting Incidents of Bias

Starr King School for the Ministry's mission is defined by our ECO commitment: Educating to Counter Oppressions and Build Just and Sustainable Communities. According to our ECO statement, we:

*seek to embody just and loving human community, in which people are free to be fully themselves, in which people engage one another in respectful, welcoming ways, and in which no one is rejected, silenced, or exploited because of gender, race, sexual orientation, age, class, or physical character.*

Therefore, Starr King aims to cultivate safe and welcoming environments – on campus, online, and anywhere else we meet one another – in which all may thrive and co-create beloved community.

## What is a Bias Incident?

A bias incident is a behavior or action that is motivated in part or in whole by bias or prejudice and which targets an individual or group based on one or more held identities. Bias incidents may include the following behaviors, among others:

- Identity-based slurs (e.g., racial epithets, sexist comments)
- Display of hate symbols
- Cultural appropriation

- Microaggressions
- Expression of stereotypes
- Offensive terminology
- Bullying

Bias is a natural human trait that must be named and engaged on the path of countering oppression. No person is free of biases, which are often unconscious or not perceived as disrespectful. The purpose of reporting bias incidents is not primarily punitive, but restorative. Addressing such incidents enhances our capacities for self-awareness, mutual understanding, reconciliation and collaboration, thereby enabling us to fulfill our callings as religious and social-change leaders more skillfully and compassionately.

## **Reporting a Bias Incident**

Any involved party who experiences or witnesses a bias incident may complete the [Bias Incident Report Form](#). This form is for all faculty, staff, and students of Starr King, as well as any other participants in activities led by the school.

The form can be filed for incidents that the involved party considers resolved as well as those for which the school should take action. In the case of the former, the report provides school leadership with helpful information for improving the SKSM community climate.

Whenever it is safe to do so, rather than dangerous or traumatizing, recipients or bystanders of a bias incident are encouraged to confront the problem through direct address with the alleged perpetrator.

Please make the report as complete and accurate as possible and provide supporting documentation or other evidence. Evidence may be preserved and presented in various forms, including, e.g., photographs, videos, screenshots, original documents, etc.

All information contained within your report will become a part of SKSM's administrative records. Starr King will maintain privacy and confidentiality as much as possible, sharing information only with those who have a legitimate or legal need of access. When material is shared with persons outside of SKSM administration and the Bias Incident Response Team, it will be redacted as needed to maintain the privacy of educational records in adherence to the Family Educational Rights and Privacy Act (FERPA). The school will make every effort to protect against conflicts of interest as well as acts of retaliation.

## **Responding to a Bias Incident**

Starr King will evaluate and address each report in a prompt, fair, and thorough manner. Once submitted, the report will be routed to the members of our Bias Incident Response Team. Any member of the Team found to be involved in a bias incident will be automatically recused. The Team will review reports and documentation, coordinate support services, recommend reparative or disciplinary actions, make necessary referrals, and confer with leadership about any public communications. Reporters will be directly notified of the final outcome(s), barring any material that is protected by FERPA or other legal or ethical obligations to maintain confidentiality.

The advisory body known as Team ECO, made up of staff, faculty, and student members, also currently serves as the Bias Incident Response Team.

### **Policy on Student Harassment and Bullying**

Starr King seeks to create and maintain an academic environment in which all members of the community are free from harassment and bullying based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, veteran or military status or any other basis protected by federal, state or local law, ordinance, or regulation. Starr King School for the Ministry espouses values that infuse the academic and residential life of its campus. Expressed attitudes of condescension, hostility, role stereotyping, and social or sexual innuendo weaken the health of the community. Furthermore, harassment compromises the integrity of our progressive theological seminary education because it makes the learning and working environment hostile, intimidating and offensive; it destroys opportunities for students to develop a strong, positive self-concept and the sense of self-confidence which is essential to living out our progressive religious and spiritual values. In addition, persons who harass others compromise their own integrity and credibility. Consequently, no form of harassment will be tolerated at Starr King School for the Ministry.

### **Harassment**

Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work, learning, living or campus environment.

Harassment includes intimidation, invasion of privacy, or any threat to the well-being of a person or a group which is communicated verbally, in writing, or through contact by telephone, computer, a third party, or by any other means of communication.

Forms of harassment include, but are not limited to:

- a) Verbal: Conduct such as suggestive comments, derogatory slurs, off-color jokes, threats, suggestive or insulting sounds, etc. Verbal harassment also entails using the telephone to harass others. This includes; but is not limited to, unwanted phone calls, hang-ups, unwanted voice messages, obscene phone calls.
- b) Non-Verbal/Visual/Electronic/Written: Conduct such as derogatory or inappropriate posters, pictures, cartoons, faxes, emails, text or instant messages, postings on social media sites or other applications, or drawings, suggestive objects or pictures, graphic commentaries, leering, obscene gestures.
- c) Physical: Conduct such as unwanted physical contact including touching, interference with an individual's normal work or movement, and assault.
- d) Retaliation: It is a violation of Starr King policy to retaliate against anyone for exercising the right to make a complaint. This includes attempts or threats of retaliation, or efforts to impede an investigation. Retaliation is a violation of this policy whether or not the underlying claim of harassment, discrimination, sexual harassment or sexual misconduct is proven.

## Hazing

All groups, organizations, or individuals associated with Starr King are forbidden to partake in any form of hazing as defined in Article 5, Sections 32050, and 32051 of the California Education Code.

Section 32050, California Education Code:

- "Hazing includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university, or any other educational institution in this state. The term "hazing" does not include customary athletic events or other similar contests or competitions."
- "No student, and/or other persons in attendance at any public, private, parochial or military school, college or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades, or

disgraces, or tends to injure, degrade or disgrace fellow student and person attending the institution. The violation of this section is a felony punishable by a fine of no less than \$500, nor more than \$5,000 and imprisonment in the county jail for no more than one year, or both."

### **Intent and Spirit of Hazing Policy**

Starr King School for the Ministry shall interpret the word "hazing" to mean any intentional action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include, but are not limited to, the use of alcohol, paddling in any form, creation of excessive fatigue, physical or psychological shocks, or any other such activities engaged by the organization inside or outside the confines of the campus, the public wearing of apparel which is conspicuous and not normally in good taste, engaging in public stunts, morally degrading or humiliating games activities, or any other activities not consistent with national, organizational or local policies, or the regulations of the school.

### **Enforcement**

The enforcement of the Starr King policy on Hazing shall be the responsibility of the Executive Team. They shall inform all students and employees of this policy and maintain the organization's strict adherence to this policy. Failure to do so will result in disciplinary action.

Any violation of the school Policy on Hazing should be reported to the Acting Dean of Students and Community Life.

### **Policy on Firearms, Weapons, Pyrotechnics & Explosive Devices**

The use or possession of firearms, including but not limited to BB guns, paintball guns, air soft guns, pellet guns, ammunition and/ or weapons, including knives, is prohibited on the Starr King campus. Knives specifically prohibited include but are not limited to knives larger than 5 inches, switchblades, butterfly knives, swords, hunting knives, etc. Kitchen knives and/or small pocketknives are permitted; however, a weapon is defined by the school as any object used to threaten or cause bodily harm to an individual. Any object can become a weapon, if used to harm or threaten harm to an individual. If an item is deemed a weapon by the school, it will be confiscated and/or destroyed. The use and/or possession of firecrackers, fireworks, sparklers, and/or other explosive devices are not permitted on campus or in the city of Oakland. All items will be confiscated and/or destroyed.

## **Policy on Drug-Free Campus and Workplace**

Starr King School for the Ministry requires that its campus, programs, and services be free from the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances as defined in the Controlled Substances Act, 21 USC Sec. 812 and 21 CFR Sec. 1308. Abuse of alcohol by students, employees, and guests of Starr King is also prohibited.

This policy provides notification of the following: school standards of conduct, legal and disciplinary sanctions, health risks for drug use and alcohol abuse, and resources for harm reduction, treatment, and rehabilitation. It is written to be compliant with Part 86 of the EDGAR (Education Department General Administrative Regulations) Act.

Starr King's compliance with federal and state law should not be interpreted as the prohibition of employees or students from the right to advocate for the legalization of substances that may be medically beneficial or serve a function in religious ceremony and spiritual practice.

### **Definitions**

Alcohol: Any beverage containing not less than 0.5% alcohol by weight.

Controlled Substance: An illicit drug or chemical as defined by federal and/or state law.

Alcohol Abuse: The underage consumption of alcohol or the consumption of alcohol to a degree that impairs work performance, scholarly activity, engagement in SKSM programs and services, and/or generates the risk or result of injury or property damage.

## **Health Risks**

Alcohol abuse and illicit drug usage may cause impaired judgment, coordination, memory, and other mental functions, increase the incidence of aggressive and violent behavior, and result in physical harm and death. Repeated use of alcohol and drugs can lead to addictive dependence and permanent damage to vital organs.

## **Summary of Legal and Disciplinary Sanctions**

Persons engaged in unlawful activity are subject to misdemeanor and/or felony violations that may result in fines and/or imprisonment under penalties determined by federal and state law. Federal and state regulations, as well as federal penalties for possession and drug trafficking, are listed below.

SKSM will respond compassionately to students and employees suffering from alcohol abuse or drug addiction and will prioritize therapeutic and restorative measures. However, the school reserves the right to impose sanctions, such as suspensions or leaves of absence, up to and including the dismissal of an employee or expulsion of a student.

Any employee engaged in the abuse of alcohol or unlawful possession, use, or distribution of illicit drugs while on SKSM or GTU member school premises, or while engaging in SKSM-sponsored programs or services, is subject to sanctions. Appropriate responses to employee violations of this policy are assessed and determined by the President. Any employee involved in such illegal activity is subject to legal sanctions under local, State, and Federal law. In addition, an employee convicted of any criminal drug statute for a violation occurring in the workplace is required to notify the Vice President of Finance and Administration of such a conviction no later than five days from the date of the conviction.

Any student engaged in the abuse of alcohol or unlawful possession, use, or distribution of illicit drugs while on SKSM or GTU member school premises, or while engaging in SKSM-sponsored programs or services, is subject to sanctions. SKSM will assess the appropriate response to student violations of this policy via a deliberative process involving the student's academic advisor, the Dean of Students, the Dean of Faculty, and the President. Any student involved in unlawful activity is also subject to legal sanctions under local, State, and Federal law.

## Treatment Resources

Several drug and alcohol counseling, treatment, and rehabilitation programs are available to SKSM faculty, students and employees. Local harm reduction resources are also available.

- Merritt Peralta Institute's (MPI) Chemical Dependency Department may be reached at (510) 869-8850 for help in dealing with a drug or alcohol dependency problem. The initial consultation is free and includes an assessment of the problem and the recommendation of a treatment plan.
- A local Alcoholics Anonymous may be reached at (510) 839-8900. National Alcoholics Anonymous listings for each state can be found at: [http://www.aa.org/pages/en\\_US/find-aa-resources](http://www.aa.org/pages/en_US/find-aa-resources)
- Local Narcotics Anonymous program may be reached at (510) 444-4673. National Narcotics Anonymous listings for each state can be found at:
- Those interested in local Harm Reduction programs can call The Center for Harm Reduction in Oakland at (415) 863 4282 or <http://harmreductiontherapy.org/helping-harm-reduction-therapy/>
- Medication-assisted treatment, including methadone or buprenorphine, is available at several sites locally. For more information contact HAART in Oakland at 510.875.2300 or <http://www.haartoakland.org>,
- Berkeley NEED is a local syringe exchange program. They offer harm reduction supplies such as sterile syringes and naloxone (also known as Narcan) a medication that can reverse an opiate overdose. You can learn more at [www.berkeleyneed.org](http://www.berkeleyneed.org).
- National harm reduction resources can be found at: <http://harmreduction.org/connect-locally/>

## **Legal Statutes and Sanctions**

In this section, SKSM identifies pertinent statutes and sanctions defined by federal law as well as by California state law and Oakland city ordinance. SKSM employees and students will be subject to statutes and sanctions for the jurisdictions where they reside or where other school-sponsored programs and activities may take place (e.g., immersion trips, events at the UUA General Assembly, etc.).

### **City of Oakland**

Alcoholic Beverages and Other Drugs: Code of Ordinances

The City of Oakland uses the California penal code to enforce the statutes relating to both drug and alcohol laws.

### **State of California**

The statutes and sanctions pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol:

647 (f) Found in a public place, anyone under the influence of intoxicating liquor, any drug, controlled substance, toluene, or any combination of the above and this person is unable to care for them self or the safety of others, or if they obstruct or prevent others from the use of the street or sidewalk or other public way. They are considered drunk in public and subject to arrest.

Drugs: A controlled substance is any Prescription drugs, prescribed by a Doctor or Pharmacist.

11350 H&S Controlled substance. Possession of a designated controlled substance, drug, narcotic drug without a prescription.

11351 H&S Possession or the purchase for sale of a controlled substance, narcotic drug.

11352.1 H&S Possession of cocaine base for sale, i.e. rock/crack cocaine.

11352 H&S Transportation, sales, give away of, any designated controlled substance.11357

H&S Unauthorized possession of Marijuana.

11357.5 H&S unauthorized dispensing, distributing or administering, possession for sale of any synthetic cannabinoid compound or derivative.

11358 H&S Unauthorized cultivation, harvesting or processing of marijuana.

11359 H&S Possession for sales of marijuana.

1136.0 H&S Transportation for sales, import or gave away marijuana.

11362.7 H&S (Definition) describes the use of medical marijuana cards. (An attending physician certified by The Medical Board of California can prescribe medicalmarijuana to their patient.)

11362.71-11362.9 H&S Describes the issued fees for the medical marijuana card, all forms of transportation of the marijuana, cost of the card and the penalties for the misuse of the card and so forth.

11364 H&S Opium pipes or other instruments for injecting or smoking a controlled substance, (Heroin, Hashish, Cocaine or Marijuana).

11377-11382.5 H&S is the punishment for possession of the controlled substance and narcotics.

11378.5 H&S Punishment for the possession of Phencyclidine, (PCP) is a felony.

### **Federal Laws**

#### *A. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance*

1. Penalty for Simple Possession (See 21 U.S.C. 844[A].)

**First conviction:** Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

**After 1 prior drug conviction:** At least 15 days in prison, not to exceed two years, and fined at least \$2,500 but not more than \$250,000 or both.

**After 2 or more prior drug convictions:** At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000 or both.

**Special sentencing provisions for possession of crack cocaine:** Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000 or both, if: a. First conviction and the amount of crack possessed exceeds five grams; b. Second crack conviction and the amount of crack possessed exceeds three grams; c. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

2. Criminal Forfeitures (See 21 U.S.C. 853[a][2] and 881[a][7].)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment. (See special sentencing provisions regarding crack.)

3. Forfeitures (See 21 U.S.C. 881[a][4].)

Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

4. Civil Penalties for Possession of Small Amounts of Certain Controlled Substances

(See 21 U.S.C. 844a.)

Civil fine up to \$10,000 (pending adoption of final regulations).

5. Denial of Federal Benefits to Drug Traffickers and Possessors (See 21 U.S.C. 853a.)

Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses up to one year for first offense, up to five years for second and subsequent offenses.

6. Miscellaneous Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

*B. Federal Trafficking Penalties*

Controlled Dangerous Substances are classified into five different schedules (I-V):

Schedule I

- Opiates (Dimepheptanol, Hydroxypethidine, Normethadone)
- Narcotics (Acetylcodeine, Bensylmorphine, Heroin, Morphine, Nicocodeine)
- Hallucinogenic (LSD, Marijuana, Mescaline, Peyote, Psilocybin)

## Schedule II

- Oxycodone (Percodan)
- Fentanyl (Sublimaze)
- Methadone (Dolophine)
- Meperidine (Demerol)

## Schedule III

- Amphetamine (Biphedamine)
- Phenmetrazine
- Glutethimide (Doriden)
- Phencyclidine

## Schedule IV

- Barbitol
- Meproamate (Equanil, Miltown)
- Chloral hydrate
- Phenobarbital (Donnatal, Bellergal)

## Schedule V

- Codeine
- Codeine Phosphate (Robitussin)
- Diphenoxylate (Lomotil)

## Trafficking Penalties for Schedules I-V (except Marijuana)

For the substances/schedules and amounts:

- **Cocaine (Schedule II):** 500-4999 g mixture
- **Cocaine Base (Schedule II):** 28-279 g mixture
- **Fentanyl (Schedule IV):** 40-399 g mixture
- **Fentanyl Analogue (Schedule I):** 10-99 g mixture
- **Heroin (Schedule I):** 100-999 g mixture
- **LSD (Schedule I):** 1-9 g mixture
- **Methamphetamine (Schedule II):** 5-49 g pure or 50-499 g mixture

- **PCP (Schedule II):** 10-99 g pure or 100-999 gm mixture

The penalties are:

- **First Offense:** Not less than 5 years, and not more than 40 years. If death or serious injury, not less than 20 years or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.
- **Second Offense:** Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.

For the substances/schedules and larger amounts:

- **Cocaine (Schedule II):** 5 kgs or more mixture
- **Cocaine Base (Schedule II):** 280 g or more mixture
- **Fentanyl (Schedule IV):** 400 g or more mixture
- **Fentanyl Analogue (Schedule I):** 100 g or more mixture
- **Heroin (Schedule I):** 1 kg or more mixture
- **LSD (Schedule I):** 10 g or more mixture
- **Methamphetamine (Schedule II):** 50 g more pure or 500 g or more mixture
- **PCP (Schedule II):** 100 g or more pure or 1 kg or more mixture

The penalties are:

- **First Offense:** Not less than 10 years, and not more than life. If death or serious injury, not less than 20 years, or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual
- **Second Offense:** Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
- **2 or More Prior Offenses:** Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

For the substances/schedules and amounts:

- **Other Schedule I and II Substances** (and any substance product containing Gamma Hydroxybutyric Acid): any amount
- **Flunitrazepam (Schedule I):** 1 g

The penalties are:

- **First Offense:** Not more than 20 years. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.
- **Second Offense:** Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.

For **Other Schedule III Substances** in any amount, the penalties are:

- **First Offense:** Not more than 10 years. If death or serious bodily injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.
- **Second Offense:** Not more than 20 years. If death or serious bodily injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.

For **Other Schedule IV Substances** (except for 1 g or more of Flunitrazepam) in any amount, the penalties are:

- **First Offense:** Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
- **Second Offense:** Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.

For **All Schedule V Substances** in any amount, the penalties are:

- **First Offense:** Not more than 1 year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.
- **Second Offense:** Not more than 4 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

## FINANCIAL AID

Starr King offers a comprehensive program of financial aid for eligible students, including federal financial aid loans, need-based scholarships and work-study. More information can be found in our SKSM Financial Aid [Student Handbook](#) Supplement.

To use Federal Financial Aid, students are required to take a minimum of 6 credits for each of the terms in which they are enrolled.

**There are three academic terms:**

**1- Spring/ Intersession:** 6 credit minimum

**2- Summer:** Students are *not* required to take summer courses, but many choose to enroll in summer intensives and other courses. Students must take a minimum of 6 credits to be eligible to use financial aid during the summer session. Students who are not using financial aid have no minimum credit requirement during the summer session.

**3- Fall:** 6 credit minimum

## RETURN OF TITLE IV FUNDS (RST4)

Federal regulations require a school to have a written tuition and fees refund policy and a Return of Title IV (Federal Aid) Funds policy to be applied to students who withdraw during the term for which federal aid has been received. This policy addresses how Title IV funds are handled if the recipient of those funds completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes prior to the end of a term.

When a student terminates enrollment after beginning attendance, that student may no longer be eligible for the full amount of Title IV funds that he or she was originally scheduled to receive. In this case, the amount of Title IV loan assistance earned by the student must be determined. If the student does not complete more than 60% of the enrollment period and the amount of Title IV aid disbursed to the student is determined to be greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she may receive a Post- withdrawal disbursement. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period and a return is not required.

The Return of Title IV funds calculation is completed by the Financial Aid Office in accordance with the federal regulations set forth in the Higher Education Act of 1965 and the Return worksheet provided by the Department of Education. To determine the amount of earned and unearned aid, the Financial Aid Office will calculate the percentage of the enrollment period the student completed. If any amount of aid is determined to be unearned, institutional charges are used to determine the portion of the unearned Title IV aid that the school is responsible for returning. The Financial Aid Office will include all appropriate SKSM fees in the Return calculation. The institutional charges used in the calculation usually are the charges that were initially assessed for the entire period of enrollment. Initial charges may only be adjusted by those changes the Finance Office made prior to the student's withdrawal (for example, for a change in enrollment status unrelated to the withdrawal).

Once the Financial Aid Office determines the amount of unearned aid that the school is responsible for returning, the student and the Finance Office will be notified. The e-mail and/or written letter to the student will specify the amount of aid that must be returned to the Title IV loan program by the school and the amount that must be repaid by the seminarian in accordance with the terms outlined on his or her federal Master Promissory Note. If the school's portion of the funds to be returned creates a balance due on the student's account, the student will be billed for the amount due.

This policy is based on 34 CFR, Section 668.22 of Title IV of the Higher Education Act of 1965, as amended. Further details are available at the GTU Consortium Financial Aid Office. For further information, please contact the Financial Aid Office at (510) 859-4611 or at [financialaid@sksm.edu](mailto:financialaid@sksm.edu).

## **VETERANS BENEFITS**

Starr King School for the Ministry is approved by the California State Approving Agency for Veterans Education for payment of educational benefits to those veterans and dependents that are determined eligible by the Veteran's Administration.

### **Veterans Benefits and Transition Act of 2018**

Starr King School for the Ministry will adhere to the requirements of and comply with the Veterans Benefits and Transition Act of 2018, specifically S2248 PL 115-407 Section 103.

Starr King permits any covered individual utilizing VA Chapter 31 or 33 to attend or participate in their course of education during the period beginning on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance.

Starr King does not impose any penalties due to the delayed disbursement of funding from the VA under chapter 31 or 33. Students with payment delays will not be charged late fees, prevented from enrolling, or denied access to courses, libraries, or other institutional facilities. Nor are students required to borrow additional funds due to the delayed disbursement of funding from the VA under chapter 31 or 33.

All courses taught through Starr King degree programs are eligible for VA benefits with the exception of courses provided through the joint program with The Chaplaincy Institute.

### **TUITION & FEES**

Student Body Fee:

\$20.00 per semester

SKSM fee per credit:

For the 2023-24 Academic Year, SKSM tuition is \$925 per credit.

This fee applies to the following students:

#### **Master of Divinity**

MDiv requires the completion of 90 credits.

#### **Master of Arts in Social Change**

MASC requires the completion of 48 credits.

#### **Dual MASC/MDiv Degree**

Dual MASC/MDiv degree requires the completion of 114 credits.

#### **Certificates (UU Studies, Multireligious Studies, Chaplaincy Studies)**

Starr King's certificate programs are open to Special Students and to Degree Students. The certificate programs require the completion of 12 credits.

#### **Special Students**

Special Students (i.e. students who are not currently matriculated in an SKSM degree or certificate program) may register through Starr King to take a Starr King course.

Total degree Tuition must be paid in full 30 days prior to graduation.

## **TUITION TRANSITION SUMMER CASH FLOW CHALLENGE PERSONALIZED PAYMENT PLAN**

Please register for your Summer Intensives as planned.

Continuing MDiv and MASC students lacking access to Federal Student Loans until Fall and who have difficulty paying the fee per credit for Summer Semester classes may set up a *Personalized Payment Plan* with SKSM.

Please contact Owais Qureshi at [oqureshi@sksm.edu](mailto:oqureshi@sksm.edu) to set up your Personalized Payment Plan.

### **Billing**

Once a student registers for their course(s), they will be invoiced for the number of units to be acquired from the course(s). After completing your registration for any given semester, you will be able to pay for your courses using Student Planning. Tuition must be paid in full by the end of Late Registration or a payment plan must be in place.

Credit Card, Check, Cash, E-Check, and Money Order Payments

- Online through Populi by credit card
- By mailing check or money order (made payable to “Starr King School for the Ministry”) contact Owais Qureshi, [oqureshi@sksm.edu](mailto:oqureshi@sksm.edu).
- In person by check, cash, or money order with Owais Qureshi, Student Accounts Manager. No credit cards accepted in person.

### **Minimum Credits for Student Health Insurance (SHIP) and Student Loan**

For purposes of *federally supported* financial aid programs, to receive full-time benefits a student must be enrolled for a minimum of 9 credits each principal term (i.e. Fall, Intersession/Spring, and/or Summer). To receive part-time benefits, a student must be enrolled for a minimum of 6 credits each principal term (i.e. Fall, Intersession/Spring, and Summer). Students who take fewer than 6 credits in a principal term may enter repayment for loans and are not eligible for loans within that semester. Student Health Insurance Plan (SHIP) purchased from Starr King School is not available to anyone taking fewer than 6 credits in a principal term.

*SKSM alumni are eligible to take a course as a “Special Student” and to apply one free credit per year (\$975 discount) to the cost of an SKSM course. Access to the course is subject to space availability and instructor approval.*

## **Tuition Refund Policy**

If a student withdraws or is dismissed by the faculty from a Starr King degree program during any term of instruction, (Summer, Fall, Intersession, or Spring), they may be eligible for a refund of tuition they have paid that term. The Student Accounts Manager will calculate any tuition refund owed to the student based on the withdrawal date as follows.

For semester-length courses (ten weeks or longer):

- Prior to the end of General Registration: full refund of tuition due for the semester.
- During the 1st week of classes: full refund less withdrawal fee of \$100 per course.
- During the 2nd week of classes: 80% of tuition paid that term.
- During 3rd, 4th and 5th week of classes: 50% of tuition paid that term.
- During 6th and 7th weeks of classes: 25% of tuition paid that term.
- After the 8th week: no refund.

*\*\*For Oregon residents: During 3rd, 4th, 5th, 6th, 7th and 8th week of classes: 50% of tuition paid that term. After the 8th week: no refund.   \*\*For Washington residents: After the 5th week: no refund.*

For intensive and intermediate-length courses (1-9 weeks):

- By the conclusion of the 1st day of instruction: full refund of tuition.
- By the conclusion of the 2nd day of instruction: 80% of course tuition.
- By the conclusion of the 3rd day of instruction: 50% of course tuition.
- After the 3rd day of instruction: no refund.

## **Concerns or Complaints**

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau may be contacted at 2535 Capital Oak Drive Suite 400 – Sacramento, CA 95833 or [www.bppe.ca.gov/enforcement/complaint.shtml](http://www.bppe.ca.gov/enforcement/complaint.shtml)

Tel: 916.431.6959 – Fax: 916.263.1897

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov)

## **ADMISSIONS INFORMATION**

### **How to Apply to the MDiv, MASC, and MDiv/MASC Dual Programs:**

- Complete an application online on our website @ [www.sksm.edu/admissions/how-to-apply](http://www.sksm.edu/admissions/how-to-apply)
- If needed, apply for Financial Aid @ <http://studentaid.ed.gov/sa/fafsa> and Scholarships @ [www.sksm.edu](http://www.sksm.edu) as early as possible to determine eligibility and plan your educational program path (School Code: G04080)
- Acceptance notifications are usually generated within 3-4 weeks post-submission.
- Summer Intensives start: June 2nd, Registration begins: April 19, 2023
- Fall classes start: Sept. 5th<sup>b</sup>, Registration begins: August 21, 2023

### **How to Apply to the Certificate in Multi-Religious Studies or Unitarian Universalist Studies:**

- Complete an application online on our website using the [Certificate Program Enrollment Form](#).
- Pay the \$25 non-refundable application fee.

### **How to Apply to the Certificate in Chaplaincy Studies:**

- Submit transcripts for consideration ahead of applying. Previous master's degree required in the field of religion, psychology, or similar.
- Complete an application online on our website using the [Chaplaincy Certificate Form](#).
- Pay the \$25 non-refundable enrollment fee.

\*\*\*Please note that scholarships and financial aid are not permitted for Certificate programs\*\*\*

**For more information on Certificate programs, please visit:** <https://sksm.edu/academics/certificates>

### **How to Apply to be a Special Student:**

*The term "Special Student" refers only to individuals who wish to take coursework but who are*

*not currently enrolled and matriculated in a degree program or a certificate program at Starr King.*

Information and registration: [SKSM Special Student Registration and Information](#).

**Steps for Special Students to Register for a Course** (for students not matriculated in a SKSM degree or certificate program):

- Fill out and submit a [Special Student SKSM Course Registration online form](#) and pay the \$25 non-refundable processing fee.
- SKSM Course Registration forms and non-refundable processing fee are due to the Registrar by the last day of the registration period. Please submit the Course Registration form and registration fee as soon as possible, as some courses fill up quickly.
- Once your Course Registration has been received and you are enrolled, you will receive a Welcome Letter with login information to your new Populi and school email accounts. Then at the end of Late Registration period you will receive an invoice with payment instructions from our Student Accounts Office. Payment will be due on the last day of the late registration period.
- The tuition for Special Students is the same as a Degree Student, though Special Students are not eligible for Financial Aid.

For more information on Special Students, please click [here](#).

## **TRANSFERRING TO SKSM**

Starr King welcomes transfer students through our regular application process. Students admitted to Starr King's MDiv or MASC degree, who, within five years prior to their matriculation with Starr King have completed course work in an accredited theological school, or a graduate religious studies program, or who have completed a certified unit of Clinical Pastoral Education may request that credits be transferred upon their admission to Starr King. Students may also transfer credit for courses completed at the Chaplaincy Institute in exception to the general policy not to accept coursework from unaccredited institutions. Transfer credits count towards the required number of total credits needed to complete a degree program and the amount of all-inclusive tuition required will be reduced accordingly. Tuition credits will be prorated in accordance with the student's projected graduation date.

To request a transfer of credits, entering MDiv or MASC students must submit a written request and written documentation (i.e. an official transcript from the other school, or a CPE final evaluation) to the Director of Admissions prior to admission. *Requests may be submitted any time during the admission process and early submission is encouraged. Requests must be received no later than August 1 or January 1.*

The request will be reviewed and acted upon by the Dean of Faculty (or, in their absence, the faculty member of the Admissions Committee). Signed approval of transfer credits will be communicated in writing to the entering student, the SKSM Registrar, the student's Advisor, and the SKSM Student Accounts Manager.

**The following criteria will be applied in determining pre-admission transfer credits(at the discretion of the Academic Dean):**

- Transferred course work must be relevant to the degree requirements and learning goals of the MDiv and/or the MASC
- Credit-hour equivalency will be determined by SKSM.
- No course work or CPE work that has been counted in the awarding of a completed degree at another institution will be transferrable.
- Limits on allowable transfer credits will be observed.

**Allowable limits on transfer credits:**

- For MDiv candidates no more than 45 credits can be transferred.
- For MASC candidates no more than 24 credits can be transferred.
- For joint MDiv/MASC candidates no more than 57 credits can be transferred.
- For Chaplaincy Institute courses: No more than 18 credits transferred

**On behalf of SKSM, the Academic Dean may grant Advanced Standing, and all transfer limits are at the discretion of the Academic Dean.**

Additional Questions? Please contact our Director of Admissions and Recruitment at [admissions@sksm.edu](mailto:admissions@sksm.edu)

## APPENDICES

### APPENDIX I – 2023-2024 ACADEMIC CALENDAR

#### **SKSM Academic Calendar 2023 - 2024**

<b>Summer 2023</b>	
June 1	Summer Financial Aid Start Date
June 2	Summer Term 2023 Begins
June 2	Spring 2023 Grades Due
June 2	Populi Opened to Students for Summer 2023
June 2-16	Summer 2023 General Registration
June 2	Spring 2023 Incomplete Work Due
June 16	Summer 2023 General Registration Closes
June 16	End of Student Add period for Summer 2023
June 19	Juneteenth Day: Academic and Administrative Holiday / Offices Closed
June 21-25	UU Polity Course at General Assembly 2023
June 23	Grades for Spring 2023 Incompletes Due
July 4	Independence Day: Administrative Holiday/ Offices Closed
August 7-25	Summer Intensives
	Late Registration is the first day of the course for Summer Intensives, unless there is pre-work.
	Drop date for August Summer Intensives is by the end of the 3rd day of the class.
	Petitions for Incompletes for Summer 2023 are due the final day of the course
August 24-25	Orientation and Threshold Ceremony
August 21-Sept. 1	Fall 2023 General Registration
August 25	Last Day of Summer 2023 Intensives
August 28	Summer 2023 Financial Aid Ends
August 28	Summer Term 2023 Ends
August 28-30	Symposium
<b>Fall 2023</b>	
September 1	General Registration for Fall 2023 Ends
September 1	Fall Term 2023 Begins

September 4	Labor Day: Administrative Holiday / Offices Closed
September 5	Instruction Begins for Fall 2023
September 5-15	Late Registration for Fall 2023
September 8	Deadline to Submit Grades for Summer 2023
September 15	Fall 2023 Late Registration Ends
September 15	End of Student Drop/Add Period for Fall Courses
September 15	Fall 2023 SKIL Forms Due
September 15	Part-time Status Change Forms Due
September 15	LOA, Program Extensions Due
September 15	Summer 2023 Incomplete Work Due
September 22	Hilda Mason Applications for 2024-2025 Due
September 22	Petitions to Graduate in December 2023 Due
September 25	Yom Kippur / School Closed
October 6	Grades for Summer 2023 Incompletes Due
October 23-27	Reading Week - No courses / Offices Closed
October 30	Institutional Tuition Scholarship Application Deadline for Spring 2024
November 6-17	Early Registration for Intercession 2024 and Spring 2024
November 17	Early Registration for Intercession 2024 and Spring 2024 Ends
November 23	Last Day for Change of Enrollments
November 23-24	Thanksgiving: Academic and Administrative Holiday / Offices Closed
December 6	Petitions for Incompletes for Fall 2023 Due
December 11	Last Day of Fall Courses
December 12-15	Study Week / Make Up Week
December 15	Final Course Syllabi Due for January 2024 Uploaded to Populi
December 18	Fall Term 2023 Ends
Dec. 18 - Jan. 2	Administrative Holiday / Offices Closed
<b>Intercession 2024</b>	
January 1-2	New Year's Day: Administrative Holiday / Offices Closed
January 2-5	January Intercession 2024 General Registration
January 5	Fall 2023 Incomplete Work Due
January 5	Intercession General Registration Ends
January 5	Intercession Term 2024 Begins
January 5	Intercession 2024 Courses Open to Students in Populi
January 8-26	Intercession 2024 Instruction
January 8	Late Registration for Intercession 2024 is First Day of Course (if no pre-work)
January 8	Fall 2023 Grades Due

January 9-10	Congregational Intern Ministry Gathering
January 15	MLK Day: Academic and Administrative Holiday / Offices Closed
January 16-26	General Registration for Spring 2024
January 17	Due date for Petitions for Incompletes for Intersession 2024 is the final day of the Intensive
January 18	Part-time Status Change Forms Due
January 18-19	Orientation and Threshold Ceremony
January 26	Last Day of Intersession 2024 Courses
January 26	General Registration for Spring 2024 Ends
<b>Spring 2024</b>	
January 26	Spring Term 2024 Begins
January 26	Spring 2024 Courses Open to Students in Populi
January 26	Grades Due for Fall 2023 Incompletes
January 29	Instruction Begins for Spring 2024
Jan. 29 - Feb. 9	Late Registration for Spring 2024
February 9	Intersession 2024 Grades Due
February 9	Intersession 2024 Incomplete Work Due
February 9	Last Day for Change of Enrollments
February 9	Spring 2024 SKIL Forms Due
February 9	LOA, Program Extensions Due
February 16	Petitions to Graduate in May 2024 Due
February 19	Presidents' Day: Academic and Administrative Holiday / Offices Closed
March 1	Intersession 2024 Incomplete Grades Due
March 18-22	Spring Break: Academic and Administrative Holiday / Offices Closed
March 29	Good Friday: Academic and Administrative Holiday / Offices Closed
March 29	Institutional Tuition Scholarship Application Deadline for 2024/2025 (First Review)
March 31	Easter Holiday
April 3	Last Day for Change in Enrollment for Spring 2024
April 10	Eid al-Fitr (starts at sundown on the 9 <sup>th</sup> ) / School Closed
April 15-26	Early Registration for Summer 2024 and Fall 2024
May 1	Petitions for Incompletes for Spring 2024 Due
May 6	Last Day of Spring Courses
May 7-10	Study Week / Make Up Week
May 8	SKSM Commencement
May 13	Spring Term 2024 Ends
May 27	Memorial Day: Academic and Administrative Holiday / Offices Closed

May 29	Final Institutional Tuition Scholarship Application Deadline for 2024/2025
<b>Summer 2024</b>	
May 31	Grades Due for Spring 2024
May 31	Work Due for Spring 2024 Incompletes
June 3	Summer 2024 Term Begins
June 3-14	Summer 2024 General Registration
June 14	Summer 2024 General Registration Ends
June 19	Juneteenth Day: Academic and Administrative Holiday / Offices Closed
June 19-23	UU Polity Course at General Assembly 2024
June 21	Grades Due for Spring 2024 Incompletes
July 4	Independence Day: Academic and Administrative Holiday / Offices Closed

## **APPENDIX II – STAFF, FACULTY, GOVERNING OFFICIALS**

### **Board of Trustees**

Rev. Alison Miller, Chair

Rochelle Fortier Nwadibia, Vice Chair

Rev. Lyn Cox, Secretary

Rebecca Cooke, Treasurer

Ted Fetter, PhD

Bruce Field

Linda Laskowski

Rev. Mykal Slack

Rev. Dr. Traci West

Rev. Rosemary Bray McNatt, Ex-Officio Trustee, President

Rev. Gabriella Lettini, PhD, Ex-Officio Trustee, Appointed by Faculty

Liesl Dees, Elected by Students

Nancy Reid-McKee, Appointed by Graduate Association

## **Staff**

Rev. Rosemary Bray McNatt, President

Rev. Gabriella Lettini, PhD, Dean of the Faculty & Chief Academic Officer, Aurelia  
Henry Reinhardt Professor of Theological Ethics

Rev. Jacqueline Duhart, Director of Spiritual Services

Rev. Dr. Christopher Schelin, Dean of Students & Director of Contextual Education,  
Title IX Coordinator

Juliet Chan, Registrar

Rev. Dr. Hugo Córdova Quero, Director of Online Education and Associate Professor of Critical  
Theories and Queer Theologies

Dawn Higdon, Advancement Assistant

Xander Huffman, Annual Giving Coordinator & Communications Coordinator

Teresa Joye, Executive Assistant to the President and Director of Operations

Kim Moebius, Assistant to the Dean of the Faculty, Coordinator of Academic Programs

Owais Qureshi, Student Accounts Manager & Finance Assistant

Meg Richardson, Associate Dean of the Faculty

Erica Toyama, Director of Annual Giving

Matthew Waterman, Admissions Coordinator

Fred Williamson, Safety Officer

## **Core Faculty**

Rev. Rosemary Bray McNatt, Professor of Unitarian Universalist Ministry & Heritage, MDiv,  
Drew University

Rev. Dr. Gabriella Lettini, Aurelia Reinhart Professor of Theological Ethics and Director of  
Studies in Public Ministry, MDiv, Facoltà Valdese di Teologia; PhD, Union Theological  
Seminary

Dr. Som Pourfarzaneh, Assistant Professor of Islamic and Digital Media Studies, Director  
of the Center for Multi-Religious Studies, MASC, Starr King School for the Ministry; PhD,

## Graduate Theological Union

Rev. Dr. Sheri Prud'homme, Assistant Professor of Religion and Education, MDiv, Starr King School for the Ministry; PhD, Graduate Theological Union

Rev. Dr. Meg Richardson, Associate Professor of Unitarian Universalist History, MDiv, Harvard University; PhD, Durham University

Rev. Dr. Christopher Schelin (*ex officio*), Dean of Students and Director of Contextual Education, Assistant Professor of Practical and Political Theologies, MDiv, Duke University; PhD, Vrije Universiteit Amsterdam

## Faculty

Dr. Ashley L. Bacchi, Assistant Professor of Jewish History & Ancient Mediterranean Religions, MA, PhD, Graduate Theological Union

J. Tyson Casey, Assistant Professor of Leadership & Movements, MASC, Starr King School for the Ministry

Rev. Dr. Hugo Córdova Quero, Associate Professor of Critical Theories and Queer Theologies, MA, PhD, Graduate Theological Union

Rev. Dr. Pamela Hancock, Assistant Professor of Spiritual Practice & Care, MDiv, Starr King School for the Ministry; PhD, Pacifica Graduate Institute

Rev. Tera Landers, Assistant Professor of the Practice of Congregational Life, MDiv, Meadville Lombard Theological School

Taya Shere, Assistant Professor of Organic Multireligious Ritual, MA, University of Pennsylvania

## Emerita President and Emerita Professor of Theology

Rev. Dr. Rebecca Parker, D.Min. School of Theology at Claremont;  
D.D. Northwest Theological Union

## Adjunct Faculty

Rev. Dr. Maria Cristina Vlassidis Burgoa, MDiv, PhD, Harvard University

Dr. Sabrina Dent, MDiv, DMin, Samuel DeWitt Proctor School of Theology at Virginia Union University

Dr. Gabriel Estrada, PhD in Comparative Cultural and Literary Studies from the University of Arizona, Tucson

Dr. Shannon Frediani, MASC, Starr King School for the Ministry; PhD, Claremont School of Theology

Ayize Jama-Everett, MDiv, Starr King School for the Ministry; MA, New College of California; MFA, University of California Riverside

Dr. Pravina Rodrigues, PhD, Graduate Theological Union

Rev. Leslie Takahashi, MDiv, Meadville Lombard

### **Hilda Mason Teaching Fellows**

None for 2023-24

### **APPENDIX III – ACCREDITATION**

Official Statement of Accreditation by the Commission on Accrediting of the Association of Theological Schools

Starr King School for the Ministry is accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada, and the following degree programs are approved:

- MDiv, MA in Social Change (MASC)
- Approved for a Comprehensive Distance Education Program

The Commission contact information is:

The Commission on Accrediting of the Association  
of Theological Schools in the United States and Canada  
10 Summit Park Drive  
Pittsburgh, PA 15275 USA

Telephone: 412-788-6505

Fax: 412-788-6510

Website: [www.ats.edu](http://www.ats.edu)

## APPENDIX IV – ACADEMIC YEAR 2023-24 COURSE SCHEDULE

Course Number	Course Name	Faculty		Course Description
Summer 2023				
EL-4250	COMMUNITY FIELD WORK	Chris	Schelin	Field work describes an involvement in community work for up to 20 hours a week with the ongoing support of a mentor. Community Field Work includes work in gender, racial and economic justice, queer activism, disability advocacy, immigration issues, environmental responsibility, civil liberties protection, HIV response, youth at risk, peace building, participating in a fundraising campaign for a non for profit or grassroots organization, chaplaincy, teaching and more. Students should discuss the field work opportunity with their advisor before making arrangements with the professor. Student and community mentor will discuss and sign a learning agreement at the outset of the field work experience. Midterm and final student/mentor evaluations will also be required by midterm and the end of term. All forms are available on the SKSM website. Please see Student Handbook and Contextual Education Handbook for more information. Open to all degree students. Max. enrollment 15. Auditors excluded. Relevance for specific SKSM thresholds and MFC competencies varies according to the nature of a student’s field experience. Prerequisite: ECO course.
EL-4350	CONGREGATIONAL FIELD WORK	Tera	Landers	Fieldwork is an opportunity to put into action the theory learned in the classroom. Working in a congregation gives the student a chance to develop their unique pastoral voice while navigating complexities of a congregation’s history, culture, systems and ethos. Fieldwork placements may include: teaching a religious education class for children or adults, working with a youth group, serving on a pastoral care team, participating in a stewardship campaign and more. Evaluation is based on Zoom conversations with professor, midterm and final evaluations. This course is for M.Div. students. Variable credits, between 1-5.0 depending on the scope of work done. Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 5. Spiritual Practice and Care of the Soul 6. Thea/ology in Culture and Context 7. Educating for Wholeness and Liberation 8. Embodied Wisdom and Beauty. MFC competencies varies according to the nature of a student’s field experience. Auditors excluded.
HM-1000	HILDA MASON FELLOWSHIP	SKSM	Faculty	Zero-credit “Hilda Mason Fellowship” (HMF) pre-course

LC-1000	SKSM SYMPOSIUM (IN PERSON IN CALIFORNIA)	Chris	Schelin	This retreat is an annual gathering of entire student body, faculty, staff, trustees, and friends for a day of learning, ritual, celebration, food, music, community-building and service. The academic course is required for all SKSM students: M.Div candidates must register for at least two Symposia and MASC students for one. Students who have completed their Symposium academic credit are welcome to attend the event without registering for course credit. Symposium registration is a two (2) step process: (1) Enroll for the Symposium as a course through Populi to ensure course credit AND (2) Complete a separate event registration form on the SKSM Symposium web page. In order to obtain credit, students must engage all required materials before Symposium and participate fully in the event. Students who have fulfilled their degree requirement are welcome to attend the event without registering for course credit. Open to all students; required for M.Div and MASC students. Relevance for specific SKSM thresholds and MFC competencies varies according to the year's theme and content of each Symposium. Aug. 28-Aug. 30.
LC-1000	SKSM SYMPOSIUM (IN PERSON IN NEW JERSEY)	Chris	Schelin	This retreat is an annual gathering of entire student body, faculty, staff, trustees, and friends for a day of learning, ritual, celebration, food, music, community-building and service. The academic course is required for all SKSM students: M.Div candidates must register for at least two Symposia and MASC students for one. Students who have completed their Symposium academic credit are welcome to attend the event without registering for course credit. Symposium registration is a two (2) step process: (1) Enroll for the Symposium as a course through Populi to ensure course credit AND (2) Complete a separate event registration form on the SKSM Symposium web page. In order to obtain credit, students must engage all required materials before Symposium and participate fully in the event. Students who have fulfilled their degree requirement are welcome to attend the event without registering for course credit. Open to all students; required for M.Div and MASC students. Relevance for specific SKSM thresholds and MFC competencies varies according to the year's theme and content of each Symposium. Aug. 28-Aug. 30, 2023
LC-1000	SKSM SYMPOSIUM (ONLINE)	Chris	Schelin	This retreat is an annual gathering of entire student body, faculty, staff, trustees, and friends for a day of learning, ritual, celebration, food, music, community-building and service. The academic course is required for all SKSM students: M.Div candidates must register for at least two Symposia and MASC students for one. Students who have completed their Symposium academic credit are welcome to attend the event without registering for course credit. Symposium registration is a two (2) step process: (1) Enroll for the Symposium as a course through Populi to ensure course credit AND (2) Complete a separate event registration form on the SKSM Symposium web page. In order to obtain credit, students must engage all required materials before Symposium and participate fully in the event. Students who have fulfilled their degree requirement are welcome to attend the event without registering for course credit. Open to all students; required for M.Div and MASC students. Relevance for specific SKSM thresholds and MFC competencies varies according to the year's theme and content of each Symposium. Aug. 28-Aug. 30, 2023.

LCEL-4000	UU POLITY GA IMMERSION (IN PERSON)	Meg	Richardson	<p>The Polity Intensive Class will happen June 21 - 25 in Pittsburgh, Pennsylvania for the Unitarian Universalist Association's General Assembly. Students will discover the mechanics of governance by observing Unitarian Universalist polity in action. We will attend plenary sessions, business mini-assemblies, and worship services, as well as meet as a class on Zoom during breaks to process our observations, learn the history of congregational polity in contrast to other polity paradigms, and thus locate our polity in its theological and cultural contexts. We will also use the case study method to dissect recent actions of the General Assembly, using video from previous General Assemblies. We will evaluate how polity acts as it is translated from the church to a national setting: informed by social justice, our polity can have global impact. The General Assembly theme this year is "Faithfully Becoming" and will guide our interpretation of this moment in Unitarian Universalist polity: rooted in justice, healing from White Supremacy Culture, and courageously co-creating a radical and inclusive future. General Assembly will be a laboratory for our lived faith as it becomes bylaws: through these reflections, we will develop strategies to translate our Principles and Purposes into action, to become more effective religious leaders, as well as resources for our congregations and communities. For Unitarian Universalists, democracy is in the details. Students will be responsible for their own registration for General Assembly. This class will be offered in hybrid modality with the option to attend in-person in Pittsburgh or synchronously online. There will be one synchronous meeting on Zoom before General Assembly at noon PST on Wednesday 6/14. This course is for MDiv students. Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 4. History of Dissenting Traditions and MFC Competency: 6 Serves the larger UU Faith. Maximum enrollment: 40; 20 in-person and 20 online. Auditors excluded.</p>
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LCEL-4000	UU POLITY GA IMMERSION (ONLINE)	Meg	Richardson	<p>The Polity Intensive Class will happen June 21 - 25 in Pittsburgh, Pennsylvania for the Unitarian Universalist Association's General Assembly. Students will discover the mechanics of governance by observing Unitarian Universalist polity in action. We will attend plenary sessions, business mini-assemblies, and worship services, as well as meet as a class on Zoom during breaks to process our observations, learn the history of congregational polity in contrast to other polity paradigms, and thus locate our polity in its theological and cultural contexts. We will also use the case study method to dissect recent actions of the General Assembly, using video from previous General Assemblies. We will evaluate how polity acts as it is translated from the church to a national setting: informed by social justice, our polity can have global impact. The General Assembly theme this year is "Faithfully Becoming" and will guide our interpretation of this moment in Unitarian Universalist polity: rooted in justice, healing from White Supremacy Culture, and courageously co-creating a radical and inclusive future. General Assembly will be a laboratory for our lived faith as it becomes bylaws: through these reflections, we will develop strategies to translate our Principles and Purposes into action, to become more effective religious leaders, as well as resources for our congregations and communities. For Unitarian Universalists, democracy is in the details. Students will be responsible for their own registration for General Assembly. This class will be offered in hybrid modality with the option to attend in-person in Pittsburgh or synchronously online. There will be one synchronous meeting on Zoom before General Assembly at noon PST on Wednesday 6/14. This course is for MDiv students. Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 4. History of Dissenting Traditions and MFC Competency: 6 Serves the larger UU Faith. Maximum enrollment: 40; 20 in-person and 20 online. Auditors excluded.</p>
LCPC-1100	BEGINNER'S MEDITATION WORKSHOP	Som	Pourfarzaneh	<p>This online synchronous course will introduce basic meditation techniques with an emphasis on self-care. Participants will learn foundational elements of sitting meditation, including correct posture and body alignment, followed by methods for progressive relaxation and mindfulness of the breath. The series will also offer tools for setting up a daily practice and a brief introduction to moving meditation. Course Format and Evaluation: synchronous weekly meetings, with the commitment to practice daily between sessions. Participants may choose to participate asynchronously with approval from the instructor. Intended audience: all degree programs. Course Format and Evaluation: synchronous weekly meetings, with the commitment to practice daily between sessions. Participants may choose to participate asynchronously with approval from the instructor. Intended audience: all degree programs. Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 5. Spiritual Practice and Care of the Soul 8. Embodied Wisdom and Beauty and MFC: 3. Spiritual Development for Self and Others. Course meets June 5 - 26, 2023, Mondays 5:00-6:30pm. [14 max enrollment; Auditors welcome]</p>

LCTC-1401	MULTI-RELIGIOUS CORE INTENSIVE: THEORY AND METHOD	Som	Pourfarzaneh	This course will present a framework for the practice and understanding of multi-religiosity, in a collaborative and pluralist environment. It will draw upon contemporary texts and guest lectures representing a diversity of faith traditions to provide an integrative context for understanding religious identity as non-binary and multifaceted. Students will be encouraged to participate in multi-spiritual practice and share their own multi-religious experiences and rituals to foster discussion about non-binary religious identity from a variety of perspectives. Course Format and Evaluation: intensive, with final presentation and research paper or project on a specific topic or theme relating to multi-religiosity. Intended audience: all degree programs. Required for the M.Div. and/or MASC. Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 4. History of Dissenting Traditions and the Theological Quest 6. Theology in Culture and Context 7. Educating for Wholeness and Liberation and MFC: 1. Worship and Rites of Passage 3. Spiritual Development for Self and Others 7. Leads the faith into the future. Course meets August 14-25, 2023, 10:00am-12:00pm. [25 max enrollment; Auditors excluded].
PC-4000	CLINICAL PASTORAL EDUCATION	Chris	Schelin	This course is for Starr King students engaged in part-time or full-time Clinical Pastoral Education. Participate in ministry to persons in crisis and engage in individual and group reflection. Didactic sessions draw together theoretical material from theology, the behavioral sciences, and pastoral care. Students learn to integrate theological understanding and knowledge of behavioral science with pastoral functioning. Upon completion, a written evaluation from the program supervisor will be placed in the student's permanent file. Discuss CPE with your advisor and then supervising SKSM faculty. Final evaluation from CPE supervisor needs to be sent to faculty by the last day of the semester to receive credit. Students are responsible for applying for and securing a place in a CPE program. Please check the SKSM Student Handbook and Contextual Education Handbook for more information. Open to all degree students. No prerequisites or max. enrollment. Auditors excluded. Relates to SKSM Threshold 5 (Spiritual Practice and Care of the Soul) and MFC Competency 2 (Pastoral Care and Presence). Course is available from 1-10 units. Please contact the registrar for a manual adjustment of the credit level as needed.
PC-4851	CHAPLAINCY INSTITUTE CHI - SUMMER	Katrina	Leathers	This is the registration shell for courses offered by the Chaplaincy Institute (Chi). Enrollment is restricted to joint-program students participating in Chi's Interfaith Chaplaincy and Ministry Certificate. Students enrolled with Chi earn credit based on the combined value of all the courses taken in the term. Please contact the SKSM registrar for a manual adjustment of credit level. Relevance for SKSM thresholds and MFC competencies varies by course. Classes meet synchronously with additional coursework completed on Chi's Moodle platform. Max. enrollment 15. Auditors excluded. Prerequisite: ECO Core Course
SKIL-9999	STARR KING INDIVIDUAL LEARNING	Meg	Richardson	Independent study set up with a particular faculty to supervise.

TCEL-2100 UU MINISTERIAL LEADERSHIP CORE INTENSIVE Rosemary McNatt

This CORE intensive course is co-taught by Rev. Rosemary Bray McNatt and Rev. Tera Landers and focuses on the theological foundations and habits of mind necessary to be a self-defined leader among Unitarian Universalists, either in congregations or in other UU settings. Students will have the opportunity to test their current skills in a series of real-world challenges likely to be faced in parish or community settings. The goal is to allow student the chance to confront possible issues while the stakes are low. Role playing, small group work and reflection papers will be required. The course will be August 7-11 and August 21-23, online synchronous, 10:00am-1:00pm with asynchronous work in the afternoon. This is a required course for the M.Div. program. Relates to SKSM Thresholds: 1. Life in Religious Community and Interfaith Engagement 5. Spiritual Practice and Care of the Soul and MFC: 2. Pastoral Care and Presence 5. Administration 7. Leads the faith into the future. ECO course is required. Max enrollment: 20. Auditors excluded. Faculty Consent required. Registration is contingent upon faculty approval. 1. Students will self-enroll in the course to be placed on the waitlist. 2. Complete the required faculty consent questionnaire. <https://www.surveymonkey.com/r/FC23-24> For questions regarding Faculty Consent, please contact [kmoebius@sksm.edu](mailto:kmoebius@sksm.edu).

# Fall 2023

AR-4300 TRANSFORMATIVE RITUAL CRAFT Taya Shere

Transformative Ritual Craft is an exploration into the art and technology of ritual craft. This synchronous online course supports students in developing a nuanced understanding of successful ritual structures and empowers students in cultivating skills to create and guide ritual. The course itself is a ritual immersion, with each class meeting structured as a ritual experience. Students are encouraged to deepen their own ritual practices, to experience rituals in contexts new to them and to craft and guide ritual for community. Students will identify their strengths and edges in ritual craft and leadership, and will receive structured support in enhancing their existing ritual strengths and in nurturing arenas in which they seek additional growth and experience. The Transformative Ritual Craft class will also participate in monthly online SKSM chapel services, which occur during class time. MDiv and MASC students. SKSM Thresholds 1. Life in Religious Community and Interfaith Development 3. Prophetic Witness and Work 5. Spiritual Practice and Care of the Soul 8. Embodied Wisdom and Beauty and MFC: 1. Worship and Rites of Passage and 7. Leads the Faith into the Future. Enrollment Max: 20. Auditors excluded.

ECO-1000	ECO CORE	Shannon	Frediani	<p>Educating to "Create Just and Sustainable Communities that Counter Oppressions" ("ECO") is a core goal of Starr King's M.Div. and M.A.S.C. degree programs. In this required synchronous online core course, M.Div. and M.A.S.C. students work together to form a framework for counter-oppressive spiritual leadership. We will ask: how can spirituality, ministry, and religious activism respond to the multiple and intersecting realities of injustice, suffering, and oppression in our lives and our world? What models of justice and sustainable community invite our commitment? Drawing on Unitarian Universalist and multi-religious sources, we will explore how in the midst of a world marked by tragedy, sorrow and injustice there remain abiding resources of beauty and grace that nourish resistance, offer healing and call us to accountability and community building. Reflection essays and final paper.</p> <p>Relates to Thresholds: 2) Prophetic Witness and Work, 5) Spiritual Practice and Care of the Soul, 7) Educating for Wholeness and Liberation, 8) Embodied Wisdom and Beauty, as well as MFC: 4) Social Justice in the Public Square.</p> <p>Please take in the first term after Orientation, as the course will introduce you to studying at SKSM.</p> <p>Enrollment Max: 20 students. Auditors excluded.</p>
EL-1200	INTRODUCTION TO RELIGIOUS EDUCATION	Sheri	Prud'homme	<p>This online synchronous course provides a broad introduction to the theory and practice of liberal religious education, with an emphasis on Unitarian Universalist congregations. Topics include an overview of the history and philosophy of Unitarian Universalist children's religious education and ministry, teaching methods and learning processes, theories of human development, the congregation as an educating community, current approaches and innovations in religious education for children and youth including multigenerational ministries and worship-centered models, collegial relationships and professional standards for religious educators, and curriculum resources. This course emphasizes religious education with children, youth, and families alternating every other year with another course focusing on adult faith development. Coursework includes a field placement (approximately three times a month) in a local congregation's religious education ministry, weekly journaling, periodic written assignments, responsibility for leading class openings and discussions, and a final project of significance to the student's future ministry. Suitable for MDiv, MASC, and Certificate students. Relates to Thresholds: 7 - Educating for Wholeness and Liberation; 1 - Life in Religious Community and Interfaith Engagement and MFC competencies: 3 - Spiritual Development for Self and Others; 7 - Leads the Faith into the Future. Max enrollment: 20. Auditors excluded.</p>

EL-4200	COMMUNITY INTERNSHIP	Chris	Schelin	<p>Community Internships involve engagement at a field site from 16 to 40 hours a week, under weekly supervision at the site and the support of the SKSM Community Intern Reflection class. Community Internships include a variety of settings, such as supervised placements in a non-profit service agency or grassroots organization, hospice work, chaplaincy, teaching and more. They can also entail creating new projects such as starting a new organization or planning a conference. Those who register for this course should also register for Community Intern Integrative Reflection Fall. Students should discuss the internship with their advisor before making arrangements with the professor. Student and supervisor will discuss and sign a learning agreement at the outset of the internship. Midterm and final student/supervisor evaluations are also required. All forms are available on the SKSM Website. Please see Student Handbook and Contextual Education Handbook for more information. Open to all degree students; requirement for MASC. Max. enrollment 15. Auditors excluded. Relevance for specific SKSM thresholds and MFC competencies varies according to the nature of a student's field experience. Course is available for 5-10 units. Contact the registrar for manual adjustment of credit to level set by the instructor. Prerequisite: ECO Core Course</p>
EL-4202	COMMUNITY INTERN REFLECTION - FALL	J. Tyson	Casey	<p>This SYNCHRONOUS ONLINE course is a peer group seminar for interns doing fieldwork in community field sites. It offers thexological reflection, linking the experience in the internship to the student's broad educational and vocational goals (praxis). The class is designed for students to assess their personal progress, gather support from peers and the instructor, integrate their internship experience into their degree program, and deepen thexological practices to sustain religious leadership in community ministry. Students gather multi-religious sources of wisdom and inspiration, which serve as touchstones for group spiritual reflection. The course includes a required live web-based video seminar approximately twice a month, as well as weekly online discussion postings that support the seminar sessions. This online course is synchronous on Zoom and counts as low residency; students must have consistent internet access to relevant technology. Evaluation is based on participation, depth of engagement with peers and resources, as well as written self-evaluations. Required for MDiv/ MASC students enrolled in credit for community internship during the same semester. Fulfills thresholds based on personal learning goals. PREREQUISITES:SIMULTANEOUS ENROLLMENT IN COMMUNITY INTERNSHIP CREDITS FOR THE SEMESTER. FULL AND COMPLETE APPROVAL OF THE INTERNSHIP AGREEMENT BY THE DIRECTOR OF CONTEXTUAL EDUCATION, SITE SUPERVISOR AND FACULTY ADVISOR. STUDENT MUST SUBMIT DESCRIPTION OF APPROVED INTERNSHIP AND COPY OF AGREEMENT TO INSTRUCTOR PRIOR TO FIRST SESSION. ECO CORE COURSE IS A PREREQUISITE. MAXIMUM ENROLLMENT:12. AUDITORS EXCLUDED.</p>

EL-4250	COMMUNITY FIELD WORK	Chris	Schelin	Field work describes an involvement in community work for up to 20 hours a week with the ongoing support of a mentor. Community Field Work includes work in gender, racial and economic justice, queer activism, disability advocacy, immigration issues, environmental responsibility, civil liberties protection, HIV response, youth at risk, peace building, participating in a fundraising campaign for a non for profit or grassroots organization, chaplaincy, teaching and more. Students should discuss the field work opportunity with their advisor before making arrangements with the professor. Student and community mentor will discuss and sign a learning agreement at the outset of the field work experience. Midterm and final student/mentor evaluations will also be required by midterm and the end of term. All forms are available on the SKSM website. Please see Student Handbook and Contextual Education Handbook for more information. Open to all degree students. Auditors excluded. Max. enrollment 15. Relevance for specific SKSM thresholds and MFC competencies varies according to the nature of a student's field experience. Prerequisite: ECO Core Course.
EL-4300	CONGREGATIONAL INTERNSHIP	Tera	Landers	This is a 10-month full-time (one year, 10 credits/semester) or part-time (two years, 5 credits/ semester) ministry experience in a teaching congregation, under the supervision of a Minister in Full Fellowship (for UU students), working with an intern committee, and a professor at the school. For non-UU students, check with your denominational body to see if there are additional requirements for the congregational internship experience. This course is for M.Div. students. Evaluation is based on the Zoom conversations, midterm and final evaluations. Students are should also register for the concurrent class "EL-4302 Congregational Intern Reflection" for two credits. UU students will use the UUA Internship Evaluation forms. There are opportunities for all 8 Starr King Threshold Areas and all of the UU Ministerial Fellowship Competency areas to be explored. Auditors excluded.
EL-4302	CONGREGATIONAL INTERN REFLECTION	Tera	Landers	The Congregational Intern Reflection course is paired with the on-site experience of "Congregational Internship EL-4300." This course is for M.Div students. The Intern Ministers meet twice a month by Zoom to discuss progress on Learning Goals, development of pastoral/prophetic/ preaching voices, and integrating theory with skills. Students are expected to attend the January 2024 Congregational Intern Minister gathering at Starr King. Evaluation will be based on the Zoom conversations and the content of the midterm and final evaluations. During the Internship experience, there are opportunities for all eight Starr King Threshold Areas to be explored, as well as each of the UU Ministerial Fellowship Committee Competency Areas. Auditors excluded.

EL-4350	CONGREGATIONAL FIELDWORK - FALL	Tera	Landers	Fieldwork is an opportunity to put into action the theory learned in the classroom. Working in a congregation gives the student a chance to develop their unique pastoral voice while navigating complexities of a congregation's history, culture, systems and ethos. Fieldwork placements may include: teaching a religious education class for children or adults, working with a youth group, serving on a pastoral care team, participating in a stewardship campaign and more. Evaluation is based on one-on-one conversations with professor, mid-term and final evaluations. This course is for M.Div. students. Variable credit from 0.5 – 5.0 depending on the scope of the field work. Depending on the focus of the Field Work, your project may relate to Starr King thresholds: 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 5. Spiritual Practice and Care of the Soul 6. Thea/ology in Culture and Context 7. Educating for Wholeness and Liberation 8. Embodied Wisdom and Beauty and MFC competencies: 1. Worship and Rites of Passage 2. Pastoral Care and Presence 3. Spiritual Development for Self and Others 4. Social Justice in the Public Square 5. Administration. Auditors excluded.
HM-1000	HILDA MASON FELLOWSHIP	SKSM	Faculty	Zero-credit "Hilda Mason Fellowship" (HMF) pre-course
HT-2100	MAGIC, SEX, AND LIBERATION IN HINDU TANTRA	Pravina	Rodrigues	The word Tantra is a combination of two words, the Sanskrit root "tan" and the suffix "tra." Tantra means a technology that interweaves esoteric and exoteric practices so that the microcosm (devotee) unites with the macrocosm (universe). While New Age Tantra seems to be fixated on its sexual dimensions, in South Asia Tantra is stigmatized as black magic. Tantra is a protean phenomena. There are Hindu, Buddhist, and Jain forms of Tantra, with practitioners spread out in India, China, Japan, Tibet, Nepal, Bhutan, Pakistan, Sri Lanka, Korea, and Mongolia. This course introduces and examines the themes of magic, sex, and liberation in Hindu Tantra. The six rites of magic: appeasement, subjugation, immobilization, enmity, eradication, and liquidation, will be studied. Sexual union will be analyzed within the logistics of the 5M's: mamsa (meat), matsya (fish), mudra (fermented grains), madira (liquor), and maithuna (sex). Finally, Tantric notions of liberative gnosis will be examined. This course will use a lecture & class discussion format (camera on). Assessment includes: 1) two short, 2 1/2 page papers, an online ritual class participation, reading of required class materials, and the submission of a final 20-page paper. This Course is suitable for MDiv, MASC students. No prior knowledge of Hindu studies is required. Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement, 2. Prophetic Witness and Work, 3. Sacred Text and Interpretation, 4. History of Dissenting Traditions and the Thea/ological Quest, 5. Spiritual Practice and Care of the Soul, 6. Thea/ology in Culture and Context, 7. Educating for Wholeness and Liberation, 8. Embodied Wisdom and Beauty and MFC Competencies: 3. Spiritual Development for Self and Others, 4. Social Justice in the Public Square, 6. Serves the larger UU Faith 7. Leads the faith into the future. [20 max enrollment; Auditors excluded].

HTPW-2100	REVOLUTIONARY WITCHCRAFT	Pamela Hancock	Revolutionary Witchcraft: Pagan Traditions and Subversive Tactics for Ministry - will be a hybrid format, online every other week and Zoom class on opposite weeks course. Students will be evaluated on their online Populi posts, engagement in the Zoom classroom, and a final project. This course is intended for anyone seeking a degree at SKSM who is interested in learning the history of Pagan traditions and utilizing Witchcraft to strengthen their personal spiritual practices, future ministry, and activism. We will be exploring the history of Grimoires; as well as understanding the roles of witches, midwives, and nurses from the Middle Ages to modern times and how women were/are demonized; and finally how Witchcraft can be used for liberation and subversive tactics in ministry. SKSM Thresholds: (4) Historical & Thea/logical Studies and (2) Prophetic Witness & Work. Enrollment max: 20. Auditors excluded.
HTTC-1000	UNITARIAN UNIVERSALIST HISTORY	Meg Richardson	This asynchronous online course begins with a discussion of recent historical developments in Unitarian Universalism and then extends back through time to the various antecedents of Unitarianism and Universalism in pre-Reformation Europe, all the way back to the early church and the Council of Nicea. Students will have the opportunity to explore Unitarian Universalist heritage, as well as different historical approaches. We will examine social location in relation to class, race, and gender identities, and how these enabled or impeded social justice advances. We will discover the origins of our faith by progressing from our known contemporary experience to the unknown, and perhaps unknowable. Along the way we will consider various theological developments within this tradition, as expressed through various identities and the challenges presented by new modalities of faith including Transcendentalism and Humanism. Sources will range from primary sources to anecdote, with an emphasis on articulating contemporary experience in the context of historical identity and experience. Evaluation: demonstrated preparation, weekly posts on Populi, final paper or project. Students who take the course for a grade instead of pass/fail are required to submit a 25 page paper with original research. Students who take the class pass/fail have the option to turn in a 15 page paper or a project. Projects must be approved in advance. Target audience is MDiv students. This course relates to the Unitarian Universalist Association's Ministerial Fellowship competencies: 6. Serves the larger UU Faith and 7. Leads the faith into the future and Starr King Thresholds: 4. History of Dissenting Traditions and the Thea/ological Quest and 6. Thea/ology in Culture and Context. MAXIMUM ENROLLMENT: 22. Auditors excluded.
ITA-1000	INITIAL THRESHOLD ASSESSMENT	Sheri Prud'homme	Zero credit course to be taken in the student's first term, when they complete the Initial Threshold Assessment with their advisor.

LC-2000	CONGREGATION AND NONPROFIT ADMINISTRATION	Sheri	Prud'homme	<p>Organization and administration can propel a congregation or nonprofit organization to thrive or wither. This course equips ministers and other religious leaders to provide effective and informed leadership in collaboration with staff and volunteers. Topics include fundraising and stewardship, budgeting and financial statements, recruiting and working with staff and volunteers, organizational systems and leading for growth and change, governance models, facilities and safety, and time management. Format includes lectures, discussion of readings, in-class exercises, guest speakers, and integrative papers. Online Synchronous Course. Geared to MDiv, MASC students.</p> <p>Relates to SKSM thresholds: 1- Life in Religious Community and Interfaith Engagement and MFC competency 5 – Administration. Max enrollment: 20. Auditors excluded.</p>
LCPC-4100	ADVANCED TOPICS IN MEDITATION	Som	Pourfarzaneh	<p>This online synchronous course will build upon the basic foundations of meditation and introduce methods for developing concentration, encouraging self-care, and taking one's practice into the workplace to be of best benefit to one's self and others. The series will offer tools for strengthening an existing daily practice and resources for further learning and discovery. Course Format and Evaluation: synchronous monthly meetings, with the commitment to practice daily between sessions. Participants may choose to participate asynchronously with approval from the instructor. Intended audience: all degree programs. Prerequisites: Beginner's Meditation Workshop (or equivalent). Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 5. Spiritual Practice and Care of the Soul 8. Embodied Wisdom and Beauty and MFC: 3. Spiritual Development for Self and Others [14 max enrollment; Auditors welcome]</p>
LCPW-2200	LEADERSHIP ALONG THE WAY	J. Tyson	Casey	<p>The rationale for this course is to develop one's own life-regenerating leadership along the long arc of social change and transformation that existed before our time and will continue after us. We will explore ways of engaging and directing energy within an ecosystem so as to encourage diversity and distribution of leadership. This includes rediscovering our agency in challenging environments while leading in a way that honors the leadership present in any given moment, as well as the leadership that preceded and will follow such moments. This course is online, synchronous, interactive, and informed by Taoist, Zen, and Somatic praxis. Students will be expected to complete readings, reflections, and activities that will deepen their leadership practice. MDiv. and MASC students.</p> <p>Relates to SKSM Thresholds: 1. Life in Religious Community and Interfaith Engagement 3. Sacred Text and Interpretation 5. Spiritual Practice and Care of the Soul 7. Educating for Wholeness and Liberation, and MFC Comps: 3. Spiritual Development for Self and Others 5. Administration, 7. Leads the faith into the future.</p> <p>RECOMMENDED PREREQUISITE: ECO CORE COURSE.</p> <p>MAXIMUM ENROLLMENT: 20. Auditors excluded.</p>

LCPW-4300	RELIGIOUS FREEDOM, JUSTICE, AND DEMOCRACY	Sabrina Dent	<p>Religious privilege has, and continues to, shape the discourse about public policies in the United States. Too often this imposes on the civil and human rights of marginalized groups in the areas of voting rights, public education, health care, and environmental concerns. The struggle for freedom and justice cannot be fully understood without acknowledging the First Amendment freedoms at the heart of these struggles. Particular attention will be given to how and in what ways power, violence, identity, and pluralism form and frame the discourse of religious freedom across space and time. This course will feature experts actively engaged in addressing these issues in multiple contexts.</p> <p>This is an online synchronous course for MDiv and MASC students. Students will be required to attend the virtual Religious Freedom Mobile Institute on October 26, 7am-2pm PST and 4pm-6pm PST(evening program) and October 27, 7am-2pm PST.</p> <p>Relates to thresholds: 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 6. Thea/ology in Culture and Context 7. Educating for Wholeness and Liberation and MFC</p> <p>Competencies: 4. Social Justice in the Public Square 7. Leads the faith into the future.</p> <p>Maximum enrollment is 20. Auditors excluded.</p>
LCTC-1200	PATHS FOR LIBERATION: AN INTRODUCTION TO BUDDHISM	J. Tyson Casey	<p>The rationale for this online synchronous course is to introduce some of the core teachings of the Buddha, by entering through perspectives and practices within the three most prevalent paths of Buddhism—Theravada, Mahayana, and Vajrayana. These paths provide initial openings into the endless gates of the living Dharma that can include additional lineages of praxis. The course will consider some of the historical and cultural movements, adaptations, actions, and distinct positionalities that arose in relationship with the teachings of the Buddha and the innumerable lineages that followed. By studying, discussing, and applying the wisdom and practices of different paths and approaches to Buddhism throughout the term, students can gain greater insights into their own positionalities and expand their embodiment of the core teachings. Students will be expected to engage weekly readings, reflections, discussions, and practice activities that will deepen their relationship with the Dharma.</p> <p>MDiv. and MASC students. Relates to SKSM Thresholds 1. Life in Religious Community and Interfaith Engagement, 3. Sacred Text and Interpretation, 5. Spiritual Practice and Care of the Soul, 6. Theology in Culture and Context and MFC Comps 2. Pastoral Care and Presence, 3. Spiritual Development for Self and Others.</p> <p>Class is limited to 20 participants. Auditors excluded.</p>
OR-1000	ORIENTATION	SKSM Faculty	<p>Welcome to Starr King! This online asynchronous portal will provide general information about the school and introduce commonly used student resources before the term begins. Orientation is an opportunity to meet other students in the cohort, engage with faculty and staff and to ask questions. New students are required to register for this zero-credit course prior to attending Orientation.</p>
P2G-5000	PETITION TO GRADUATE	SKSM Faculty	<p>Zero credit course to be taken the semeseter the student plans to graduate.</p>

PC-1100	INTRODUCTION TO PASTORAL COUNSELING	Pamela	Hancock	<p>Pastoral counseling is a unique form of counseling which uses spiritual resources as well as psychological understanding for healing and growth. It is provided by certified pastoral counselors, who are not only mental health professionals but who have also had in-depth religious and/or theological training. In this course, we will explore the opportunities and limits of Pastoral Counseling, what it is, and what it is not. We will trace the history of pastoral counseling as distinguished from psychotherapy, pastoral care, chaplaincy, and spiritual guidance. We will address professional issues and develop a Pagan perspective to pastoral counseling, in addition to other points-of-view. This is an asynchronous course, with written lectures and frequent use of videos and links to online resources. It is an intermediate course intended for MDiv students, and with doctoral upgrade possible. Meets Thresholds: 5. Spiritual Practice and Care of the Soul, 2. Prophetic Witness Meets MFC Competencies: 2. Pastoral Care and Presence, 4. Social Justice in the Public Square Enrollment max: 20. Auditors excluded. Faculty Consent required. Registration is contingent upon faculty approval.</p> <p>1. Students will self-enroll in the course to be placed on the waitlist. 2. Complete the required faculty consent questionnaire. <a href="https://www.surveymonkey.com/r/FC23-24">https://www.surveymonkey.com/r/FC23-24</a>. For questions regarding Faculty Consent, please contact <a href="mailto:kmoebius@sksm.edu">kmoebius@sksm.edu</a>.</p>
PC-1210	CHAPLAINCY FORMATION - STAGE 1	Pamela	Hancock	<p>This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester for 6 semesters if you are in the MDiv program (for a total of 9 units)—this class will provide the container for pastoral and professional formation in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Relates to Threshold: 5. Spiritual Practice and Care of the Soul. [Faculty Consent Required. Enrollment Max: 20. Auditors excluded.]</p>

PC-1220	CHAPLAINCY FORMATION - STAGE 2	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester for 6 semesters if you are in the MDiv program (for a total of 9 units) --this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Relates to Threshold: 5. Spiritual Practice and Care of the Soul. Prerequisite: Chaplaincy Concentration [Faculty Consent Required. Enrollment Max: 20. Auditors excluded.]
PC-1230	CHAPLAINCY FORMATION - STAGE 3	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester for 6 semesters if you are in the MDiv program (for a total of 9 units) --this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Relates to Threshold: 5. Spiritual Practice and Care of the Soul. Prerequisite: Chaplaincy Concentration [Faculty Consent Required. Enrollment Max: 20. Auditors excluded.]
PC-1240	CHAPLAINCY FORMATION - STAGE 4	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester for 6 semesters if you are in the MDiv program (for a total of 9 units) --this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Relates to Threshold: 5. Spiritual Practice and Care of the Soul. Prerequisite: Chaplaincy Concentration [Faculty Consent Required. Enrollment Max: 20. Auditors excluded.]

PC-1250	CHAPLAINCY FORMATION - STAGE 5	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester for 6 semesters if you are in the MDiv program (for a total of 9 units) --this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Relates to Threshold: 5. Spiritual Practice and Care of the Soul. Prerequisite: Chaplaincy Concentration [Faculty Consent Required. Enrollment Max: 20. Auditors excluded.]
PC-1260	CHAPLAINCY FORMATION - STAGE 6	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester for 6 semesters if you are in the MDiv program (for a total of 9 units) --this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Relates to Threshold: 5. Spiritual Practice and Care of the Soul. Prerequisite: Chaplaincy Concentration [Faculty Consent Required. Enrollment Max: 20. Auditors excluded.]
PC-4000	CLINICAL PASTORAL EDUCATION	Chris	Schelin	This course is for Starr King students engaged in part-time or full-time Clinical Pastoral Education. Participate in ministry to persons in crisis and engage in individual and group reflection. Didactic sessions draw together theoretical material from theology, the behavioral sciences, and pastoral care. Students learn to integrate theological understanding and knowledge of behavioral science with pastoral functioning. Upon completion, a written evaluation from the program supervisor will be placed in the student's permanent file. Discuss CPE with your advisor and then supervising SKSM faculty. Final evaluation from CPE supervisor needs to be sent to faculty by the last day of the semester to receive credit. Students are responsible for applying for and securing a place in a CPE program. Please check the SKSM Student Handbook and Contextual Education Handbook for more information. Open to all degree students. No prerequisites or max. enrollment. Auditors excluded. Relates to SKSM Threshold 5. Spiritual Practice and Care of the Soul and MFC Competency 2. Pastoral Care and Presence. Course is available from 1-10 units. Please contact the registrar for a manual adjustment of the credit level as needed.

PC-4852	CHAPLAINCY INSTITUTE - FALL	Katrina	Leathers	<p>This is the registration shell for courses offered by the Chaplaincy Institute (ChI). Enrollment is restricted to joint-program students participating in ChI's Interfaith Chaplaincy and Ministry Certificate. Students enrolled with ChI earn credit based on the combined value of all the courses taken in the term. Please contact the SKSM registrar for a manual adjustment of credit level.</p> <p>Classes meet synchronously with additional coursework completed on ChI's Moodle platform. Max. enrollment 15. Auditors excluded. Relevance for SKSM thresholds and MFC competencies varies by course. Prerequisite: ECO Core Course</p>
PCEL-1100	FORGIVENESS AND MORAL REPAIR	Pamela	Hancock	<p>In this asynchronous online class, we will meet people from all over the world, from a variety of religious and cultural traditions, who have practiced forgiveness as a means of healing, reconciliation and/or liberation. We will also explore the concept of moral repair or how we individually and collectively might apologize, repent, and/or make amends after wrong-doing. Through readings, films, and spiritual practice exercises we will develop our forgiveness muscles. We will also explore ways of using forgiveness to strengthen our pastoral, prophetic and public ministries. This class will be experiential and multi-faith, drawing on personal and communal narratives, neuroscience, and psychology. Evaluation will be based on weekly reflections, spiritual practice exercises, and class discussion. Relates to Thresholds: 5. Spiritual Practice and Care of the Soul 6.Thea/ology in Culture and Context and MFC competencies: 2. Pastoral Care and Presence 3. Spiritual Development for Self and Others. Max enrollment: 20. Auditors excluded.</p> <p>Faculty Consent Required. Registration is contingent upon faculty approval.</p> <p>1. Students will self-enroll in the course to be placed on the waitlist. 2. Complete the required faculty consent questionnaire:  <a href="https://www.surveymonkey.com/r/FC23-24">https://www.surveymonkey.com/r/FC23-24</a>  For questions regarding Faculty Consent, please contact <a href="mailto:kmoebius@sksm.edu">kmoebius@sksm.edu</a>.</p>
PORCON-3000	MID-DEGREE PORTFOLIO CONFERENCE	SKSM	Faculty	Zero credit course to be taken in the term the student plans to complete the Portfolio Conference.
PWLC-5300	MASC PROJECT	Gabriella	Lettini	<p>For SKSM Master of Arts in Social Change (MASC) students only. MASC students may split this asynchronous course over two semesters or sign up for it during their last semester. This final project can take a variety of forms and should be representative of the student's learning and creative work in the MASC degree. The student will work independently under faculty supervision. Projects include research thesis, public presentations, designing and implementing educational curricula, organizing local/national conferences and special events, multimedia art-work, writing a book and more. The project's topic, proposal and final draft need to be discussed and developed with the Director of the MASC program and a second faculty member. The project may be presented publicly. A total of 3 MASC Project credits are required for graduation in the MASC degree. Fulfills Threshold 2. Prophetic Witness and Work. ECO Core is a prerequisite. This project is variable credit between 0.5-3 credits. MAXIMUM ENROLLMENT:10. AUDITORS EXCLUDED.</p>

PWTC-1900	INDIGENOUS TRADITIONS, HEALINGS, AND GENDERS	Gabriel Estrada	"Indigenous Traditions, Healing, and Genders" is an online synchronous course based upon research, discussions, and reflection assignments. There will be assignments on Indigenous religious traditions, healing in media, and two-spirit/LGBTQ/feminist genders. Intended for MDiv and MASC students. Relates to Thresholds: 2. Prophetic Witness and Work and 6. Thea/ology in Culture and Context. Enrollment Max: 20. Auditors excluded.
TCPW-1000	INTRODUCTION TO ISLAM	Som Pourfarzaneh	This online synchronous course will give an introduction to the Islamic tradition in its religious, historical, and cultural contexts, paying particular attention to the diversity of expressions of Islam within each of these categories. The course will discuss the theological foundations of the tradition, the history of its development, and different expressions of its praxis that have evolved out of Muslim cultures and societies. It will also present contemporary issues related to Islam and Muslims, particularly in their representation throughout different types of media. Course format and evaluation: seminar, with final research paper/presentation on a specific topic or theme. Intended audience: all degree programs. Relates to SKSM Threshold: 1. Life in Religious Community and Interfaith Engagement 3. Sacred Text and Interpretation 4. History of Dissenting Traditions and the Theological Quest 6. Theology in Culture and Context and MFC: 1. Worship and Rites of Passage 4. Social Justice in the Public Square. Auditors excluded.
TCPW-4000	PROMISED LAND AND IMMIGRANTS	Hugo Cordova Quero	This online asynchronous course will focus on the cases of Latina/o immigrants in the United States and Japan in relation to their experiences of faith, ethnicity, and gender. The approach is interdisciplinary as we will draw from several fields for the analysis of the class topics. The goal of the course is to provide grounds for students to acquire tools for understanding the different realities of immigrants. Issues of faith, race/ethnicity, gender and migration will be constantly connected to pastoral reflection throughout the course, especially since our world is increasingly becoming multicultural, multiethnic and multi-religious. The target audience is both MA and MASC students. The course fulfills the following thresholds: Thresholds: 1. Life in Religious Community and Interfaith Engagement; 2. Prophetic Witness and Work; 6. Thea/ology in Culture and Context; 7. Educating for Wholeness and Liberation. The course also complies with the following MFCs: 2. Pastoral Care and Presence; 3. Spiritual Development for Self and Others, 4. Social Justice in the Public Square; 7. Leads the Faith into the Future. [Max enrollment: 20. Auditors excluded.]

TIAR-4000	INTRODUCTION TO PREACHING IN A CROSS CULTURAL CONTEXT	Leslie	Takahashi	<p>This non-lectionary, thematic online synchronous preaching course embraces counter oppressive ministry through worship and the arts. Hands on learning will combine the sharing and peer review of brief homilies with exercises aimed at identifying your authentic preaching voice. Each student will also deliver two full-length sermons in class. Questions of how to make our worship services more relevant in today's culturally shifting world will be explored through thea/ological study of homiletics through a liberatory lens and an engagement with issues of cultural appropriation and misappropriation in Unitarian Universalist liturgical practice. Students from all traditions welcome. Starr King thresholds: 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 6. Theology in Culture and Context 7. Educating for Wholeness and Liberation and MFC Competency 1. Worship and Rites of Passage. This course is designed for M.Div and MASC students and will be evaluated based on sermons and class participation. Pre-requisites: ECO Core or equivalent. Maximum enrollment:15. Auditors excluded. Faculty Consent Required. Registration is contingent upon faculty approval.</p> <p>1. Students will self-enroll in the course to be placed on the waitlist. 2. Complete the required faculty consent questionnaire. <a href="https://www.surveymonkey.com/r/FC23-24">https://www.surveymonkey.com/r/FC23-24</a>. For questions regarding Faculty Consent, please contact <a href="mailto:kmoebius@sksm.edu">kmoebius@sksm.edu</a>. PREWORK IS REQUIRED FOR THIS COURSE: Each student must write manuscripts for two original sermons, on the theme of your choosing, of 1200 to 1500 words in length. Please Note: All sermons are due at midnight US Pacific time on August 28, 2023.</p>
TIHT-1500	INTRODUCTION TO CHRISTIAN SCRIPTURES	Ashley	Bacchi	<p>This online synchronous course is a survey of Christian Scriptures. Students will learn basic principles of biblical interpretation as well as issues related to reception history in a variety of historical and religious contexts. There is no single "correct" interpretation or reading of Christian Scriptures. There are interpretations that have become dominant over time or in certain communities, but the Bible has meant different things to different people across time and geographical location. This course will engage with the Synoptic Gospels, Johannine literature, Pauline and deutero-Pauline Epistles, Revelation as well as the Apocrypha and an assortment of pseudepigraphal texts with an emphasis on their cultural, historical, and literary contexts. In addition, feminist, postcolonial, and queer methodologies will be introduced in order to equip students with liberating readings of passages that have been interpreted in order to justify violence as divinely sanctioned. By surveying a wide range of questions, interpretations, and translations, students will discover the diversity of traditions that have sprung forth from Christian Scriptures. This course falls primarily within the following SKSM Thresholds: 2) Prophetic Witness &amp; Work 3) Sacred Text and Interpretation and 4) History of Dissenting Traditions and Thea/ological Quest. Enrollment max: 25. Auditors excluded.</p>
UU-1000	OPT-IN TO UU CONCENTRATION	Meg	Richardson	<p>A zero credit "course" for students to enroll in if they want to opt-in to the UU Concentration.</p>

**Interession 2024**

EL-4250	COMMUNITY FIELD WORK	Chris	Schelin	<p>Field work describes an involvement in community work for up to 20 hours a week with the ongoing support of a mentor. Community Field Work includes work in gender, racial and economic justice, queer activism, disability advocacy, immigration issues, environmental responsibility, civil liberties protection, HIV response, youth at risk, peace building, participating in a fundraising campaign for a non for profit or grassroots organization, chaplaincy, teaching and more. Students should discuss the field work opportunity with their advisor before making arrangements with the professor. Student and community mentor will discuss and sign a learning agreement at the outset of the field work experience. Midterm and final student/mentor evaluations will also be required by midterm and the end of term. All forms are available on the SKSM website. Please see Student Handbook and Contextual Education Handbook for more information. Open to all degree students. Max. enrollment 15. Auditors excluded. Relevance for specific SKSM thresholds and MFC competencies varies according to the nature of a student's field experience. Prerequisite: ECO Core course.</p>
EL-4350	CONGREGATIONAL FIELDWORK	Tera	Landers	<p>Fieldwork is an opportunity to put into action the theory learned in the classroom. Working in a congregation gives the student a chance to develop their unique pastoral voice while navigating complexities of a congregation's history, culture, systems and ethos. Fieldwork placements may include: teaching a religious education class for children or adults, working with a youth group, serving on a pastoral care team, participating in a stewardship campaign and more. Evaluation is based on one-on-one conversations with professor, midterm and final evaluations. This course is for M.Div. students. Variable credits, between 0.5 – 3.0 depending on the scope of work done. Depending on the focus of the Field Work, your project may relate to Starr King thresholds: 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 5. Spiritual Practice and Care of the Soul 6. Theology in Culture and Context 7. Educating for Wholeness and Liberation 8. Embodied Wisdom and Beauty and MFC requirements: 1. Worship and Rites of Passage 2. Pastoral Care and Presence 3. Spiritual Development for Self and Others 4. Social Justice in the Public Square 5. Administration 6. Serves the larger UU Faith 7. Leads the faith into the future. Auditors excluded.</p>

LCPC-1100	BEGINNER'S MEDITATION WORKSHOP	Som	Pourfarzaneh	<p>This online synchronous course will introduce basic meditation techniques with an emphasis on self-care. Participants will learn foundational elements of sitting meditation, including correct posture and body alignment, followed by methods for progressive relaxation and mindfulness of the breath. The series will also offer tools for setting up a daily practice and a brief introduction to moving meditation. Course Format and Evaluation: synchronous weekly meetings, with the commitment to practice daily between sessions. Participants may choose to participate asynchronously with approval from the instructor. Intended audience: all degree programs. Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 5. Spiritual Practice and Care of the Soul 8. Embodied Wisdom and Beauty and MFC: 3. Spiritual Development for Self and Others Class meets January 8 - 29, 2024. [14 max enrollment; Auditors welcome]</p>
LCPW-4200	ADVANCED THEMATIC PREACHING	Leslie	Takahashi	<p>This is an advanced online synchronous course in thematic preaching intended for students with preaching experience who seek to further develop their own unique preaching presence and voice. Topics will focus on thematic development, use of poetic voice, effective sermon construction, pulpit presence, and preaching through the liturgical year. This course utilizes a high level of peer collaboration and review. All religious traditions are welcome.</p> <p>Starr King thresholds: 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 6. Theology in Culture and Context 7. Educating for Wholeness and Liberation and MFC Competency 1. Worship and Rites of Passage.</p> <p>This course is for MDiv students and will be evaluated based on sermons and class participation.</p> <p>Prerequisite: Introduction to Cross Cultural Preaching.</p> <p>Class meets January 22-26, 2024. Maximum enrollment:15. Auditors excluded.</p> <p>Faculty Consent Required. Registration is contingent upon faculty approval.</p> <p>1. Students will self-enroll in the course to be placed on the waitlist. 2. Complete the required faculty consent questionnaire.</p> <p><a href="https://www.surveymonkey.com/r/FC23-24">https://www.surveymonkey.com/r/FC23-24</a>. For questions regarding Faculty Consent, please contact <a href="mailto:kmoebius@sksm.edu">kmoebius@sksm.edu</a>.</p>

LCTC-1404	MULTI-RELIGIOUS CORE INTENSIVE: AMIDST THE BLESSING OF THE ANCESTORS	Taya	Shere	<p>Amidst the Blessing of the Ancestors weaves teachings on organic multireligiosity from Ibrahim Baba (Dr. Ibrahim Farajaje') with practices of ancestor reverence and healing. According to Ibrahim Baba, organic multireligiosity "interrupts practices of considering religions as monolithic, rigidly-separated traditions in conflict with one another [and] rather understands them as having complex and constantly-morphing relationships in successive generations and in ever-widening geographical and cultural contexts." This online synchronous intensive focuses on embodying multireligiosity in personal practice, tending multireligiosity in spiritual leadership and public worship, and engaging multireligiosity toward countering oppression and cultural (mis)appropriation. The intensive also engages embodied practice around ancestor reverence and healing – in spiritual lineage and family / blood lineage – as a way of anchoring multireligious expression, countering oppression, and aligning to blessing. Each day of the intensive combines conceptual exploration of multireligiosity, embodied practice of counter-oppressive devotion and tending work in ancestral lineage ritual and repair. Course texts include multi-media selections from Ibrahim Baba, readings by Adrienne Maree Brown on intersectionality and emergent strategy, and Ancestral Medicine by Daniel Foor. Prior to the intensive, students are expected to complete select readings as well as to submit a reflection paper on personal experiences of multireligiosity and ancestral tending.</p> <p>At the completion of the course, students submit a second reflection paper weaving their learnings and experiences in the intensive. Required for the MDiv. and/or MASC.</p> <p>Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 4. History of Dissenting Traditions and the Theological Quest 5. Spiritual Practice and Care of the Soul 6. Theology in Culture and Context 7. Educating for Wholeness and Liberation 8. Embodied Wisdom and Beauty and MFC: 1. Worship and Rites of Passage 3. Spiritual Development for Self and Others 4. Social Justice in the Public Square.</p> <p>Course meets January 22-26, 2024. Max.enrollment: 20. Auditors excluded.</p>
PC-4000	CLINICAL PASTORAL EDUCATION	Chris	Schelin	<p>This course is for Starr King students engaged in part-time or full-time Clinical Pastoral Education. Participate in ministry to persons in crisis and engage in individual and group reflection. Didactic sessions draw together theoretical material from theology, the behavioral sciences, and pastoral care. Students learn to integrate theological understanding and knowledge of behavioral science with pastoral functioning. Upon completion, a written evaluation from the program supervisor will be placed in the student's permanent file. Discuss CPE with your advisor and then supervising SKSM faculty. Final evaluation from CPE supervisor needs to be sent to faculty by the last day of the semester to receive credit. Students are responsible for applying for and securing a place in a CPE program. Please check the SKSM Student Handbook and Contextual Education Handbook for more information. Open to all degree students. No prerequisites or max. enrollment. Auditors excluded. Relates to SKSM Threshold 5. Spiritual Practice and Care of the Soul and MFC Competency 2. Pastoral Care and Presence. Course is available from 1-10 units. Please contact the registrar for a manual adjustment of the credit level as needed. Auditors excluded.</p>

PC-4853	CHAPLAINCY INSTITUTE - INTERSESSION	Katrina	Leathers	<p>This is the registration shell for courses offered by the Chaplaincy Institute (ChI). Enrollment is restricted to joint-program students participating in ChI's Interfaith Chaplaincy and Ministry Certificate. Students enrolled with ChI earn credit based on the combined value of all the courses taken in the term. Please contact the SKSM registrar for a manual adjustment of credit level. Classes meet online synchronously with additional coursework completed on ChI's Moodle platform. Relevance for SKSM thresholds and MFC competencies varies by course. Prerequisite: ECO Core Course. Max. enrollment 15. Auditors excluded.</p>
AR-2000	<b>Spring 2024</b> UU LITURGY AND WORSHIP ARTS	SKSM	Faculty	<p>This online synchronous course introduces students to the history, theory, and practice of Unitarian Universalist liturgy, worship, and rites of passage with an emphasis on worship in emerging multicultural, multigenerational, mutually liberatory congregations. Topics include weekly worship services and annual congregational celebrations as well as weddings, memorials, child dedications, and other rites of passage. Coursework includes reading, video viewing, attending worship services, discussion, reflection papers, worship design, and a final project. It is recommended that student take Unitarian Universalist History and Theology prior to this course. Geared to MDiv students. Relates to SKSM threshold 1. Life in Religious Community and Interfaith Engagement and MFC competency 1. Worship and Rites of Passage. Enrollment max: 20. Auditors excluded.</p>
ECO-1000	ECO CORE	Shannon	Frediani	<p>Educating to "Create Just and Sustainable Communities that Counter Oppressions" ("ECO") is a core goal of Starr King's M.Div. and M.A.S.C. degree programs. In this required core synchronous online course, M.Div. and M.A.S.C. students work together to form a framework for counter-oppressive spiritual leadership. We will ask: how can spirituality, ministry, and religious activism respond to the multiple and intersecting realities of injustice, suffering, and oppression in our lives and our world? What models of justice and sustainable community invite our commitment? Drawing on Unitarian Universalist and multi-religious sources, we will explore how in the midst of a world marked by tragedy, sorrow and injustice there remain abiding resources of beauty and grace that nourish resistance, offer healing and call us to accountability and community building. Reflection essays and final paper.</p> <p>Relates to Thresholds: 2) Prophetic Witness and Work, 5) Spiritual Practice and Care of the Soul, 7) Educating for Wholeness and Liberation, 8) Embodied Wisdom and Beauty, as well as MFC 4). Social Justice in the Public Square.</p> <p>Please take in the first term after Orientation, as the course will introduce you to studying at SKSM.</p> <p>Limited to 20 students. Auditors excluded.</p>

EL-4200	COMMUNITY INTERNSHIP	Chris	Schelin	<p>Community Internships involve engagement at a field site from 16 to 40 hours a week, under weekly supervision at the site and the support of the SKSM Community Intern Reflection class. Community Internships include a variety of settings, such as supervised placements in a non-profit service agency or grassroots organization, hospice work, chaplaincy, teaching and more. They can also entail creating new projects such as starting a new organization or planning a conference. Those who register for this course should also register for Community Intern Integrative Reflection Spring. Students should discuss the internship with their advisor before making arrangements with the professor. Student and supervisor will discuss and sign a learning agreement at the outset of the internship. Midterm and final student/supervisor evaluations are also required. All forms are available on the SKSM Website. Please see Student Handbook and Contextual Education Handbook for more information. Open to all degree students; requirement for MASC. Max. enrollment 15. Auditors excluded. Relevance for specific SKSM thresholds and MFC competencies varies according to the nature of a student's field experience. Course is available for 5-10 units. Contact the registrar for manual adjustment of credit to level set by the instructor. Prerequisite: ECO Core Course</p>
EL-4204	COMMUNITY INTERN REFLECTION - SPRING	J. Tyson	Casey	<p>This course is a peer group seminar for interns doing fieldwork in community field sites. It offers theological reflection, linking the experience in the internship to the student's broad educational and vocational goals (praxis). The class is designed for students to assess their personal progress, gather support from peers and the instructor, integrate their internship experience into their degree program, and deepen theological practices to sustain religious leadership in community ministry. Students gather multi-religious sources of wisdom and inspiration, which serve as touchstones for group spiritual reflection. The course includes a required live web-based video seminar approximately twice a month, as well as weekly online discussion postings that orient the seminar sessions. This online course is synchronous on Zoom; students must have consistent internet access to relevant technology. Specific meeting times for the term can be confirmed in the first two synchronous sessions, depending on the needs and schedules of the group. Evaluation is based on participation, depth of engagement with peers and resources, as well as written self-evaluations. Required for MDiv/ MASC students enrolled in credit for community internship during the same semester. Fulfills thresholds based on personal learning goals. PREREQUISITES: SIMULTANEOUS ENROLLMENT IN COMMUNITY INTERNSHIP CREDITS FOR THE SEMESTER. FULL AND COMPLETE APPROVAL OF THE INTERNSHIP AGREEMENT BY THE DIRECTOR OF CONTEXTUAL EDUCATION, SITE SUPERVISOR AND FACULTY ADVISOR. STUDENT MUST SUBMIT DESCRIPTION OF APPROVED INTERNSHIP AND COPY OF AGREEMENT TO INSTRUCTOR PRIOR TO FIRST SESSION. ECO CORE PREREQUISITE. [12 max enrollment. Auditors excluded.]</p>

EL-4250	COMMUNITY FIELD WORK	Chris	Schelin	Field work describes an involvement in community work for up to 20 hours a week with the ongoing support of a mentor. Community Field Work includes work in gender, racial and economic justice, queer activism, disability advocacy, immigration issues, environmental responsibility, civil liberties protection, HIV response, youth at risk, peace building, participating in a fundraising campaign for a non for profit or grassroots organization, chaplaincy, teaching and more. Students should discuss the field work opportunity with their advisor before making arrangements with the professor. Student and community mentor will discuss and sign a learning agreement at the outset of the field work experience. Midterm and final student/mentor evaluations will also be required by midterm and the end of term. All forms are available on the SKSM website. Please see Student Handbook and Contextual Education Handbook for more information. Open to all degree students. Max. enrollment 15. Auditors excluded. Relevance for specific SKSM thresholds and MFC competencies varies according to the nature of a student's field experience. Prerequisite: ECO Core course.
EL-4300	CONGREGATIONAL INTERNSHIP - SPRING	Tera	Landers	This is a 10-month full-time (one year, 10 credits/semester) or part-time (two years, 5 credits/ semester) ministry experience in a teaching congregation, under the supervision of a Minister in Full Fellowship (for UU students), working with an intern committee, and a professor at the school. For non-UU students, check with your denominational body to see if there are additional requirements for the congregational internship experience. This course is for M.Div students. Evaluation is based on the Zoom conversations, mid-term and final evaluations. The Intern Ministers meet twice a month by Zoom to discuss progress on Learning Goals. Students should register for the concurrent course "EL-4302 Congregational Intern Minister Reflection" for two credits. UU students will use the UUA Internship Evaluation forms. There are opportunities for all eight Starr King Threshold Areas and all of the UU Ministerial Fellowship Competency areas to be explored. Auditors excluded.
EL-4304	CONGREGATIONAL INTERN REFLECTION - SPRING	Tera	Landers	The Congregational Intern Reflection course is paired with the onsite experience of "EL-4300 Congregational Internship." It is in synchronous online modality. This course is for M.Div students. The Intern Ministers meet twice a month by Zoom to discuss progress on Learning Goals, development of pastoral/prophetic/ preaching voices, and integrating theory with skills. Students are expected to attend the January 2024 Congregational Intern Minister Gathering at Starr King. Evaluation will be based on the Zoom conversations and the content of the midterm and final evaluations. During the Internship experience, there are opportunities for all 8 Starr King Threshold Areas to be explored, as well as each of the UU Ministerial Fellowship Committee Competency Areas. ECO Core is a prerequisite. Auditors excluded.

EL-4350	CONGREGATIONAL FIELD WORK - SPRING	Tera	Landers	Fieldwork is an opportunity to put into action the theory learned in the classroom. Working in a congregation gives the student a chance to develop their unique pastoral voice while navigating complexities of a congregation's history, culture, systems and ethos. Fieldwork placements may include: teaching a religious education class for children or adults, working with a youth group, serving on a pastoral care team, participating in a stewardship campaign and more. Evaluation is based on one-on-one conversations with professor, mid-term and final evaluations. his course is for M.Div. students. Variable credit from 0.5 – 5.0 depending on the scope of the field work. Depending on the focus of the Field Work, your project may relate to Starr King 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 5. Spiritual Practice and Care of the Soul 6. Theology in Culture and Context 7. Educating for Wholeness and Liberation 8. Embodied Wisdom and Beauty and MFC requirements: 1. Worship and Rites of Passage 2. Pastoral Care and Presence 3. Spiritual Development for Self and Others 4. Social Justice in the Public Square 5. Administration. Auditors excluded.
HM-1000	HILDA MASON FELLOWSHIP	SKSM	Faculty	Zero-credit "Hilda Mason Fellowship" (HMF) pre-course
HTTC-4000	UU THEOLOGIES	SKSM	Faculty	The purpose of this asynchronous course is to introduce the student to the distinctive theological heritage and theological perspectives present within Unitarian Universalist traditions and congregations, and to equip students to begin to think and write theologically in the context of post-modern religious communities. Especially oriented to students who identify as Unitarian Universalists, this course will encourage participants to form a practice of engaged theological thinking within the context of Unitarian Universalism's particular perspectives, resources, limits, and possibilities. The course requires a lot of reading and viewing videos, weekly synchronous one-hour discussions with a small group at a mutually convenient time, four 100-200 word posts on discussion threads each week, periodic written assignments, and a final project. Appropriate for MDiv, MASC, and certificate students. SKSM Thresholds 4. History of Dissenting Traditions & Thea/ological Quest, and 6. Thea/ology in Culture & Context. MFC Competencies: 1. Worship and Rites of Passage. Prerequisite: UU History strongly recommended Enrollment max: 20 students. Auditors excluded.
ITA-1000	INITIAL THRESHOLD ASSESSMENT	Sheri	Prud'homme	Zero credit course to be taken in the student's first term, when they complete the Initial Threshold Assessment with their advisor.

LCPC-1000	DEPTH PSYCHOLOGY FOR CHAPLAINS	Pamela	Hancock	<p>This synchronous online course will consist of Zoom class every other week and online work in Populi every other week. Students will be evaluated on postings, participation and a final paper. This class is intended for those in the Chaplaincy Concentration (MDiv or MASC). This course is intended to provide the psychological grounding for those going into Chaplaincy to understand the complexity of the human condition. Topics included will be: the religious function of the psyche, ego development, and psychological issues that may arise when ministering to people.</p> <p>Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 5. Spiritual Practice and Care of the Soul and MFC: 2. Pastoral Care and Presence. Maximum enrollment: 20. Auditors excluded.</p> <p>Faculty Consent Required. Registration is contingent upon faculty approval.</p> <p>1. Students will self-enroll in the course to be placed on the waitlist. 2. Complete the required faculty consent questionnaire. <a href="https://www.surveymonkey.com/r/FC23-24">https://www.surveymonkey.com/r/FC23-24</a>. For questions regarding Faculty Consent, please contact <a href="mailto:kmoebius@sksm.edu">kmoebius@sksm.edu</a>.</p>
LCPC-4100	ADVANCED TOPICS IN MEDITATION	Som	Pourfarzaneh	<p>This online synchronous course will build upon the basic foundations of meditation and introduce methods for developing concentration, encouraging self-care, and taking one's practice into the workplace to be of best benefit to one's self and others. The series will offer tools for strengthening an existing daily practice and resources for further learning and discovery. Course Format and Evaluation: synchronous monthly meetings, with the commitment to practice daily between sessions. Participants may choose to participate asynchronously with approval from the instructor. Intended audience: all degree programs. Prerequisites: Beginner's Meditation Workshop (or equivalent).</p> <p>Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 5. Spiritual Practice and Care of the Soul 8. Embodied Wisdom and Beauty and MFC: 3. Spiritual Development for Self and Others [14 max enrollment; Auditors welcome]</p>
LCPW-4000	POWER, ORGANIZATIONS, AND MOVEMENTS	J. Tyson	Casey	<p>This synchronous, online course is to engage the interdependence of internal and collective power in contributing to organizations, movements, regeneration, and liberation. The course will explore specific approaches to social change through various perspectives of power, organization, and movement. This includes the phenomena that contribute to and are perpetuated by interlocking patterns of domination. Participants will have the opportunity to develop their connection to collective liberation by: studying power, organizations, and movements; working with concrete tools and practices that deepen internal, interpersonal, and institutional relationships with power and social change; reflecting upon the wisdom of spiritual and secular sources; and collaborating in the equitable cultivation of community. Students will be expected to complete readings, responsibilities, case-studies, reflections, and a final group project, all of which contribute to the collective wisdom of the class. Thresholds: 2. Prophetic Witness and Work 4. History of Dissenting Traditions and the Theological Quest 6. Theology in Culture and Context and MFC Comps: 3. Spiritual Development for Self and Others 5. Administration 7. Leads the faith into the future. PREREQUISITE: ECO CORE COURSE. ENROLLMENT MAX: 20. Auditors excluded.</p>

LCTC-4000	INTERRELIGIOUS DIALOGUE	Som	Pourfarzaneh	<p>This online synchronous course will present a framework for the practice of interreligious dialogue, in a collaborative and pluralist environment. It will draw upon contemporary texts and guest lectures representing a diversity of faith traditions to provide an integrative context for building bridges between and among religious boundaries, as well as addressing conflicts that arise through interreligious encounters. Students will be encouraged to share their interreligious experiences to foster discussion about ways in which to engage in interfaith work among and between different traditions and understand interreligious dialogue from a variety of perspectives. Course Format and Evaluation: seminar, with final presentation and research paper or project on a specific topic or theme. Intended audience: all degree programs. Relates to Thresholds: 1. Life in Religious Community and Interfaith Engagement 2. Prophetic Witness and Work 4. History of Dissenting Traditions and the Theological Quest 6. Theology in Culture and Context 7. Educating for Wholeness and Liberation 8. Embodied Wisdom and Beauty. Relates to MFC: 4. Social Justice in the Public Square 7. Leads the faith into the future. [Auditors excluded.]</p>
P2G-5000	PETITION TO GRADUATE	SKSM	Faculty	<p>Zero credit course to be taken the semester the student plans to graduate.</p>
PC-1000	ILLNESS, HEALTH, & HEALING	Pamela	Hancock	<p>This is an asynchronous online and cohort ZOOM course. Students will explore illness, health, healing, disability, dying, and living during a pandemic. This course invites students to listen for the voices of the ill, disabled and dying, even when those voices are full of pain or have been long ignored. Students will develop spiritual care skills and practices to promote health and healing in their ministries and their lives. The course will draw from narratives, justice work, as well as a variety of religious traditions. This course is for MDiv students and designed especially for those preparing to be chaplains and/or spiritual leaders in congregational and/or community settings. Relates to Thresholds: 5. Spiritual Practice and Care of the Soul and MFC: 2. Pastoral Care and Presence. Enrollment Max: 20. Auditors excluded.</p> <p>Faculty Consent Required. Registration is contingent upon faculty approval.</p> <p>1. Students will self-enroll in the course to be placed on the waitlist. 2. Complete the required faculty consent questionnaire. <a href="https://www.surveymonkey.com/r/FC23-24">https://www.surveymonkey.com/r/FC23-24</a>. For questions regarding Faculty Consent, please contact <a href="mailto:kmoebius@sksm.edu">kmoebius@sksm.edu</a>.</p>

PC-1220	CHAPLAINCY FORMATION - STAGE 2	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester, for 6 semesters if you are in the MDiv program (for a total of 9 units)—this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Prerequisite: Chaplaincy Concentration Faculty Consent Required. Enrollment Max: 20. Auditors excluded.
PC-1230	CHAPLAINCY FORMATION - STAGE 3	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester, for 6 semesters if you are in the MDiv program (for a total of 9 units)—this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Prerequisite: Chaplaincy Concentration Faculty Consent Required. Enrollment Max: 20. Auditors excluded.
PC-1240	CHAPLAINCY FORMATION - STAGE 4	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester, for 6 semesters if you are in the MDiv program (for a total of 9 units)—this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Prerequisite: Chaplaincy Concentration Faculty Consent Required. Enrollment Max: 20. Auditors excluded.

PC-1250	CHAPLAINCY FORMATION - STAGE 5	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester, for 6 semesters if you are in the MDiv program (for a total of 9 units)—this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Prerequisite: Chaplaincy Concentration Faculty Consent Required. Enrollment Max: 20. Auditors excluded.
PC-1260	CHAPLAINCY FORMATION - STAGE 6	Pamela	Hancock	This synchronous online course (once per month in ZOOM, for 4 meetings total per semester) is required for all students in the Chaplaincy concentration at SKSM. Taken every semester, for 6 semesters if you are in the MDiv program (for a total of 9 units)—this class will provide the container for pastoral and professional formation, in preparation for ordination and future service as a chaplain. Topics over the course of the 6 semesters will include: focus on one's own spiritual path and formation as a chaplain; the requirements of working as a chaplain in multiple settings; how to function pastorally with boundaries and using pastoral authority; group dynamics and organizational behavior; as well as organizational culture, system and relationships. Depending on where you are at in the program will determine the content you will be studying. The monthly meetings will allow you to explore where you are at in your personal formation process along with your peers on the same journey. Prerequisite: Chaplaincy Concentration Faculty Consent Required. Enrollment Max: 20. Auditors excluded.
PC-4000	CLINICAL PASTORAL EDUCATION	Chris	Schelin	This course is for Starr King students engaged in part-time or full-time Clinical Pastoral Education. Participate in ministry to persons in crisis and engage in individual and group reflection. Didactic sessions draw together theoretical material from theology, the behavioral sciences, and pastoral care. Students learn to integrate theological understanding and knowledge of behavioral science with pastoral functioning. Upon completion, a written evaluation from the program supervisor will be placed in the student's permanent file. Discuss CPE with your advisor and then supervising SKSM faculty. Final evaluation from CPE supervisor needs to be sent to faculty by the last day of the semester to receive credit. Students are responsible for applying for and securing a place in a CPE program. Please check the SKSM Student Handbook and Contextual Education Handbook for more information. Open to all degree students. No prerequisites or max. enrollment. Auditors excluded. Relates to SKSM Threshold 5. Spiritual Practice and Care of the Soul and MFC Competency 2. Pastoral Care and Presence. Course is available from 1-10 units. Please contact the registrar for a manual adjustment of the credit level as needed.

PC-4854	CHAPLAINCY INSTITUTE - SPRING	Katrina	Leathers	This is the registration shell for courses offered by the Chaplaincy Institute (ChI). Enrollment is restricted to joint-program students participating in ChI's Interfaith Chaplaincy and Ministry Certificate. Students enrolled with ChI earn credit based on the combined value of all the courses taken in the term. Please contact the SKSM registrar for a manual adjustment of credit level. Relevance for SKSM thresholds and MFC competencies varies by course. Classes meet synchronously with additional coursework completed on ChI's Moodle platform. Max. enrollment 15. Auditors excluded. Prerequisite: ECO Core Course
PORCON-3000	MID-DEGREE PORTFOLIO CONFERENCE	SKSM	Faculty	Zero credit course to be taken in the term the student plans to complete the Portfolio Conference.
PWHT-2400	19TH CENTURY ROOTS OF UU PROPHETIC WITNESS	Meg	Richardson	This asynchronous online course will locate the roots of Unitarian Universalist Prophetic Witness in nineteenth century social justice concerns: abolition, education, prison reform, utopian communities, suffrage, temperance, humane treatment of animals, civil disobedience, and poverty. We will also explore the nineteenth Unitarian and Universalist influence on Biblical Criticism, literature, philosophy, music, and art. Our course will begin with the Unitarian Controversy at Harvard, against the backdrop of the Second Great Awakening, and explore how theological education influenced Unitarian and Universalist social commitments. We will discuss a variety of attitudes about race and racial justice and find disconcerting inconsistencies and evolving understanding as the arc of the moral universe bends a young nation to engage in Civil War. The heart of this course is Transcendentalism, from Ralph Waldo Emerson's Divinity School Address in 1838 to the death of Margaret Fuller in 1850, and we will finish with the emergence of Humanism at the century's end. Although our focus is on North America, we will also consider parallel developments in Great Britain and Transylvania. Most of our texts will be found online as our emphasis will be on nineteenth century documents which are out of copyright: philosophy, essays, scriptures, and biographies. Students will be evaluated through demonstrated preparation, class participation on Populi, class presentations in VoiceThread on Populi and a final paper. MDiv and MASC students. This course relates to the Unitarian Universalist Association's Ministerial Fellowship competencies 6. Serves the larger UU faith 7. Leads the faith into the future and the Starr King Thresholds 4. History of Dissenting Traditions and the Thea/ological Quest and 6. Thea/ology in Culture and Context. [20 max enrollment; Auditors excluded]
PWLC-5300	MASC PROJECT	Gabriella	Lettini	For MASC students only. MASC students may split this course over two semesters or sign up for it during their last semester. This final project can take a variety of forms and should be representative of the student's learning and creative work in the MASC degree. The student will work independently under faculty supervision. Projects include research thesis, public presentations, designing and implementing educational curricula, organizing local/national conferences and special events, multimedia art-work, writing a book and more. The project's topic, proposal and final draft need to be discussed and developed with the Director of the MASC program and a second faculty member. The project may be presented publicly. A total of 3 MASC Project credits are required for graduation in the MASC degree. Fulfills Threshold 2. Prophetic Witness and Work. ECO Core Course is a

prerequisite. This project is variable credit between 0.5-3 credits.  
Maximum enrollment:10. Auditors excluded

PWTC-2500 WHITE SUPREMACY AND RELIGION Rebecca Parker

Religion has been and continues to be a primary energizing force for white supremacy. In this synchronous online course for MASC, MDiv, Chaplaincy students and Community Members, we will study the religious underpinnings of white supremacy and the contemporary rise of Christian Nationalism. A historic look-back at the alliance of Christianity with colonization and enslavement will also be relevant, including the violent racism at the Puritan roots of Unitarianism and Universalism, and the Christian religious symbolism of torture and humiliation that infuses modern lynchings with religious pathos. Identifying and constructing theological frameworks that counter and redress white supremacy's virulence within religion will be the key purpose. The format will include lectures, study of images and media, readings, writing, and discussions. Final projects can be a theological exposition, a curriculum design for a congregation, a sermon series, or other creative/constructive projects of students' designing. Evaluation will be based on self-identified learning goals and collective class success. The course will strengthen capacities for Thresholds: 2. Prophetic Witness and Work and 6. Thea/ology in Culture and Context. MFC Competencies: 1. Worship and Rites of Passage, 2. Pastoral Care and Presence, 3. Spiritual Development for Self and Others, 6. Serves the larger UU faith, 7. Leads the faith into the future. Pre-requisite: ECO Core  
Faculty Consent Required. Registration is contingent upon faculty approval.

1. Students will self-enroll in the course to be placed on the waitlist. 2. Complete the required faculty consent questionnaire. <https://www.surveymonkey.com/r/FC23-24>. For questions regarding Faculty Consent, please contact [kmoebius@sksm.edu](mailto:kmoebius@sksm.edu).

TCAR-2000 CREATING MEDIA THAT COUNTERS OPPRESSION Som Pourfarzaneh

This synchronous online course will present an overview of developing a counter-oppressive popular media and technology framework that includes films, TV shows, comic books, video games, music, weblogs, streaming services, social network platforms, and other forms of infotainment. It will also foster discussion about the ways in which different forms of media are utilized both to reify and counter stereotyping, hegemony, discrimination, technology framework to disseminate content that works to counter oppression(s). Course format and evaluation: seminar, with final presentation and paper or media project that employs this media framework. Intended audience: all degree programs. Relates to Thresholds: 2. Prophetic Witness and Work, 6. Theology in Culture and Context 7. Educating for Wholeness and Liberation 8. Embodied Wisdom and Beauty. Relates to MFC: 4. Social Justice in the Public Square 7. Leads the Faith into the Future. Auditors excluded.

TCAR-4000	QUEERING ECCLESIOLOGY AND RITES	Hugo	Cordova Quero	<p>Across Asia, Africa, and Latin America we are witnessing the emergence of queer faith-based communities in very dissimilar contexts and with very different histories. Exploring the way that these communities address issues of ecclesiology and rites would benefit students to explore the ways that our global village is moving in terms of the intersections among religion, gender, and sexuality. This asynchronous online course investigates what are the struggles and mechanisms that these communities have to cope in their context with ingrained homophobia, transphobia, lesbophobia and the like. At the same time, it will examine how those communities enact interreligious and multireligious dialogue and rituals and how faith and activism are coupled to counter oppressive discourses and colonial performativities in their own situations. The course also features the voices of queer ministers and activists from different context to whom we can turn to learn from their experiences. The target audience is both MA and MASC students. This course fulfills the following Thresholds: 1. Life in Religious Community and Interfaith Engagement; 2. Prophetic Witness and Work; 3. Sacred Text and Interpretation; 6. Thea/ology in Culture and Context; 7. Educating for Wholeness and Liberation. The course also complies with the following MFCs: 1. Worship and Rites of Passage; 2. Pastoral Care and Presence; 3. Spiritual Development for Self and Others; 7. Leads the Faith into the Future. [Max enrollment: 20. Auditors excluded.]</p>
TCHT-4100	ADVANCED TOPICS IN GENDER AND RELIGION	Ashley	Bacchi	<p>This synchronous online course will explore ancient and modern constructions of gender and how that impacts an understanding of sacred texts, not only in questions of translation and gender performance but in the pressing need for safe inclusive spaces. Trans and intersex people have been violently victimized, ostracized, and demonized by oppressive readings of sacred texts. Understanding ancient physiology demonstrates that our “scientific” or “natural” conceptions of gender change; they are not fixed but shaped by culture and society. We are currently at the cusp of a broader cultural/social paradigm shift as scientists are more clearly and publicly making known that a focus on two sexes cannot be supported biologically, further supporting the work that gender theorists such as Judith Butler have pioneered. While many welcome the possibilities that are on the horizon, others are using religion as a cudgel to continue to promote the concept of gender binaries. This seminar will set the historical, cultural, and literary context for Greek, Roman, Jewish, and Christian sources. The course will culminate with student-led presentations of their research projects based on the individual interests of the students, resulting in a variety of collective resources on gender and religion (not limited to Jewish and Christian traditions). As it is a 1.5 unit upper-division course it will meet every other week of the semester, the format will be seminar style, students are expected to have completed the assigned readings and be ready to discuss materials. Relates to Thresholds: 3. Sacred Text and Interpretation 4. History of Dissenting Traditions and the Thea/ological Quest 6. Thea/ology in Culture and Text. Prerequisite: ECO Core Course. Enrollment max: 15. Auditors excluded.</p>

TILC-4000    ADVANCED TOPICS    J. Tyson    Casey  
IN DHARMA AND  
LEADERSHIP

This course is a peer group seminar for students seeking deeper engagement with specific dharmic and/or leadership texts, perspectives, and practices. Two or three required synchronous group sessions and two or three required one-on-one sessions with the instructor, for a total of four to six synchronous online meetings, are required, times TBD with the students. Like a SKIL, students develop unique learning arcs and outcomes in partnership with and approved by the instructor within the first two weeks of the term. Opportunities for collaborative learning arcs and outcomes are available. Evaluation is based on participation, depth of engagement with peers, supporting assignments, and primary resources, as well as a midterm and final project artifact. Participants can choose to focus on one specific dharmic text, or work with a few different and related dharmic texts, perspectives, and practices. Students choosing to focus on “leadership” develop a course of study that integrates theory and praxis around a specific area of focus. Combining dharma and leadership into a student’s learning arc is also possible.

Fulfills Threshold 1. Life in Religious Community and Interfaith Engagement and/or 3. Sacred Text and Interpretation. Relates to MFCC: 3. Spiritual Development for Self and Others and 7. Leads the faith into the future.

Prerequisites: ECO Core. Prior completion of at least one SKSM course covering dharma and/or leadership is strongly recommended.

Maximum enrollment: 14. Auditors excluded. Variable credit course can be taken for 1.5 or 3 credits.

Faculty consent required. Registration is contingent upon faculty approval.

1. Students will self-enroll in the course to be placed on the waitlist. 2. Complete the required faculty consent questionnaire:  
<https://www.surveymonkey.com/r/FC23-24>  
For questions regarding Faculty Consent, please contact [kmoebius@sksm.edu](mailto:kmoebius@sksm.edu).

TITC-3005	LIBERATION, SOCIAL JUSTICE, BIBLE	Ashley	Bacchi	<p>What does the Bible actually say about slavery, homosexuality, abortion, immigration, women's roles, and more? In this course, we will discuss the ways in which the Hebrew Bible and Christian Scriptures have been used to support movements of liberation and social justice as well as to support and justify oppressive and violent systems such as slavery, income disparity, sexism, homophobia, racism, and xenophobia. By situating biblical verses within their literary, cultural, and historical context, we will dismantle oppressive and kyriarchal readings. The overarching ethic of both the Hebrew Bible and Christian Scriptures is liberation and social justice. However, this ethic has been obscured by oppressive readings which fail to account for context. This course will equip students with tools for countering systems of oppression through critical contextual readings of the sources, as well as by introducing intersectional feminist, postcolonial, queer, and ecological methodologies to "de-weaponize" Scripture. Students will use these hermeneutical tools to develop "flipped scripts" that speak to their own contexts. This approach will provide students with the ability to use the Hebrew Bible and Christian Scriptures to breathe strength, life, and love into those who have been the target of judgment, marginalization, and violence as well as to reclaim these sacred texts as a critical resource for liberation and social justice. The format is asynchronous lecture/synchronous zoom discussion. Lectures will be posted to voicethread each week and online Zoom session participation is mandatory and will be primarily for group discussion of the lecture and the readings. Please note that this course will address topics such as slavery, rape, and other potentially triggering topics. The course is intended for M.Div., MASC. Prerequisite suggested: Intro to the Hebrew Bible and/or Intro to Christian Scriptures. Relates to Thresholds: 2. Prophetic Witness and Work 3. Sacred Text and Interpretation 4. History of Dissenting Traditions and the Thea/ological Quest and MFC Competency 3. Spiritual Development for Self and Others. Enrollment max: 20. Auditors excluded.</p>
UU-1000	OPT IN TO UU CONCENTRATION	Meg	Richardson	<p>A zero credit "course" for students to enroll in if they want to opt-in to the UU Concentration.</p>